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Vision

Negros Oriental State University is a dynamic higher-education institution of preference in the Visayas and Mindanao.

Mission

Negros Oriental State University passionately delivers excellent instruction, fosters cutting-edge research, and encourages socially responsive community services through relevant and innovative technologies.

Goals

- N** National development
- O** Opportunity and access to poor but deserving students
- R** Research-oriented and teaching university
- S** Scholarship and innovation
- U** Unity in diversity

Corporate Values

The values that distinguish the academic program of Negros Oriental State University are:

- K** Kinship of mind and heart for development
- A** Adaptability and accountability of the professions
- B** Benchmarking with global standards and practices
- I** Industry and hardwork for productivity
- L** Leadership in societal transformation
- I** Interdependence with various stakeholders
- N** Nurturing desire for harmony of man and nature

ABOUT NORSU

Negros Oriental State University (NORSU), formerly Central Visayas Polytechnic College started as an ordinary “woodworking class” of the then Negros Oriental Provincial High School in 1907. From such humble beginning, it grew to become a “trade school department”. On December 3, 1927, the Philippine Legislature enacted into law Act No. 3377 creating the Negros Oriental Trade School (NOTS) whose main objective was to provide educational training in industrial arts and trades in secondary level for the province of Negros Oriental.

Twenty years later, on June 16, 1956, Republic Act No.1579 was passed into law converting NOTS to East Visayan School of Arts and Trades (EVSAT). This paved the way for the opening of the first collegiate courses mainly on technical courses such as machine shop, building construction, automotive mechanics, and a number of girls’ trade technical courses. When East Visayan School of Arts and Trades was authorized by virtue of R.A. No. 4401, teacher education was offered leading to the degree of Bachelor of Science in Industrial Education.

The enactment of Batas Pambansa 401 on April 14, 1983 created the Central Visayas Polytechnic College (CVPC) which resulted in the merging of the three public higher educational institutions in Negros Oriental; namely: EVSAT in Dumaguete City; Bais School of Fisheries in Okiot, Bais City; and Guihulngan Vocational School in the municipality of Guihulngan. From then on, relevant courses were offered which resulted to the sudden increase of enrollment and expansion of curricular offerings.

In 1995, CVPC acquired property in the municipality of Pamplona, Negros Oriental and subsequently created CVPC-Pamplona Campus, which is now developed into a Center of Agriculture and Forestry. Senator John Osmeña donated this

property. Four years later, the Board of Trustees approved Resolution No. 21, series of 1999, mandating the immediate absorption of Negros Oriental National Agricultural School (NONAS) into the CVPC System pursuant to CHED Memo No. 18, series of 1999 on the integration of CHED-Supervised Institutions to SUCs. NONAS became CVPC-Bayawan-Sta. Catalina Campus on August 25, 1999. The vast area of the campus covers Bayawan City and the municipality of Sta. Catalina.

On June 10, 2004, the 11th Congress of the Philippines passed into law Republic Act No. 9299 known as “An Act Converting Central Visayas Polytechnic College to Negros Oriental State University (NORSU). It involves the integration of other institutions in the province: Genaro Gofii Memorial College (GGMC) in the city of Bais, the Siaton Community College (SCC) in the municipality of Siaton, and the Mabinay Institute of Technology (MIT) in the municipality of Mabinay.

ACADEMIC PROGRAMS

NON-DEGREE PROGRAMS

Short-Term Courses

Continuing Education Programs
Technology, Driving, Computer, Others

Two-Year Programs

Associate in Hospitality Management

Associate in Industrial Technology

Major in Architectural Drafting, Electrical, Mechanical, Automotive Electronics, Civil, Garments, Refrigeration and Air Conditioning and Food Technology

Associate in Medical-Dental-Nursing Assistant

Associate in Secretarial Science

Midwifery

Three-Year Program

Diploma of Technology

Major in Automotive, Computer, Electronics, Electrical and Mechanical Technology

DEGREE PROGRAMS

Four-Year Programs

Bachelor of Arts

Major in English, Social Science

Bachelor of Mass Communication

Major in General Curriculum

Bachelor of Elementary Education

Major in Special Education, Pre-School and General Education

Bachelor of Secondary Education

Major in English, Filipino, Math, Social Studies, Physical Science, Biological Science, and Music, Arts, Physical Education and Health

Bachelor of Science in Accountancy

Bachelor of Science in Agriculture

*Major in Animal Science, Agronomy, Agricultural Extension,
Agro-Forestry, Horticulture*

