MAPÚA UNIVERSITY

100

Always Building the Future

STUDENT DISCIPLINE HANDBOOK FOR SENIOR HIGH SCHOOL



RULES AND REGULATIONS FOR LEARNERS

Mapúa University carefully considered and developed the learner's rules and regulations in this handbook pursuant to the Manual of Regulations for Private Higher Education and the Revised Manual of Regulations for Private Schools in Basic Education.

This handbook is the offshoot of the Department of Education (DepEd) issuance, pursuant to the pertinent provisions of the 1987 Constitution, Republic Act No. 2706 as amended by Republic Act No. 3075, Commonwealth Act No. 180, Batas Pambansa Bilang 232, Republic Act 7722, and other applicable legislation.

Policies stipulated in this Student Discipline Handbook have been adopted in the firm belief that they will promote the welfare of the learner population.

The Student Discipline Handbook of Mapúa University supersedes all previously issued Student Discipline Handbooks. It applies to all current Senior High School students of Mapúa regardless of the year of entry to the University. This Handbook takes effect on the first day of the First Semester S.Y. 2024-2025.

The Student Discipline Handbook is subject to periodic reviews and modifications as may be recommended by the Office of the Principal and approved by the Office of the President (OP).

RATIONALE

Education is a cooperative enterprise of both the teacher and the learner. It requires mutual and coordinated efforts from both parties for it to be effective. For Mapúa to achieve its desired educational goals, the entire academic community needs to subscribe and adhere not only to the fundamental objectives of effective learning but also to the development of moral character expected of educated men and women.

As mandated under Article XIV, Sec. 3 (2) of The Philippine Constitution of 1987, "All educational Institutions shall teach the rights and duties of the citizenship, strengthen ethical and spiritual values, and develop moral character and personal discipline, encourage critical and creative thinking, broaden scientific and technological knowledge, and promote vocational efficiency. Mapúa University has a primary goal of imparting knowledge to its students and strives to meet its implicit "built-in" obligations by providing its students with an atmosphere

conducive to learning and by formulating and implementing rules and regulations as provided by the law.

As provided under the Revised Manual of Regulations for Private Schools in Basic Education, under Student Discipline, Section 131. Responsibility for Student Discipline: The administration of each private school shall be responsible for maintaining good discipline among students inside and outside the school premises whenever they are engaged in authorized school activities.

A student enrolling in the Institute assumes an obligation to conduct himself properly and irreproachably as a bona fide member of the academic community and should not hamper the Institute from the discharge of its educational functions. He must accept the rules and regulations the University prescribes for the academic community members to enable it to effectively fulfill its educational mission.

Therefore, all students and faculty members shall abide by and observe the rules and regulations set forth herein. They are urged to refrain from committing any offense that is inimical to the good of the students and the whole academic community in general.

OFFICE OF THE PREFECT OF DISCIPLINE

The Office of the Prefect of Discipline (OPD) aims to promote DISCIPLINE in accordance with the Mapúa University Core Values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Furthermore, the OPD envisions providing guidance for the integral development of students' moral values, habits, ethics, and ideals to become responsible and better persons.

The OPD also strives to create an environment conducive to learning by implementing rules and regulations aligned with the Student Discipline Handbook and which reflect Mapúa's Core Values.

The following are the functions and responsibilities of this office:

- to inform students of their rights and responsibilities

- to apprise students of the rules/codes on student discipline and proper decorum and behavior in their association with fellow students, teachers, employees, and administrative officers; and also, to ensure that due process (Section 135 of MRPSBE) has been observed in every administrative proceeding. This requires that:

1. students must be informed in writing of the nature and cause of any accusation against them and require the accusation in writing. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause letter;

2. if the student denies the allegations or alleges some fact or matter in justification or mitigation of the offense, and the issues are complex and/or sensitive in nature, the institute may form a fact-finding committee to hear and receive evidence; (Please refer to page 5, part III (Authority of the Prefect of Discipline);

3. in all stages of the proceedings, the student has the right to the assistance of a counsel of his own choice;

4. the student has the right to examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on his behalf;

5. the fact-finding committee considers the evidence received during the proceedings;

6. the student is informed in writing of the decision promulgated in his case;

7. if the student is found liable for the offense charged, the punishment imposed is commensurate to the nature and gravity of the offense.

The Office of the Prefect of Discipline (OPD) offers the following services:

- Supervision of disciplinary cases and other student concerns
- Issuance of Certificate of Good Moral Character
- Processing of Affidavit of Loss

AUTHORITY OF THE PREFECT OF DISCIPLINE

The authority of the Prefect of Discipline depends on the gravity and complexity of the case.

1. The Prefect has the authority to investigate, decide, and impose sanctions on minor offenses. He has the same authority with respect to major offenses where the

imposable penalty is suspension for less than 20% of the prescribed class days for the school year or term, provided that appropriate notices are sent to the Principal's Office and the Legal Affairs Department of the University.

2. The Prefect may recommend to the principal the disposition of cases involving major offenses where the equivalent sanctions are suspension of more than 20% of the prescribed class days for the school year or term.

3. The Prefect may, at his discretion, recommend to the principal the creation of a Committee on Decorum and Investigation (CDI) in complex cases or those that are sensitive. Once constituted, the CDI shall have jurisdiction to handle cases involving major offenses as defined in this Handbook.

The Committee on Decorum and Investigation (CDI) is ideally composed of, but not limited to, the following:

a) MU Legal Counsel
b) Prefect for Discipline
c) SHS Guidance Counselor
d) Faculty Member
e) Non-teaching Employee
f) Student Council Officer or student leader

STUDENT'S GENERAL BEHAVIOR

Mapúa students are expected to embody and practice the school's core values – Discipline, Excellence, Commitment, Integrity, and Relevance. In the same manner, Respect, Courtesy, and Politeness are emphasized to create an atmosphere conducive to learning.

DEFINITION OF TERMS

Authority - the power to determine, adjudicate, or otherwise settle issues or disputes; jurisdiction: the right to control, command, or determine.

Complainant -the party reporting/filing the complaint or concern against another party.

Discipline - training is expected to produce a specific character or pattern of behavior, especially training that produces moral or mental improvement. (Freedictionary.com)

Evidence - something (as testimony, writings, or objects) presented in a judicial or administrative proceeding for the purpose of establishing the truth or falsity of an alleged matter of fact (Findlaw.com).

Exclusion – a penalty on which the University is allowed to exclude or drop the name of the erring learners or student from the school rolls for being undesirable, and a transfer of credentials is immediately issued. A summary investigation shall have been conducted, and no prior approval by the Department is required in the imposition of the penalty.

Expulsion – is an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private schools in the Philippines and which requires the prior approval of the Secretary (DepEd). The decision of the school on every case involving the penalty of expulsion, together with the supporting documents or papers, shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

Prefect of Discipline - A person appointed as the head of the Office of the Prefect of Discipline with the primary task of implementing the student discipline policies as enumerated under the Student Discipline Handbook of Mapúa.

Non-readmission – a penalty that allows the institution to deny admission or enrollment of an erring student immediately the following semester when the resolution after finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term/semester when the resolution for non-readmission was promulgated.