Bachelor of Science in Aviation Maintenance

Major in Air Frame and Power Plant

Bachelor of Science in Business Administration

*Major in Human Resource Development Management (HRDM),
Financial Management and Marketing*

Bachelor of Science in Biology

Bachelor of Science in Chemistry

Bachelor of Science in Computer Science

Bachelor of Science in Criminology

Bachelor of Science in Forestry

Bachelor of Science in Geology

Bachelor of Science in Hospitality Management

Bachelor of Science in Industrial Technology

*Major in Electrical, Mechanical, Automotive Electronics,
Architectural Drafting, Computer, Civil, Garments, Refrigeration
and Air-Conditioning and Food Technology*

Bachelor of Science in Information Technology

Bachelor of Science in Marine Engineering

Bachelor of Science in Marine Transportation

Bachelor of Science in Mathematics

Bachelor of Science in Office Systems Management

Bachelor of Science in Nursing

Bachelor of Science in Pharmacy

Bachelor of Science in Psychology

Bachelor of Science in Tourism

Bachelor of Technological Education

Bachelor of Technology

Five-Year Programs

Bachelor of Science in Architecture

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Engineering
Bachelor of Science in Electrical Engineering
Bachelor of Science in Electronics and Communications Engineering
Bachelor of Science in Geodetic Engineering
Bachelor of Science in Geothermal Engineering
Bachelor of Science in Mechanical Engineering

Post Baccalaureate Program

Bachelor of Laws (LLB)

Graduate Level

Doctor of Philosophy (Ph.D.)

Ph.D. in Educational Management

Ph.D. in Applied Linguistics

Ph.D. in Mathematics

Doctor of Education (Ed.D.)

Ed.D. in Educational Management

Ed.D. in Instruction

Ed.D. in Science Education

Ed.D. in English

Ed.D. in Filipino

Ed.D. in Technology Management

Doctor of Management (DM)

DM in Human Resources Development

DM in Public Administration

Master in Business Administration (MBA)

Master of Arts

Major in Science Teaching (MAST)

Mathematics Teaching (MAMT)

English (MA Eng.)

Filipino (MA Fil.)

History (MA Hist)

Sociology (MA Socio)

Vocational Education (MAVE)

Physical Education (MAPE)

Public Health (MAPH)
Maritime Education (MAME)
Psychology (MA Psych.)
Special Education (MA Sped)
Early Childhood Development

Master of Science

Major in Mathematics (MS Math)
Biology (MS Bio)
Agriculture (MS Ag)
Agronomy, Animal Science, Agricultural Extension
Library Science (MSLS)
Information Technology (MSIT)

Master in Public Management (MPM)

Major in Local Government Administration
Human Resources Development
Public Administration

Master in Technological Education (MTE)

Major in Automotive Technology
Civil Technology
Electrical Technology
Electronics Technology
Mechanical Technology
Industrial Graphics Technology

Master of Arts in Educational Management (MAEM)

ACADEMIC POLICIES

Negros Oriental State University advocates liberal admission and selective retention policies. With this, every College or Department in the University may adopt supplemental policies in line with the University policies stated in this Student Handbook.

I. ADMISSION REQUIREMENTS

No student shall be denied admission to Negros Oriental State University by reason of race, age, sex, socio-economic status, religious belief, political affiliation, and beliefs or ideology except those who do not meet the requirements of the course and the University.

All applicants must undergo the college/department screening procedure, physical examination, and NORSU Entrance Examination and NORSU English Qualifying Test. Some Colleges and Departments in the University may require applicants to undergo a rated interview and other additional requirements.

The NORSU Admission Tests shall serve as the primary basis for admission evaluation. The use of the grades in the student's High School Report Card depends upon the necessity perceived by the College or Department.

A. FIRST YEAR STUDENTS

All First Year applicants must present the following requirements:

1. NORSU Entrance Test (NAT) Results
2. English Qualifying Examination (EQE) Results
3. Course Qualifying Exam

4. Form 138 (High School Report Card)
5. Certificate of Good Moral Character
6. two copies of birth certificate
7. four 2" x 2" colored pictures with white background and student's name printed at the back to be inserted inside a short ordinary mailing envelope
8. certification of honors received duly signed by the High School Principal for valedictorians and salutatorians
9. three long-size brown envelopes.

B. STUDENT TRANSFEREES

All transferees must present the following requirements:

1. NORSU Entrance Test (NAT) Results
2. English Validating Examination (EVE) Results
3. Course Qualifying Exam
4. official Transcript of Records and Honorable Dismissal
5. Certificate of Good Moral Character
6. two copies of birth certificate
7. four 2" x 2" colored pictures with white background and student's name printed at the back to be inserted inside a short ordinary mailing envelope
8. three long-size brown envelopes.

C. RETURNING AND CONTINUING STUDENTS

Returning students are students who stopped from studying but did not enroll in another College or University thereafter and decided to continue their college degree at Negros Oriental State University again.

Continuing students are students who are presently enrolled and have not stopped studying at Negros Oriental State University.

Students who fail in one or more General Education subject(s) shall be allowed to repeat the subject(s). Students who

fail to meet the cut-off grades in any Major subject(s) shall be allowed to repeat the subject(s) only once; otherwise, they shall be advised to shift to another course or program. The student shall be made to pay a retake fee for the repeated subject(s). If the student has stopped for at least 3 years, he/she adopts the existing curriculum.

When there is a revision of an existing curriculum, only the First Year students in the year of effectivity of the curriculum are affected.

In the event that subjects are already phased out due to the existence of a new curriculum and that there can be no substitute subject for it, the student has to request for the offering of the subject(s) under the old curriculum. Special subject offering require additional fee(s) on top of the regular school fees.

D. STUDENT SHIFTEES

All shiftees must comply the following requirements:

1. Accomplished Shiftees Form (available at the Registrar's Office)
2. Other requirements the recruiting college or department deemed important.

When there is a revision of an existing curriculum, only the First Year students in the year of effectivity of the curriculum are affected.

In the event that subjects are already phased out due to the existence of a new curriculum and that there can be no substitute subject for it, the student has to request for the offering of the subject(s) under the old curriculum. Special subject offering require additional fee(s) on top of the regular school fees.

E. COLLEGE OF LAW

Pursuant to CHED Memorandum Order No. 46, series of 1996, College of Law student applicants must be a graduate of a bachelor's degree and must have earned eighteen (18) units of English, six (6) units of Mathematics, and eighteen (18) units of Social Science subjects.

College of Law students with deficiencies in the required units in the aforementioned subjects may be admitted provided that the unit deficiencies shall be taken during the first curriculum year.

College of Law applicants should bring the following requirements during enrollment:

1. Official Transcript of Records (for Study Purpose) and Honorable Dismissal
2. The Certificate of Good Moral Character signed by the School's Student Services/Personnel Office (bearing the official school seal)
3. Four pictures (2" x 2") with name printed at the back
4. Photocopy of NSO Certified Birth Certificate (2 copies)
5. Marriage Certificate for students whose Transcript of Records still bear the Maiden Last Name (Female Students only).
6. NORSU Admission Test (NAT) administered by the NORSU CARE Center
7. One brown envelope (long size) to contain all the above

F. GRADUATE SCHOOL STUDENTS

For the Graduate School students, applicants should conform to the following:

1. The administration of admission procedures in the Graduate School is placed under the responsibility of an ad hoc administration committee chaired by the Dean.
2. For admission into the master's degree program, an applicant

must have a baccalaureate degree with a general grade point average of at least 2.0 (85%-87%).

3. For admission into the doctoral program, an applicant must be a holder of a master's degree, with a general grade point average of at least 1.75 (88%-89%).
4. In certain fields of concentration, graduate students should have the corresponding undergraduate academic background. Thus, an applicant for the M.A. in English program should ideally be an undergraduate English major. If not, the applicant must have at least 12 units in the discipline in his/her undergraduate program. Graduate students who lack these credentials shall complete, at the master's level, the remainder of the minimum of twelve (12) units in the discipline before admission to the regular degree program.
5. Applicants must submit two (2) copies each of the following:
 - a. authenticated copy of the official Transcript of Records from last school attended
 - b. transfer credentials (Certificate of Honorable Dismissal) from last school attended
 - c. Permit to Study signed by the applicant's Head of Office (required for all public school teachers)
 - d. one (1) recent ID photograph (1" x 1")
6. Applicants with incomplete credentials at the time of registration may be admitted on a temporary basis pending receipt of the required documents.
7. Before admission to the Graduate School, all new applicants shall be interviewed by the Graduate School Dean or the Assistant Dean after which a graduate school admission test shall be administered.

G. FOREIGN STUDENTS

Foreign Students are required to submit the following documents:

1. letter of intent to study (indicating the course) at NORSU

- addressed to the University Registrar
2. Student's Personal History Statement duly signed by the student, written in English and using their national alphabet
 3. left and right thumb prints and a 2 x 2 inch photograph on plain white background taken not more than six months prior to submission of admission requirements
 4. certificate of educational attainment
 5. student Transcript of Records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student-applicant's country of origin
 6. notarized Affidavit of Support, including bank statements or notarized grant for institutional scholars, to cover expenses for the student's accommodation and subsistence, school dues, and other incidental expenses
 7. Alien Certificate of Recognition (ACR) from the Bureau of Immigration
 8. student VISA or letter of approval for the conversion to Student VISA
 9. photocopies of: a. passport where the point of entry stamp is indicated b. passport where the personal information is indicated
 10. local address (Dumaguete City address)
 11. local contact number
 12. person of reference.