Public Display of Affection (PDA)- Inappropriate physical contact including, but not limited to, intimate (physical contact) touching, kissing, lying /leaning to another person, etc., inside the school premises or at any school-sponsored activity.

Regulations - A law, rule, or other order prescribed by authority, especially to regulate conduct. (Dictionary.com)

Respondent- Refers to the party responding to the complaint or concern reported regarding his/her alleged behavior or actions not in accordance with the Student Discipline Handbook.

Rights- A moral, ethical, or legal principle considered an underlying cause of truth, justice, morality, or ethics. (Dictionary.com)

School Premises- Includes all land, buildings, facilities, and other property in possession of or owned, used, or controlled by the Mapúa (including adjacent streets and sidewalks).

Student - Any person enrolled and engaged in higher education studies (Mapúa Institute of Technology). This includes:

1. foreign students
2. refresher course students
3. special students

Suspension – is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year or term.

The decision of the school in every case involving the penalty of suspension that exceeds twenty (20%) percent of the prescribed school days for a school year or term shall be forwarded to the Regional Office (DepEd) concerned within ten days from the termination of the investigation its case for its information.

TYPES OF OFFENSES

a. Minor Offenses –offenses committed against the provisions of the MU Student Discipline Handbook. A minor offense warrants a penalty of warning up to nine (9) hours of community service or a fine as provided by this handbook for minor offenses.

b. Major offenses – are serious infractions committed against any provisions of the Student Discipline Handbook. Such as offenses that warrant a more severe suspension penalty up to dismissal/expulsion.

PENALTIES

Minor Offenses and their sanctions

1. Left/lost ID (without Affidavit of Loss)

   1st Offense – 1st warning (oral or written notice of warning)
   2nd Offense – 2nd warning (oral or written notice of warning)
   3rd Offense – 3rd warning (oral or written notice of warning)
   4th Offense – Students shall not be allowed to enter the campus.

2. Not properly wearing ID while inside the campus
3. Spitting or littering
4. Wearing inappropriate campus attire
5. Violation of parking regulations
6. Disrupting or disturbing classes by making excessive noise within the premises of the University.
7. Loitering in corridors during class sessions
8. Eating and/or drinking in prohibited areas such as but not limited to classrooms, laboratories, elevators, etc.
9. Disruptive use of mobile phones or other similar communication devices during classes
10. Misbehavior during school programs, activities, or competitions
11. Disrespect for national symbols
12. Improper use of lavatories and washrooms
13. Possession of any gambling materials while inside the vicinity of the Institute; and
14. Simple misconduct

Except for policy no 1 (Left/lost ID (without Affidavit of Loss), the following are the sanctions for violation of minor offenses:

1st Offense - Warning

2nd Offense - 3 hours of community service
3rd Offense - 6 hours of community service

Major Offenses and their sanctions

a. Suspension for a period of not more than twenty (20%) percent of the prescribed class days for the school year or term with or without community service
b. Suspension for a period of more than twenty (20%) percent of the prescribed class days for the school year or term with or without community service
c. Non-readmission to the University
d. Dismissal from the University
e. Expulsion

Table of Offenses: Major offenses and their corresponding sanctions.

OFFENSE	Occurrence and Sanction			
	1st	2nd	3rd	4th
1. Any violation of the University's Academic Integrity Policy and/ or dishonesty, such as but not limited to the following:				
1.1. Cheating in online or physical examinations, unauthorized possession/ use of notes or any materials relevant to the examination during the exam	a	b	c	

1.2. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers, and similar materials	a	b	c	
1.3. Communicating (through any medium) with another student/any other person (inside or outside the examination room) during the examination without permission from the professor or proctor	a	b	c	
1.4. Recording and saving copies of exam questions or answers or answer keys for distribution; receiving copies of exam questions or answers or answer keys to an exam from someone who has already taken it	a	b	c	
1.5. Massive, pre-meditated, organized cheating using any means, including online cheating using instant messaging/email during a quiz or exam	b/c			
1.6. Asking or hiring someone else to take their exams, do their homework, Coursera course, papers, projects, or other academic requirements	a	b/c		
1.7. Using another's MyMapua email address to log in to any of the University's official and/or accredited platforms (e.g., BlackBoard and	a	b/c		

Coursera), whether with or without permission				
1.8. Plagiarism or the unethical act of stealing the thoughts of another without proper citation or reference, acquiring information from the Internet without acknowledging the author, copying from another student's work without permission and submitting it as one's own work; or submitting another person's work as one's own	b/c/d			
1.9. Any form of dishonesty in peer-reviewed assignments/submissions	a	b	c	
1.10. Engaging in any activities that will dishonestly improve results or dishonestly improve or damage the results of others	a	b/c		
1.11. Any other form of dishonesty or cheating in any assessment or course requirement, examination, submission of homework, assigned projects, or any other academic work,	a	b	c	
2. Falsification of documents, forgery, and/or any similar acts of alteration but not limited to:				

2.1. Alteration or misuse of school documents in connection with official matters	b/c/d			
2.2. Alteration or misuse of school records or credentials	b/c/d			
2.3. Submission of false or fraudulent information and/or documents to the University in connection with official matters	b/c/d			
2.4. Publication or dissemination of false information about the school administration, its officials, faculty members, or students	b/c/d			
2.5. Forging of security stamp to gain entry to the University	a/b	c/d		
3. Lending or borrowing of a school ID, official receipt, certificate of matriculation, or other official documents and/or presenting another person's documents as one's own; tampering with school ID and using it to gain entry to the University	a/b/c			
4. Accumulation of any four (4) minor offenses of any nature within one (1) quarter of the school year	a	b	c	
5. Physical injury/assault upon any member of the faculty, administration, staff, or any student, personnel, or visitor of the University	b/c/d/e			

6. Any acts of threat, either physical or by means of any medium of communication including but not limited to: oral, through social media, and using any electronic gadget against any school officials, faculty member, employee, student, and or any visitor of the University	a/b/c/ d/e			
7. Discourtesy in any form (physical/ oral, written) by means of any medium of communication, such as, but not limited to:				
7.1. Bullying, defamation, inciting to fight, and/or any abusive behavior committed against any student (Republic Act No. 10627 Anti-Bullying Act of 2013.pdf)	a/b	c/d		
7.2. Disrespect toward any faculty member, or any official of the University or his authorized representative	a/b/c/d			
7.3. Willful failure to comply immediately with the instruction/directions given by persons in authority, such as but not limited to officials of the University, faculty members, and security personnel who are acting in the performance of their official duty	a/b	c/d		

7.4. Failure to comply with the deadline given/set to complete the given disciplinary sanction and/or to submit an explanation letter for the commission of any of the minor offenses unless justified	a	b	c	
8. Any other conduct which threatens, endangers, or adversely affects the health or safety of any person inside Mapúa premises	b/c/d/e			
9. Illegal possession of a deadly weapon of any kind and/or use of explosives, incendiary devices, and/or any other similar devices	b/c/d			
10. Forcible entry into the campus				
11. Unauthorized use of Mapua facilities and services, including but not limited to:	a	b	c	
11. 1. Unauthorized use of rooms				
11.2 Tampering with or misuse of computer applications, software, programs, and other IT systems of the University, whether for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in a computer security	a/b	c/d		

breach				
12. Any form of bribery (attempted or consummated) of any faculty member or personnel of the University	b/c/d			
13. Stealing, attempting, and/or facilitating to steal	a/b/c/d			
14. Vandalism, or the willful or negligent destruction of any property of the University, which includes, but is not limited to, such acts as tearing off or defacing any library book, magazine, or periodical; writing, drawing, or posting unauthorized notices on walls or pieces of furniture, breakage of glass windows, showcases, cabinet doors, electrical and mechanical devices; unauthorized removal of official notices and posters from bulletin boards and other similar acts, or causing other damage to any property of the University	a/b/c			
15. Unauthorized/misuse of emergency switches such as but not limited to fire alarms, activation of water sprinklers, and the like	a/b/c			

16. Hazing or the infliction of any physical or mental harm or ordeal on any person which injures, degrades, or disgraces or that tends to injure, degrade, or disgrace any fellow student or any person in the University (Republic Act No. 11053 - Anti-Hazing Act of 2018.pdf)	c/d/e			
17. Forming, recruiting, and/or joining any surreptitious or clandestine organization like fraternities and sororities, or other associations formed for illegal, immoral, unethical purposes, or those not officially recognized by the Office of Student Activities or not listed in the official list of organizations	c/d/e			
18. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and or other banned substances but not limited to: LSD, marijuana, heroin, shabu, amphetamines, barbiturates, or opiates in any form within the premises or immediate vicinity of the University	c/d/e			

19. Unauthorized possession and/or drinking of alcoholic beverages within the premises of the University, whether or not in connection with an official school activity approved by the Office of Student Activities; drinking outside the premises of the Institute in connection with an official school activity approved by the Office of the Student Activities; or entering the campus under the influence of alcohol	b	c/d		
20. Public Display of Affection (PDA), which offends or tends to offend the sensibilities of the Academic community or inappropriate intimate physical contact including, but not limited to, intimate touching, kissing, hugging, lying /leaning on another person, etc., within the school premises or at any school-sponsored activity	a	b/c		
21. Gender-based sexual harassment committed within University premises or online, including but not limited to catcalling, wolf-whistling, unwanted invitations sexual in nature, misogynistic, transphobic, homophobic, and sexist slurs; Persistent uninvited comments or gestures on a person's appearance; relentless requests for personal details; statement of sexual comments and suggestions; groping or making offensive body gestures at someone, and other similar lewd actions; any advances, whether verbal or physical,	a/b	c/d		

that is unwanted and has threatened one's sense of personal space and physical safety. This may include cursing, leering, intrusive gazing, and taunting; Persistent telling of sexual jokes; use of sexual names; and stalking. (Mapúa University Gender Equality Policy.pdf, Republic Act No. 11313 - Safe Space Act.pdf)				
22. Engaging in lewd, obscene, or immoral conduct; public masturbation or flashing of private parts within the campus;	b/c/d			
23. Engaging in any form of gambling within the premises of the University	a	b/c		
24. Smoking/vaping at any time within the school premises	a	b/c		
25. All forms of student protest whose distinctive characteristics are physical force, violence, threat, and intimidation	b/c/d			
26. Posting and/or distributing literature, pamphlets, pictures, news items, or any announcement whatsoever without any written permit from the Office of the Student Activities	a	b	c/d	

27. Organizing, participating in, and/or supporting any activity inside or outside the school campus without approval from the Office of Student Activities or appropriate school authorities	a/b	c/d		
28. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes	b/c/d			
29. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the University	a/b	c/d		
30. Embezzlement of funds of a student organization or student council	a/b/c	d		
31. Refusal to comply with instruction (either oral or written), summons, and/ or notices given/issued for purposes of an investigation conducted in connection with discipline-related offenses or any matters related/in connection to the official function of the University in accordance with the law of the land	a	b	c	

32. Perjury/lying or giving false statements in any administrative proceeding and/ or presenting false documents to mislead an investigation during the administrative proceedings	b/c/d			
33. Violation of any penal statute or of rules and regulations promulgated by the Department of Education (DepEd), of the policies and regulations of Mapúa, or of any valid order by proper authorities	b/c/d			
34. Conviction before any court for a criminal offense involving moral turpitude against persons or property other than through reckless imprudence	b/c/d			
35. Any other acts that compromise the name and reputation of Mapúa as a premier educational institution	b/c/d			

The deadline for the completion of the community service given as sanction for both minor and major infractions to a student shall be determined by the Prefect based on the academic schedule and activities of the student.

The University reserves the right to impose sanctions other than those stipulated in this handbook, provided that these are in accordance with the law.

A student's liability shall NOT be confined to the enumeration because some may be generally worded to encompass related wrongdoings. (Sec. 103, MORPHE).

In order for the students to understand the gravity of their misdemeanor, the office of the Prefect of Discipline (OPD) can require them to undergo counseling, whose frequency and duration shall be fixed according to the discretion of the head of the Center for Guidance and Counseling.

ADMINISTRATION OF STUDENT DISCIPLINE

DISCIPLINE PROCEDURES

a. Formal complaints against students shall be submitted to the OPD; complaints may come from faculty members, school officials, non-teaching employees, students, or other persons not connected with the Institute (on a case-to-case basis, as the Prefect may deem appropriate).

b. The Prefect of Discipline shall then conduct a preliminary investigation and shall gather all evidence including documents and materials, as he may deem relevant. The school ID of the concerned students shall be temporarily blocked in the system (4D) and shall be submitted to the OPD for safekeeping while the case is still active.

c. Upon receipt of all relevant documents, materials, and other evidence, including the names of witnesses, the Prefect shall assess the gravity and complexity of the case and proceed to handle the same in accordance with the provisions of "Authority of the Prefect of Discipline." The Prefect shall have the authority to dismiss any complaint which, in his opinion, is devoid of merit with the written approval of the school Principal.

For special or sensitive cases such as but not limited to gender-based sexual harassment or hazing, the Committee on Decorum and Investigation will have jurisdiction and shall conduct the proceedings in accordance with Section 5.2 of this Handbook.

PROCEDURES APPLICABLE TO CASES INVOLVING MAJOR OFFENSES OR COMPLEX CASES

I. SHOW-CAUSE NOTICE

The Prefect shall serve a show-cause notice to the students involved informing them of the offense charged and the imposable sanctions and requiring them to submit a notarized reply countersigned by their parent or guardian within 72 hours from receipt.

II. NOTICE OF HEARING

a. A written notice shall be served by the Prefect or the CDI, as the case may be, at least three (3) days before the scheduled date of the hearing. A written response denying the complaint shall not hamper the hearing's schedule and/or proceedings.

b. Refusal of the respondent/s to acknowledge receipt of the notice of hearing shall not hamper the proceedings.