H. SHORT-TERM COURSE STUDENTS

Requirements for short-term courses are determined by the Evening Opportunity Classes Coordinator.

II. REGISTRATION AND ENROLLMENT

A. REGISTRATION

Registration of students shall only be on the regular

registration period indicated in the academic calendar.

A student must be officially registered in order to receive credit for course work.

Registration of a returning student is dependent on the previous scholastic standing.

Late registrants will be required to pay the Late Enrollment Fee of P 100 per week for every succeeding week after the enrollment period. Students are allowed two weeks for late registration.

Registration will only be official when the Enrollment Load Slip has been stamped "Enrolled."

B. COURSE LOAD

Undergraduate Students

Regular Load. The normal study load of students during the semester is provided in the course curriculum and students should follow the total number of units specified in the course curriculum.

Excess Load. Students enrolled in Associate courses and other Non-Degree Programs are not allowed to overload. Overload may be allowed only to bonafide candidates for graduation during the last semester of the Bachelor's degree course.

A maximum load of 7 units or an equivalent of two subjects is allowed on top of the regular semester load provided that the student obtained a GPA of at 83% during the preceding semester.

The total load of the student should not exceed 30 units.

- Major courses - 15 units
 - Cognates/Elective - 6 units
 - Thesis Writing - 6 units
2. Some programs, however, such as M.A in Special Education, M.A. in Psychology, M.S. in Biology, or M.S. in Mathematics, require more subjects, ranging from 39 to 45 units.
 3. The curriculum for the doctoral program consists of sixty units of credit beyond the master's degree, distributed as follows:
 - Basic courses - 9 units
 - Major courses - 30 units
 - Cognates/Elective - 9 units
 - Dissertation Writing - 12 units
 4. Master's and doctoral students who do not have computer literacy are required to take an additional 3-unit but non-credit computer literacy course (Info Tech 200), in fulfillment of CHED Memorandum Order No. 36, s. 1998, which states that all graduate students shall be computer literate.

Excess Load. Only full time students and those on Sabbatical Leave/Study Leave may be allowed to take a maximum load of 12 units. However, DepEd teachers and employed Graduate School students may be allowed to take overload units if they are given approval by their respective employers.

A full-time Graduate School student may be allowed to take a maximum load of 15 units only during the last semestral term which includes Thesis Writing. Civil Service Scholars are allowed to take a maximum load of 15 units.

Request for overload should be filed at the University Registrar's Office duly recommended by the Dean of the Graduate School.

An excess load taken by a student without the recommendation of the Dean and approval of the University Registrar shall not be credited.

Summer Term. All graduate school student may enroll for up to 9 units during the summer term but may take no more than twelve units during the regular semester.

Request for Overload. Request for overload should be filed at the Office of the University Registrar indicating the subject(s), credit unit(s), and the reason for such case. The request should be recommended for approval by the Dean and approved by the University Registrar.

An excess load taken by a student without the recommendation of the Dean and approval of the University Registrar shall not be credited.

Amendments. Students are expected to complete the subjects prescribed in the course curriculum. Any amendments in the course curriculum will only be effective upon approval of President and the Board of Regents.

Amendments will take effect in June of the succeeding year after its approval and it will cover only freshmen students and student transferees for that school year only. In no case will the amendment take effect on sophomore to senior students.

C. CROSS REGISTRATION

Cross registration or cross-enrollment is the enrollment of a student to another school with the permission of the school where the student is currently enrolled.

Cross-enrollment to and from other schools is allowed during the regular semester only for graduating students whose subjects are not offered in the University during the semester.