III. HEARING

a. The Prefect or the CDI, as the case may be, shall ensure that due process is duly satisfied.

b. The Prefect or the CDI, as the case may be, shall ensure that the respondents are duly informed in writing of the nature and cause of the complaint and the sanctions involved. The respondent shall be given an opportunity to answer the charges filed against them. At any stage of the proceedings, the respondents may seek the assistance of counsel if they so prefer.

c. The Prefect or the CDI, as the case may be, shall likewise ensure that respondents are given an opportunity to face the accuser/s, examine the evidence presented against them, defend themselves, and present witnesses if they so desire.

d. The absence of respondents at the initial hearing after due notice shall be noted, and the Prefect or the CDI shall proceed to receive evidence(s) from the complainant. In the event that no additional evidence is submitted and no further hearing is required under the

circumstances, the Prefect or the CDI shall submit its recommendations to the principal based on the merits of the evidence(s) presented and admitted.

e. The respondents shall be informed in the event that additional evidence is submitted and shall have the right to adduce the evidence on their behalf.

f. The official hearings shall be held continually. All cases shall be resolved within three (3) months from the receipt of the complaint. Any delay shall not be allowed except for justifiable reasons as may be determined by the Prefect or the CDI.

g. During the hearing, the complainant and the respondents shall each present evidence(s) and witnesses unless otherwise waived.

h. The hearing is an administrative proceeding, and respondents and or witnesses are obligated to tell the truth as this is an official proceeding.

i. After all parties have presented their evidence, the Prefect or the CDI shall proceed to evaluate the evidence and testimonies.

j. The Prefect or the Chair of the CDI, as the case may be, shall exercise complete control over the proceedings, using every reasonable means to ascertain facts as objectively as possible and without regard to the technicalities of law or procedure, all in the interest of due process. Parties' counsels may be allowed to intervene or ask questions only if allowed by the Prefect or CDI.

k. Should the respondent admit to the charges against them, they shall be required to execute a written admission or confession of guilt. They shall be made to appear before the Prefect or the CDI in order to affirm the written admission or confession. Sanctions shall be enforced immediately but may be lowered at the discretion of the Institute acting through the Prefect or the CDI.

IV. RESOLUTION

a. The Prefect or the CDI, as the case may be, shall resolve a case within one (1) month after the last hearing of the case.

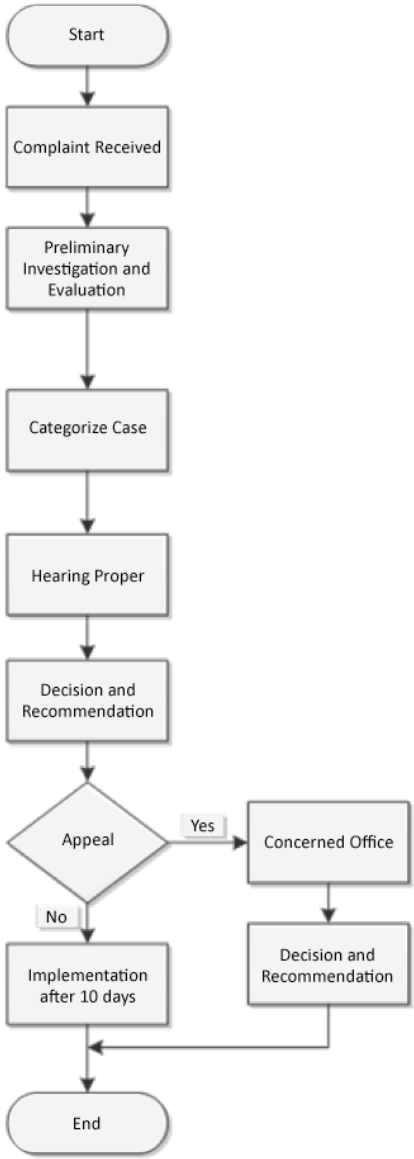
b. Where the sanction recommended is equivalent to suspension for more than twenty (20%) percent of the prescribed class days for the school year or term, the Prefect or the CDI, as the case may be, shall endorse the findings and recommendations to the Principal for approval. The School Principal may accept or reverse the recommendation of the Prefect/ CDI. Should the Principal find the respondents not guilty of the offense(s), the charge(s) shall be erased from the respondents' record, and their rights restored.

c. The Office of the President, Office of the Principal, Office of the Registrar, the Security Office, the faculty member(s) concerned, the student(s) concerned, and the students/parents (if necessary) shall be given copies of the decision.

d. Should the respondents find the decision unfavorable, they may file an appeal to the Office of the President within ten (10) days from the receipt of the decision. If the appeal is not filed within the indicated time period, the decision of the School Principal shall be rendered final and executory.

e. Where the offense involved is a minor offense or a major offense where the sanction is deemed imposable after due process is suspended, the respondents may file an appeal to the Office of the Principal within ten (10) days from the receipt of the decision. If the appeal is not filed within the prescribed period, the decision of the prefect/CDI shall be deemed final and executory.

FLOW CHART IN HEARING OF STUDENT CASES



- Complaints shall be filed at the Office of the Prefect of Discipline (OPD). The OPD will have jurisdiction only in cases where student/s are the respondent/s.

- The Prefect shall conduct a preliminary investigation and evaluation to determine the prima - facie of the case.

- Cases filed shall be categorized into three (3). These are (1) student cases with the equivalent sanction of suspension of less than one (1) term with or without community service, (2) student cases with the equivalent sanction of one term or more (with or without community service), and (3) student cases recommended for Committee on Decorum and Investigation (CDI), upon the discretion of the Prefect (based on the complexity of the case).

- All cases will be heard with strict observance of due process.

- After hearing of the case, a decision/recommendation will be formulated for implementation/approval of the concerned office/s.

Standard Attire Guidelines on Campus

General Considerations:

The University does not mandate an official school uniform. However, students are encouraged to enhance their personal appearance by maintaining attire that is neat, simple, and appropriate.

Recommended Attire for Male Students:

- Short-sleeved shirts
- Long-sleeved shirts
- T-shirt with sleeves devoid of inappropriate/vulgar letterings, patches, pictures, or symbols/logos.
- Well-polished shoes (leather or other materials) or clean rubber shoes/sneakers
- Sandals except flip-flops.
- Walking shorts/Jeans/Denim

Recommended Attire for Female Students:

- Simple dresses
- Blouse
- T-shirt with sleeves devoid of inappropriate/vulgar letterings, patches, pictures, or symbols/logos.
- Sandals except flip-flops.
- Shorts/Skirts that are not micro-mini in length.
- Jeans/Denim

Prohibited:

- Shorts/Skirts that are micro-mini in length
- Flip-flops
- Bare midriff
- T-shirt with inappropriate/vulgar letterings, patches, pictures, or symbols/logos of unrecognized student organizations like fraternities/sororities
- Sleeveless undershirts (Sando type)

- Backless attire / halter top spaghetti attire
- Camisole outer wear
- Compression short/cycling short
- Sports bras

It should be noted that specific programs or courses within the University may still prescribe a Uniform or Dress Code (i.e., Laboratory subjects, Nursing, Health Sciences, Engineering, and Archi. Subjects for safety considerations, Corporate Attire as may be required during Research/Project Presentation.)

ID POLICY

The Mapúa student **ID (Cardinal Plus)** can be used for any official transaction inside the University within a valid period. However, only the enrolled student can apply for a replacement if the ID is damaged, faded, or lost. The staff and personnel at the Office of the Prefect of Discipline (OPD) shall guide the student in the following procedures in replacing a lost or damaged ID.