Cross-enrollment requires the recommendation for approval by the Dean concerned and the approval of the University Registrar. Specific rules that govern cross-enrollment are as follows:

1. No student shall be allowed to cross enroll without the authorization of the University Registrar. Unauthorized cross registration is not valid and does not earn any credit(s).
2. Students shall submit a formal letter of request for cross registration recommended by the Dean approved by the University Registrar. The letter should indicate the subject(s) to be enrolled, its corresponding credit units, and the educational institution where the student will cross enroll.
3. Transfer credits shall be given to courses taken by a student in an educational institution accredited by one of the recognized accrediting agencies in the Philippines.
4. The total number of units or credits for which the student may register in another educational institution shall not exceed 6 units or the equivalent of two subjects only.
5. Upon approval, the student shall be given a Special Permit to Study by the University Registrar. The Special Permit to Study bears the name of the school where the student requested to cross enroll and the subject(s) with its corresponding descriptive title and credit unit(s). The student should submit the Special Permit to Study to the Registrar of the school he/she will cross enroll.
6. The requesting student is not a graduating student in a Non-Degree Program.
7. Simultaneous enrollment is not allowed for Literature subjects.

D. CHANGE OF REGISTRATION

Change of registration is the transfer/change to another Course/Program by a student already officially enrolled in the University provided that there is a valid ground.

The following guidelines should be observed in the event

that a student would request for a change in registration:

1. Change of registration is allowed only within the first two weeks of classes.
2. If the change of registration involves courses/programs within one college, a letter of request for the Change of Registration with the recommendation of the College Dean should be submitted to the Office of the Registrar for approval.
3. If the change of registration involves courses/programs between two colleges, the letter of request for the Change of Registration should include the recommendation of the two College Deans.
4. All changes must be filed at the Office of the Registrar and will only be official upon the approval of the University Registrar

E. CANCELLATION OF ENROLLMENT

A student may be allowed to **cancel enrollment** anytime before the last two weeks prior to the Midterm Examination provided that the student has the written consent from his parent or guardian stating the reason for the cancellation. Officially cancelled enrollment will be marked “W” in the Official Transcript of Records of the student.

Failure to submit the written consent approved by the Dean to the University Registrar will invalidate the official cancellation of enrollment, which will be marked “DRP” in the Official Transcript of Records of the student. There will be no refund for cancellation of enrollment.

F. SIMULTANEOUS ENROLLMENT

Simultaneous Enrollment of pre-requisite subjects is the taking of a higher level subject together with its prerequisite subject.

Simultaneous enrollment may be allowed based on the following guidelines:

1. The requesting student is a graduating student as determined by the Registrar.
2. The total load of the student does not exceed 30 units including the simultaneous subject.
3. When the total load of the student exceeds the regular load, the GPA of the student from the previous semester should be 2.25 or better.
4. The requested subjects are within the same educational level.
5. Excess units of the regular load are subject to payment.
6. The requesting student is not a graduating student in a Non-Degree Program.
7. Simultaneous enrollment is not allowed for Literature subjects.

The student has to submit a letter of request duly recommended for approval by the Dean and with the attached GPA computation to the Office of the Registrar.

G. AUDIT SUBJECTS

Audit subjects are subjects already taken and passed by a student but for some reasons, the student may wish to refresh or update knowledge on the subject.

A student may be allowed to audit a subject provided that he first register for the course. Audit subjects do not earn any credit for the student but the student is expected to participate in all class activities. There will be no change in the previous grade of the student taking an audit subject.

H. CHANGING OF SCHEDULES

Transfer of students to any other class schedules shall be made only for valid reasons and with the approval of the Dean and the University Registrar during the first two weeks of classes. Students must secure Form 6 from the Registrar's Office and pay the appropriate fee at the Cashier's Office. Changing of class schedules shall only be official when Form 6 shall have been signed by appropriate signatories and submitted to the Office of the Registrar, and issued a load slip with the new schedule indicated therein.

Unauthorized changing of class schedules will result to an unofficial enrollment of the student in the subject concerned.

I. SUBSTITUTION OF SUBJECTS

Substitution is the replacement of subjects taken by the student from another college with related descriptive title, scope, and content.

Substitution of subjects may be allowed upon the recommendation of the Dean and the approval of the University Registrar.

J. WITHDRAWAL OF SUBJECTS

Withdrawal of a subject(s) by a student is allowed not later than three weeks after the last day of Enrollment or as specified in the University Calendar of each school year. Withdrawal of subject(s) shall only be considered official upon the recommendation of the subject teacher and the Dean concerned. Any student withdrawing after the 3rd week shall be given a 'dropped' mark.

Students must secure Form 5 from the Registrar's Office and have it signed by the subject teacher concerned and the College Dean. The accomplished Form 5 shall be submitted to

the University Registrar.

Non-compliance of the above procedure invalidates the student's official withdrawal of the subject(s), which will result in a grade of 5.0 or Failure.

K. WITHDRAWAL OF ENROLLMENT

A student may be allowed to withdraw his enrollment if such withdrawal is made within two weeks after classes shall have officially started; provided that the student has not attended any classes.

Payment for tuition is non refundable. However, with due approval from the University President, the miscellaneous payment may be refunded.

Payment for tuition and miscellaneous may be transferable to another semester or another person upon request of the student or the parent.

A letter of request for the withdrawal of enrollment should be addressed to the University Registrar for approval.

Upon approval, the student is entitled to withdraw the submitted entrance credentials.

III. RETENTION

Conditions for students with failing grades are mentioned in the Admission Policies for Returning and Continuing Students.

Students on academic probation are given only one semester to recover the grade deficiency.

A. ACADEMIC PROBATION

Students who receive failing grades in 3 or more of their subjects taken during a semester shall be placed on academic probation under the following conditions:

1. Students who fail are allowed to retake the subject(s) only once.
2. Students on probation are only given one more semester to redeem the failure.
3. “On Probation” Students may be dropped from the University should they fail again in the subject(s) they are retaking, or they will be advised to shift.
4. The probation period may be extended by the college/department only on valid grounds as determined by the Dean or the college committee and recommended by the CARE Center Director.

B. ATTENDANCE

Students are expected to attend all classes. Three (3) unexcused absences (3 hours) may be allowed but beyond these, all absences shall be excused only for valid reasons. The teacher concerned shall determine the validity of the excuse.

C. ABSENCES

1. A student who is absent 20% of the total number of class hours may be dropped from the subject.
2. Any student who finds it necessary to be absent from class/classes must present either a letter from his/her parent or guardian or a medical certificate to his/her professor upon returning to class for appropriate action.
3. Permission to leave the campus must be secured in advance from the Dean. Otherwise, such absence will not be excused. Excuses for absences immediately preceding or following holidays can be secured only from the Dean. If absences,

excused or unexcused are excessive, the instructor may drop from the course or be given a grade of “5.0” or Failure.

4. Absences due to health and fortuitous events may be considered provided that the student produces a medical certificate duly signed/certified by the University Physician. In the event that the student is in home confinement, the student should produce an excuse letter written by the parent or guardian duly certified by the University Physician.
5. A student is held responsible for all assignments and other activities of the course missed during the absence regardless of the reason(s).
6. Excused absences shall not exceed 20% of the total number of class hours, otherwise the student shall be advised to officially cancel his/her enrollment.

D. TARDINESS

Although members of the faculty are expected to begin their classes promptly, various contingencies which are sometimes unavoidable may cause some members to be late for class. In such cases, the following guidelines are to be observed:

1. for sixty-minute classes, students should wait for twenty minutes;
2. for ninety-minute classes, students should wait for thirty minutes; and
3. for one hundred twenty-minute classes, students should wait for forty minutes.

IV. STUDENT EVALUATION

A. GRADING SYSTEM

GRADE	%
1.0	95 and above
1.1	94

1.2	93
1.3	92
1.4	91
1.5	90
1.6	89
1.7	88
1.8	87
1.9	86

A mark of “INC” or ‘Incomplete’ is given to a student whose class standing throughout the semester is passing but the student fails to take the final examination or lacks the requirements of the course. (See guidelines for Incomplete Ratings under section F).

A mark of “W” or ‘Withdrawn’ is given to a student who has officially withdrawn the subject/course, or cancelled the enrollment.

A mark of “DRP” or ‘Dropped’ is given to a student who has not attended at least 20% of the total number of hours in the semester or the student has unofficially withdrawn the subject or course. For purposes of calculating the GPA, DRP is equivalent to 5.0

A mark of “NG” or ‘No Grade’ is indicated when the instructor has not yet submitted the Grading Sheet at the University Registrar’s Office.

A mark of “NC” or ‘No Credit’ is indicated when a student takes an audit subject or the subject taken is not specified in the course curriculum.

The Grade Point Average (GPA) for one semester

is computed using the formula:

$$\text{GPA} = \frac{\text{Sum of total weighted grades}}{\text{Sum of total units taken}}$$

Where: weighted grade is equal to the grade times the number of units

The Cumulative Grade Point Average is computed by applying the GPA formula on all the subjects taken by the student for a specified period of the student's residency at Negros Oriental State University and for transferees his credited subjects.

B. ACADEMIC STANDARDS

All colleges are mandated to abide by the Grading System of the University.

All students are expected to meet the academic standards of Negros Oriental State University in accordance with the Mission, Vision, and Objectives of the University. Therefore, student academic performance should meet the required minimum GPA or cut-off grade specified by the college or department of the University. Students should maintain and follow the standard cut-off grade required by their respective college or department.