PROCEDURE IN APPLYING FOR REPLACEMENT OF LOST/DAMAGED I.D.

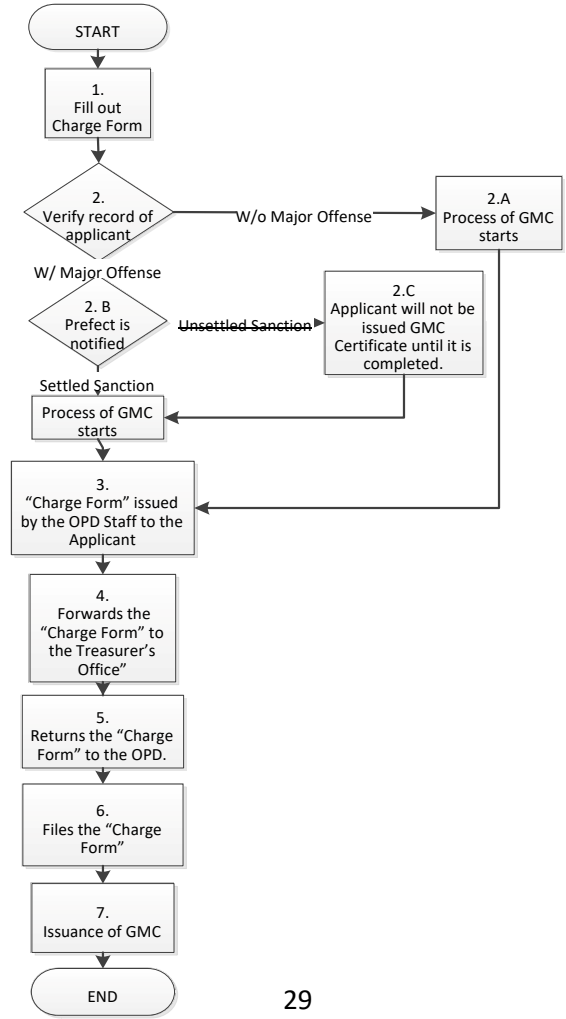
Mapúa Intramuros

1. If the Mapúa ID is lost, the applicant shall get an "Affidavit of Loss" form from OPD. In case of a damaged ID, the applicant may proceed directly to DO-IT to check or repair the damaged ID.
2. The applicant shall bring the "Affidavit of Loss" form to any legitimate notary public office and have it notarized.
3. The OPD Staff shall approve the notarized affidavit for clearance.
4. The applicant shall go to DO-IT for billing.
5. The applicant shall bring the billing form to the Treasurer's Office and pay the required amount.
6. The applicant shall return to DO-IT for a photo session and notation of the release date; the ID will be released at the Security Office.

Mapúa Makati

1. In the case of a lost ID, the student should apply for an ***"affidavit of loss"*** (AOL) at CSAD immediately. In case of a damaged ID, the student should proceed directly to DOIT to check or repair the damage and for possible billing.
2. Applicants shall bring the filled AOL to any Notary Public for notarization.
3. Applicant shall submit the notarized AOL with the copy of his/her current Certificate of Matriculation (CM) at CSAD for clearance.
4. The applicant shall proceed to the Treasury Department for billing and payment.
5. The applicant shall return to the OPD to present the receipt of payment and for the photo session.
6. The applicant shall claim a new ID at OPD when notified.

Procedure for applying for a Certificate of Good Moral Character



MAPUA UNIVERSITY ACADEMIC INTEGRITY POLICY

It is the student's responsibility to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Any of the following sanctions may be imposed on any student who is found guilty of committing online academic dishonesty:

a. Suspension for a period of less than one term, with or without community service.
b. Suspension for a period of one term or more, with or without community service.
c. Non-readmission to the University
d. Dismissal from the University.
e. Expulsion.

The following acts are considered academic dishonesty:

1. Using a Mymapua email address other than one's own to log in to any platform, such as, but not limited to, BlackBoard and Coursera.

2. Outsourcing, asking, or hiring someone else to take an online exam, complete homework, take a Coursera course, or write a paper instead of oneself, except for assignments and activities that explicitly permit collaboration.

3. Recording, saving, distributing, or receiving a copy of test questions, answers, or answer keys to an online quiz or test from someone who has already taken it.

4. Plagiarizing or the unethical act of claiming or presenting as one's own the ideas and works of others by failing to provide proper citation of references or acknowledgment of the author/s or by copying from another student's work with or without consent and submitting it as one's own work

5. Committing, participating in, or allowing others to commit massive, pre-meditated, organized online cheating using instant messaging, emailing, or similar acts during a quiz or an examination.

6. Dishonesty in peer-reviewed assignments/submissions (e.g., Coursera peer-graded submissions).

7. Sharing of examination's password without the consent of the teacher/proctor.

8. Engaging in any dishonest act to improve one's scores or grades or that of another or to adversely affect the scores or grades of another.

CHILD PROTECTION POLICY

I. PURPOSE

Mapúa University is committed to prioritizing the protection of children and upholding their rights to a safe and nurturing learning environment. The school aims to prevent and address all forms of child abuse, bullying, discrimination, sexual harassment, and exploitation in compliance with DepEd Order No. 40, s. 2012, and other relevant laws. Hence, the University and its stakeholders commit to:

1. To create a safe and supportive environment where students feel valued, respected, and protected.
2. To prevent and address instances of abuse, exploitation, discrimination, and violence within the school community.
3. To provide support to students who have experienced or witnessed abuse or violence.

II. SCOPE

This policy covers all Senior High School students of Mapúa University, as well as all other members of the community, and applies only in cases of child abuse, bullying, discrimination, sexual harassment, and exploitation as defined under this Policy.

I. DEFINITIONS

Child refers to any person below eighteen (18) years of age or those over who are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition (RA 7610). For purposes of this Department Order, the term also includes pupils or students who may be eighteen (18) years of age or older but are in school.

Children in School refers to bona fide pupils, students, or learners who are enrolled in the basic education system, whether regular, irregular, transferee, or repeater, including those who have been temporarily out of school, who are in the school or learning centers premises or participating in school-sanctioned activities.

Pupil, Student, or Learner means a child who regularly attends classes at any level of the basic education system under the supervision and tutelage of a teacher or facilitator.

School Personnel refers to the persons, singly or collectively, working in a public or private school. They are classified as follows:

a. School Head
b. Other School Officials
c. Academic Personnel
d. Other Personnel

Child Protection refers to programs, services, procedures, and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination, and violence.

Parents refer to biological parents, step-parents, adoptive parents, and the common-law spouse or partner of the parent.

Guardian or Custodian refers to legal guardians, foster parents, and other persons, including relatives or non-relatives, who have physical custody of the child.

School Visitors or Guests refers to any person who visits the school and has any official business with the school and any person who does not have any official business but is found

within the school premises. This may include those within the school premises for certain reasons, e.g., student teachers, catechists, service providers, suppliers, bidders, parents, and guardians of other children.