C. ACCREDITATION OF SUBJECTS

Accreditation of subjects is the crediting of the subjects with its corresponding units from a previous school provided that the course description conforms with that of the subjects offered at Negros Oriental State University.

Only subjects taken in FAAP member schools can be credited. If there are doubts on the school, refer the matter to the University Registrar.

Accredited subjects are to be entered in the Accreditation Form and signed by the respective Department Chair and should be submitted to the University Registrar's Office.

Accreditation should be done within the period of three semesters from the date of admission to the university.

Undergraduate

The student must present the Official Transcript of Records from the previous school to the Dean for recognition of credits. Only subjects with the same course description, credit units, and with a grade equivalent of 80 percent or better will be credited.

If the number of units earned outside the University is less than the prescribed units for the course, the student should enroll the subject in the University.

All student transferees must take the English Validating Examination for the validation of the English subject credits. Failing grades, dropped subjects, or incomplete ratings may disqualify an applicant from admission. Crediting of major subjects is dependent on the College Admission Policy.

College of Law

College of Law students must present the Original Official Transcript of Records from the previous school to the Dean for recognition of credits. Only subjects with the same course description, credit units, and with a grade equivalent of 80 percent or better will be credited.

Graduate School

Accreditation of subjects for the Graduate School is

subject to the following guidelines:

1. Training programs of at least 54 hours conducted by a recognized agency or institution, including seminars, workshops, conferences, etc. which are relevant to a subject or subjects offered in the student's degree program, may be accredited for 3 units in that degree program, if such training had been undertaken within three (3) years of the time when the student applies for its accreditation.
2. In applying for accreditation, the students must submit the necessary certificate/certificates of training, indicating the dates, venue, and length of training.
3. Accreditation is given upon the recommendation of the professor teaching the course. In case the training program does not fulfill all the requirements of the course, the Graduate School may ask the student to write a paper or papers of sufficient quality, in order to remedy the deficiency.
4. Under special circumstances, a student who has started studies at another recognized institution, but for some compelling reason cannot continue in that institution, may apply for admission and transfer to the NORSU Graduate School, subject to the following conditions:
 - a. The subjects taken in the school last attended must be substantially the same in content and scope as the graduate curriculum of NORSU.
 - b. The transfer of credits (maximum = 9 units) must be recommended by the Dean of the Graduate School Dean, subject to approval of the University Registrar.
 - c. The subjects to be accredited for transfer must have been completed in the last five years.

Foreign Students

Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational and in high school shall not be credited toward a degree program.

D. PREREQUISITES

Students are required to follow the subjects specified in their respective course curriculum. In no way shall a student be allowed to take higher-level subjects unless the student has already taken and passed the required prerequisites. Subjects taken without the necessary prerequisite subjects shall not be credited.

However, student may request for Simultaneous Enrollment only if they qualify with the guidelines stipulated under the Rules on Simultaneous Enrollment of pre-requisite subjects.

E. EXAMINATIONS

Examinations are an integral part of instruction and shall be administered by the instructors, subject to the University policies and rules. The instructor has the sole authority to determine the grades of his students in accordance with the prescribed grading system.

The academic performance of students shall be evaluated and granted at the end of each semester in the University. Each semester requires two major examinations: Midterm and Final Examinations.

In anticipation of the major examinations held every semester, no outings and other extra-curricular activities shall be allowed during the quiet week.

The Quiet Week Policy states that there should be no extra-curricular activities held one week before the Midterm Examinations and two weeks before the Final Examinations.

F. INCOMPLETE RATINGS

A mark of “INC” or Incomplete is given to a student whose class standing throughout the semester is passing, but fails to take the final examination or lacks requirements for the course. The mark of ‘INC’ shall be changed to a grade if the student concerned completes all the requirements within ONE SEMESTER for undergraduate students and THREE YEARS for College of Law and Graduate School students.

Should the student fail upon completion, the INC grade will be 5.0, except for Graduate School students.

Incomplete (INC) grades not removed within the prescribed period will result to an automatic Failure or “5.0” in the grade and the student shall have to retake the subject.

PROCEDURE FOR COMPLETION OF INC

STEP	ACTION
1	Comply with your teacher
2	Get the COMPLETION FORM (FORM 11) from the Registrar’s Office
3	Let your instructor input the COMPLETION GRADE and affix his/her NAME and SIGNATURE in the COMPLETION FORM
4	Pay to the CASHIER’S OFFICE (Php 25 per unit of the subject complied)
5	Submit the COMPLETION FORM (FORM 11) together with the Official Receipt of payment to the Registrar’s Office

The **COMPLETION FORM (FORM 11)** should be **SUBMITTED** to the Registrar’s Office, otherwise the completion grade will not be official and the **GRADE** will be indicated Failed or 5.0.