Child Abuse refers to the maltreatment of a child, whether habitual or not, which includes any of the following:

1) psychological or physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment;

2) any act by deeds or words that debases, degrades, or demeans the intrinsic worth and dignity of a child as a human being;

3) unreasonable deprivation of the child's basic needs for survival, such as food and shelter; or

4) failure to immediately give medical treatment to an injured child resulting in serious impairment of their growth and development or in the child's permanent incapacity or death (Sec. 3 [b], RA 7610).

Discrimination against children refers to an act of exclusion, distinction, restriction, or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender identity, language, religion, political or another opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with a disability or other status or condition, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all rights and freedoms.

Child exploitation refers to the use of children for someone else's advantage, gratification, or profit, often resulting in an unjust, cruel, and harmful treatment of the child. These activities disrupt the child's normal physical or mental health, education, and moral or social-emotional

development. It covers situations of manipulation, misuse, abuse, victimization, oppression, or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

a. *Sexual exploitation - refers to the abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes but is not limited to forcing a child to participate in prostitution or the production of pornographic materials as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, fraud, or through abuse of a victim's vulnerability.*

b. *Economic exploitation - refers to the use of the child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution, and consumption of goods and services. This includes but is not limited to, illegal child labor, as defined in RA 9231.*

Violence against children committed by school refers to a single act or a series of acts committed by administrators, school academic and non-academic personnel against a child, which results in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

1. *Physical violence refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks that are hazardous to their physical well-being.*

2. *Sexual violence refers to acts that are sexual in nature. It includes, but is not limited to:*

    a) *rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;*

    b) *forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/or to engage or be involved in the creation or distribution of such films, indecent publication, or material; and*

c) acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other harm, or threat of physical or other harm or coercion, or through inducements, gifts, or favors.

3. Psychological violence refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

4. Other acts of violence of a physical, sexual, or psychological nature that are prejudicial to the best interest of the child.

Bullying or Peer Abuse refers to willful, aggressive behavior that is directed towards a particular victim who may be outnumbered, younger, weak, with a disability, less confident, or otherwise vulnerable. More particularly: (Republic Act No. 10627_ Anti-Bullying Act of 2013. Pdf)

a) Bullying - is committed when a student commits an act or a series of acts directed towards another student or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:

(1) Threats to inflict a wrong upon the person, honor, or property of the person or on their family;

(2) Stalking or constantly following or pursuing a person in their daily activities with unwanted and obsessive attention;

(3) Taking of property;

(4) Public humiliation, or public and malicious imputation of a crime or of a vice or defect, whether real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, or expose a person to contempt;

(5) Deliberate destruction or defacement of, or damage to the child's property;

(6) Physical violence committee, pinching, spanking, or other similar acts;

(7) Demanding or requiring sexual or monetary favors, or exacting money or property, from a pupil or student; and

(8) Restraining the liberty and freedom of a pupil or student.

b) ***Cyber-bullying*** *is any conduct defined in the preceding paragraph as resulting in harassment, intimidation, or humiliation through electronic means or other technology, such as, but not limited to, texting, email, instant messaging, chatting, internet, social networking websites, or other platforms or formats.*

Other acts of abuse by a pupil refers to other serious acts of abuse committed by a pupil, student, or student, or learner upon another pupil, student, or learner of the same school, not falling under the definition of 'bullying' in the preceding provisions, including but not limited to acts of a physical, sexual or psychological nature.

Corporal Punishment refers to a kind of punishment or penalty imposed for an alleged or actual offense that is carried out or inflicted for the purpose of discipline, training, or control by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating, or degrading punishment, including, but not limited to, the following:

a) Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing of any part of a child's body, with or without the use of an instrument such as, but not limited to, a cane, broom, stick, whip or belt;
b) Striking of a child's face or head, such as being declared as a "no contact zone";
c) Pulling hair, shaking, twisting joints, cutting or piercing the skin, dragging, pushing, or throwing a child;
d) Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles, or other objects;
e) Deprivation of a child's physical needs as a form of punishment;

f) Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
g) Tying up a child;
h) Confinement, imprisonment, or depriving the liberty of a child;
i) Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
j) Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
k) Permanent confiscation of personal property of pupils, students, or learners, except when such pieces of property pose a danger to the child or to others; and
l) Other analogous acts.

Positive and Non-Violent Discipline of Children is a way of thinking and a holistic, constructive, and proactive approach to teaching that helps children develop appropriate thinking and behavior in the short and long term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students' adult lives and using everyday situations and challenges as opportunities to teach life-long skills and values to students.

IV. RESPONSIBILITY AND AUTHORITY

The policy outlines the roles and responsibilities of school personnel, students, parents or guardians, and other stakeholders in promoting and safeguarding the well-being of children, including the formation of the Child Protection Committee (PCP), training programs, record keeping, and coordination with relevant agencies.

The Mapúa University Child Protection Committee (CPC) is ideally composed of, but not limited to, the following:

a. *School Principal*
b. *Program Coordinator*
c. *Guidance Counselor*
d. *Prefect of Discipline*
e. *HRD Representative*
f. *PTA's Representative*
g. *A representative from the SHS Student Council (when applicable)*
h. *A representative from the Local Council (when applicable)*

V. PROCEDURE

a. COMPLAINT AND REPORTING SYSTEM

Complaint or Reporting System. *A complaint or reporting system is hereby installed whereby complainants are encouraged to come forward with a report or complaint of incidents. It allows for informal resolution and then, if the process fails, for formal resolution.*

Who May File? *Any Senior High School student may report or file a complaint against the faculty or any personnel of the University for offenses covered by this policy.*

Report or Complaint. The report or complaint must be in writing and subscribed under oath and must contain the following information:

i. *The name(s) and address(es) of the complainant(s)*
ii. *The name(s) and address (es) of the respondent(s)*
iii. *The substance, cause/grounds of complaint;*
iv. *When and where the action complained of happened; and*
v. *The name(s) of any witness thereto.*

All pertinent papers or documents in support of the complaint must be attached wherever possible.

Procedure for the CPC:

1. Furnishing Respondents with Complaint. *The Chairman of the CPC shall immediately furnish the respondent a copy of the complaint and all its attachments and shall direct them (respondents) to file a written answer within ten (10) calendar days from receipt thereof.*

2. The Committee shall also calendar the case/complaint for a conference with the end in view of arriving at an amicable settlement. The parties shall be duly informed of the conference, which shall be held immediately after filing the answer.

3. Filing of an Answer. *Within the period provided under Section 1, the respondent shall file an answer incorporating therein all pertinent documents in support of his defense.*

4. Waiver. *If the respondent fails to file his/her written answer and pertinent documents within the period specified or fails to appear during the conference, the respondent shall be deemed to have waived his/her right to present his/her evidence, and the case shall be heard ex parte.*

5. Summary Judgment. *If, on the basis of the pleadings/evidence on record, the CPC finds that there is sufficient ground to render judgment, it shall consider the case committed for decision.*

6. Judgment Based on Position Paper. *Whenever summary judgment is not appropriate, the committee shall direct the parties to the case to simultaneously submit their position papers and/or memoranda within ten (10) calendar days from notice, after which the case shall be deemed submitted for decision.*

7. Investigation Procedure. *Where the CPC finds that there are complicated factual issues involved that cannot be resolved through position papers and/or memoranda, it shall conduct an investigation by requiring the parties to submit affidavits. It may, if necessary, direct the parties to appear before it to answer clarificatory questions. For this purpose, it*

may allow the parties to submit suggested written clarificatory questions, which may be propounded to the parties concerned.

8. Evaluation of the Case. *In evaluating a report or complaint, an attempt should be made to focus on the perspective of a person situated similarly to the accuser. The Committee should attempt to maintain confidentiality; however, a complainant should be told that complete anonymity may give way to the institution's obligation to investigate and take appropriate action. Because it is important that every effort be made to keep the incident confidential, discretion should be exercised in determining which witnesses are indeed necessary for the investigation.*

9. Resolution of the Case. *The Committee, after evaluating the evidence submitted by the parties, shall decide the case. The decision of the CPC is final and executory.*

10. Moto Propio Cases of Sexual Harassment. *In instances where cases of sexual harassment are motopropio initiated by the Administration, the CPC shall handle the case subject to the aforementioned procedures. Written Records and Privacy of Parties. - Careful written records of sexual harassment cases must be kept, but precautions should be taken to protect the privacy of all parties involved as much as possible. The procedure provided in the University's policies on handling faculty cases shall be suppletory in character to the procedure outlined in this policy.*

b. PROTECTIVE AND REMEDIAL MEASURES TO ADDRESS CHILD ABUSE, EXPLOITATION, VIOLENCE, DISCRIMINATION, BULLYING AND OTHER ACTS OF ABUSE

The University values a healthy and peaceful educational environment. All members of the school community, which includes students, parents, and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the school in general and should work towards ensuring that students can work in an environment without fear. The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms. The School takes a strong stance against bullying. Bullying is unacceptable in our School and will not be tolerated

Procedure in Handling Bullying Incidents:

The School Head shall act upon a complaint of bullying or peer abuse following the procedures herein set forth:

i. Bullying - *Upon the filing of a complaint or notice by a school personnel or official of any bullying or peer abuse incident, the same shall be immediately reported to the School Head, who shall inform the parents or guardian of the victim and the offending child, in a meeting called for the purpose. The victim and the offending child shall be referred to the Child Protection Committee for counseling and other interventions. If warranted, the school head may impose The penalty of reprimand in the presence of the parents or guardians.*

   If bullying is committed for a second or subsequent time after the offending child has received counseling or other interventions, the penalty of suspension for not more than one (1) week may be imposed by the School Head if such is warranted. During the suspension period, the offending child and the parents or guardians may be required to attend further seminars and counseling. The School Head shall likewise ensure that the appropriate interventions, counseling, and other services are provided for the victim or victims of bullying.

ii. Bullying that results in serious physical injuries or death - *If the bullying or peer abuse resulted in serious physical injuries or death, whenever appropriate, the case shall be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.*

iii. Procedure - *In all cases where the imposable penalty on the offending child is suspension, exclusion, or expulsion, the following minimum requirements of due process shall be complied with:*

   (1) the child and the parents or guardians must be informed of the complaint in writing;
   (2) the child shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;

(3) the decision of the school head must be in writing, stating the facts and the reasons for the decision;
(4) the decision of the school head may be appealed, as provided in the existing rules of the Department.

Implementation of Non-punitive Measures. Depending on the gravity of the bullying committed by any pupil, student, or learner, the school may impose other non-punitive measures in lieu of punitive measures in accordance with the principles of Positive and Non-Violent Discipline.

Other acts of violence or abuse. Other serious acts of violence or abuse committed by a pupil, student, or learner upon another pupil, student, or learner of the same school shall, and whenever appropriate, be dealt with in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.

c. RULES AND PROCEDURES IN HANDLING CHILD ABUSE, EXPLOITATION, VIOLENCE AND DISCRIMINATION CASES

Prohibited Acts. *The following acts, as defined in this policy, are hereby prohibited and shall be penalized in administrative proceedings as Grave or Simple Misconduct, depending on the gravity of the act and its consequences, under existing laws, rules, and regulations:*

1. Child abuse;
2. Discrimination against children;
3. Child Exploitation ;
4. Violence Against Children in School;
5. Corporal Punishment;
6. Any analogous or similar acts.

Investigation and Reporting. *The conduct of investigation and reporting of cases of child abuse, exploitation, violence, or discrimination shall be done expeditiously, in accordance with University policies and procedures for handling administrative cases.*

A complaint for child abuse, violence, exploitation, or discrimination shall be filed with the School Principal and shall be acted upon pursuant to the University's rules of procedures

on administrative cases as stated in the Faculty and Non-Teaching Manuals. The penalty shall be that which is provided by the rules of the University, subject to the requirements of due process. The administrative case shall be without prejudice to any civil or criminal case that may be filed.

The University shall submit a copy of the report (Annex "A") to the Division Office after each school year as provided under Section 21 of the DepEd Order No. 40, Series of 2012.

d. REFERRAL AND ASSESSMENT OF VICTIMS AND OFFENDERS AND OTHER CHILDREN

In all cases involving child abuse, violence, exploitation, discrimination, bullying, and other acts of abuse, the CPC shall accomplish the Intake Sheet (Annex "B"). The School Head may refer the victims and offenders in cases involving child abuse, exploitation, discrimination, bullying or peer abuse, and other acts of abuse to the LSWDO for assessment. The LSWDO shall determine the appropriate intervention.

The School Head, with the aid of the assigned Guidance Counselor/Teacher and in coordination with the LSWDO, shall immediately remove the victim, or in appropriate cases, the offender, from the place of the incident if the victim is determined to be at risk. The child's family shall be informed of any action taken.

The School Head may also refer to the LSWDO other pupils, students, or learners who are victims of abuse at home, children at risk, children in especially difficult circumstances, children with special needs or at risk, children facing difficult situations, or those who are exhibiting signs of aggressive behavior, with a view to obtaining professional assessment, appropriate interventions and assistance from competent service providers.

Disclaimer: The University is committed to safeguarding the welfare of the SHS students from all types of abuses pursuant to DepEd Order No. 40, s. 2012, without prejudice to the existing policies promulgated by the University and other relevant laws.

Mapúa University Gender Equality Policy

I. PURPOSE

The Gender Equality policy of Mapúa University aims to build a gender-sensitive friendly environment. The University initiatives for the academic and non-academic community include awareness of the different needs, roles, and responsibilities of women, men, and transgender.

II. SCOPE

Statutory obligations include the duty to eliminate sexual discrimination and sexual harassment and the appropriate reporting of such in the school and work environment to promote gender equality and opportunity between women, men, and transgender.

The policy applies to all Mapúa employees of Intramuros and Makati campuses.

III. DETAILS

A. Commitment of Mapúa University to Gender Equality

The University shall fulfill its commitment to gender equality by:

1. Promoting an atmosphere of mutual trust and respect among all members of the school community, regardless of gender;
2. Providing equality of opportunity for personnel and all those receiving services from the school, irrespective of gender.
3. Ensuring that all personnel, parents/guardians, and students are treated with dignity and respect;
4. Challenging gender stereotypes in all aspects of school life;
5. Encouraging classroom and office discussion of gender issues, which reflect on gender stereotypes, expectations, and the impact on learning;
6. Striving to eliminate sexual and sexist bullying and violence;
7. Taking active measures to investigate, report and act on incidents of gender discrimination;
8. Monitoring behavior, discipline, and exclusions to remove practices, procedures, and customs that are discriminatory;

9. Monitoring aspects of teaching and learning and the more comprehensive curriculum to assess the ways in which they might impact on gender equality; and,
10. Staff recruitment/hiring and professional development promote gender equality.

B. Curriculum/Learning and Teaching

1. Reviewing and monitoring curriculum policies and schemes of work to ensure that gender equality is promoted;
2. Ensuring equality of access for both men and women to all areas of the curriculum;
3. Ensuring that the curriculum is balanced and broadly based;
4. Ensuring that teachers' planning and teaching take account of gender issues and need to challenge stereotypes; and,
5. Ensuring that any particular learning needs of men and women are met.

C. Behavior

1. Monitoring student behavior and exclusions by gender;
2. Using the information collected to ensure that procedures are applied fairly and equitably to all students, ensuring their safety and security in the school;
3. Developing and implementing strategies to address any gender-specific examples of inappropriate behavior.

D. Community/Parental Consultation

Working with parents/guardians and the wider community to develop positive attitudes toward gender issues.

E. Taking Active Measures to Investigate, Report, and Act on Incidents of Gender Discrimination

All academic and non-academic personnel have the responsibility to promote gender equality and to report incidences of discrimination, harassment, and violence that may arise in the University.

Breaches of the policy regarding gender orientation, gender discrimination, and harassment shall be dealt with in a manner appropriate to the level of the breach and with the intention of

bringing about the relevant changes. More serious breaches of this policy shall be dealt with in accordance with the University's anti-bullying and harassment procedures and the disciplinary procedures for personnel.

In cases where issues concerning gender and gender orientation/preferences come to the attention of the University, these will be dealt with according to our policies.

(Mapúa University Gender Equality Policy.pdf, Republic Act No. 11313 - Safe Space Act.pdf)

APPENDICES

1. DepEd Order No. 88 s. 2010, "2010 Revised Manual of Regulations for Private Schools in Basic Education" (DepEd Order No. 88 s. 2010.pdf)
2. DepEd Order No. 40, s. 2012, "DepEd Child Protection Policy." (Child Protection Policy.pdf)
3. DepEd Order No. 55 s. 2013, "Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10627, entitled An Act Requiring All Elementary and Secondary Schools to Adopt Policies to Prevent and Address the Acts of Bullying in Their Institutions. This is also known as the Anti-Bullying Act of 2013." (DO_55_s2013.pdf)
4. Republic Act No. 10627, "Anti Bullying Act of 2013" (Republic Act No. 10627_ Anti-Bullying Act of 2013.pdf)
5. Republic Act No. 11053, "Anti Hazing Act of 2018" (Republic Act No. 11053 - Anti-Hazing Act of 2018.pdf
6. Republic Act No. 11313 "Safe Space Act" (Republic Act No. 11313 - Safe Space Act.pdf)
7. Mapua University Gender Equality Policy (Mapúa University Gender Equality Policy.pdf)

Dear Parents and Teachers,

Allow us to express our utmost gratitude to you for your unconditional support. Through the years, you have always been with us. For this, we are truly thankful.

The Office of the Prefect of Discipline cannot provide enough guidance and discipline to our children without the unwavering support of their parents and professors. However, discipline is not learned in a day or two, not even in conferences and meetings, but is the product of many years of development. That is why the OPD strongly encourages all parents and professors to impose some kind of discipline routines at home/inside the classrooms and continuously support our programs that aim to develop and instill discipline in our students. We expect parents and professors to take the lead in disciplining their children/students, and the school, through the OPD, will provide support and follow-up. Parents and professors should take center stage in developing disciplined youth to recognize their role and responsibility to themselves and society.

It is likewise important for parents to realize that in this age, social media is emerging and consumes most of the time of our children, so parents must spend more time and give more attention to their sons and daughters. When conflicts arise, there is no need to fight it out; imposing appropriate disciplinary measures could resolve everything diplomatically. A parent should always be able to negotiate with his child and know when to offer a compromise or to remain steadfast, and at the end of the day, reach an amicable settlement for every issue.

We at the Office of the Prefect of Discipline support both parties. A Parent/Professor may reach out to us and discuss concerns regarding his child/student with the hope that the OPD could somehow create a bridge or open a line of communication to reach the other side. We urge our parents and professors to take proactive measures in disciplining and to consider the OPD as a valuable and trusted partner in providing guidance and appropriate discipline to our children. Together, let us aim to promote DISCIPLINE in accordance with the Mapúa University Core Values (Discipline, Excellence, Commitment, Integrity, and Relevance).

Give us a call or pay us a visit anytime during office hours to discuss your concerns and hear our perspective. In this way, we would know what we can expect from one another. Of course, we will treat your visit with utmost confidentiality.

You may also visit the OPD website by clicking the link to learn more about us. http://www.mapua.edu.ph/Offices/OPD/Default.aspx

You may also call us at Telephone nos. (02) 8247-5000 locals 51100 (Intramuros) or 71520 (Makati). Once again, thank you very much, dear parents and professors, for your continued guidance and support.

Your Partners in Discipline,
The Office of the Prefect of Discipline (OPD)

UNDERTAKING

I, _____, Student no._____, resident and with postal address at _____presently enrolled at MU, taking up _____, would like to express my commitment as follows;

I shall comply/abide by the rules and regulations of Mapúa University (MU)

I acknowledge the authority of the Institute to maintain school discipline and its right to impose appropriate and reasonable disciplinary measures as provided under the Manual of Private Higher Education (MORPHE).

I promise that I shall comply with the summons and/ or notices for the purposes of, but not limited to, administrative proceedings conducted in connection with the disciplinary-related offenses.

I acknowledge my obligation to tell the truth and shall not give any false verbal or written testimony in any event the Institute is conducting administrative proceedings.

I also hereby promise that in the event that I am found guilty of violating any of the policies of the Institute, I will voluntarily comply/serve and/ or settle the sanction given to me on or before the given deadline; otherwise, I will not be allowed by the Institute to enroll the following term and/ or the Institute withhold my school credentials.

I understand that, by signing this agreement, I shall be bound by the foregoing promises and stipulations with regards to this undertaking and that violation of any of the foregoing shall be meted with a penalty of any of the following: Suspension, Non-readmission, Exclusion, and Expulsion.

I acknowledge that the Institute has full authority to determine if there's any probable violation of this undertaking.

I am executing this undertaking as a prerequisite of my admission/enrollment in the Institute.

Conforme:

_____ _____
Printed name and Signature Date
Student

With my Conformity:

_____ _____
Date

nted name and Signature Parent/Legal Guardian



Office of the Prefect of Discipline

Ground Floor, South Building - Intramuros
Telephone no. 8247-5000 local 51100

Center for Student Activities and Discipline

Ground Floor, Mapúa University - Makati
Telephone no. 8247-5000 local 71520 / 8896-2822

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