G. CORRECTION OF STUDENT GRADES

Correction of student grades may be allowed in the event

that an error is committed by the Instructor. The student shall submit an accomplished Correction of Grade Form (Form 10) to the University Registrar.

H. HONORS

Academic Awards

- A. **Presidential Academic Award** is awarded to graduating students whose cumulative GPA in his/her study at NORSU is 87.50 or better and with no grade less than 83.
- B. **Presidential Technology Award** is awarded to graduating students whose cumulative GPA in all technology subjects in his/her study at NORSU is 87.50 or better and with no grade lower than 85 in technology subjects and 80 in general education subjects.
- C. **Dean's List Award** is awarded to non-graduating students whose cumulative GPA from the second semester of the previous school year and the first semester of the current school year is 87.50 or better and with no grade less than 85. For regular first year students, the first semester grades are considered. The student must be enrolled in at least 15 units in a semester to qualify for the award.

Additional Guidelines:

- 1. Students with outstanding Incomplete Marks (INC), Failed, Dropped and Retake grades are not qualified for Academic Honors.
- 2. First Year students should be enrolled during the second semester of the current school year in order to qualify for the Dean's List Award.
- 3. Transferees and shiftees with outstanding Incomplete Marks, Failed, Dropped and Retake grades in all subjects taken from the previous school/college will not qualify.
- 4. Transferees should have a one year residency at NORSU to

qualify.

5. Subjects credited from previous schools should not be lower than the minimum grade specified in the Academic Honors guideline.

Special Awards

The Most Outstanding Student of the Year Award

Criteria:

1. Must be a bonafide Graduating student at Negros Oriental State University as of the School Year covered.
2. Must have a minimum residency of three (3) years in Negros Oriental State University.
3. The following relative weights shall be used in determining the award:

Academic Excellence – 50%

Must have a minimum GPA of 88 with no grade below 83 or its equivalent and have not incurred a Dropped or Failed grade throughout the residency in Negros Oriental State University. Incomplete Marks should be completed.

Extra-Curricular Activities – 50%

Extra-curricular activities shall include membership in any relevant organization, awards and recognition, speakership, and other community involvement.

4. Must be with good moral character and integrity.
5. Must submit properly authenticated documents to the screening committee at least a month before Honors Day.
6. Must be endorsed by the College Dean.

The University President Leadership Award

Criteria:

1. Must be a bonafide Graduating student at Negros Oriental State University as of the School Year covered.
2. Must have a minimum residency of three (3) years in Negros Oriental State University.
3. Must be a bonafide leader in any recognized organization at the time of endorsement.
4. The following relative weights shall be used in determining the award:

Academic Excellence – 30%

Must have a minimum GPA of 88 with no grade below 83 or its equivalent and have not incurred a Dropped or Failed grade throughout the residency in Negros Oriental State University. Incomplete Marks should be completed.

Extra-Curricular Activities – 70%

Extra-curricular activities shall include officership in any relevant organization, organizational projects & activities organized, awards and recognition relating to leadership, and other relevant community involvement.

5. Must be with good moral character and integrity.
6. Must submit properly authenticated documents to the screening committee at least a month before Honors Day.
7. Must be endorsed by the College Dean.

Most Proficient in Technology Skills Award is awarded to graduating students who have shown high proficiency in technology skills as determined and recommended by the technology faculty members teaching in the area.

Non-Academic Awards

The Service Award

Criteria:

1. Must be a bonafide Graduating student at Negros Oriental State University as of the School Year covered.
2. Must have a minimum residency of three (3) years in Negros Oriental State University.
3. Must be endorsed by the adviser of the area of concern. Areas of concern are as follows:
 - The Pylon
 - The NORSUnian
 - Student Government
 - Student Labor
 - University Band
 - Kabilin Dance Troupe
 - NORSU Choir
4. Must be with good moral character and integrity.
5. Must render a minimum service of two years in the area on concern.

The Outstanding Athlete of the Year Award

Criteria:

1. Must be a bonafide Graduating student at Negros Oriental State University as of the Second Semester of the current school year
2. Must be with good moral character and integrity.
3. Must be endorsed by the NORSU Physical Education & Athletics Department.

I. COMMENCEMENT HONORS

Rules governing the determination of commencement honors are:

1. The cumulative GPA of the candidate for graduation honors during his/her residency at Negros Oriental State

University and the credited subjects from previous schools for transferees must be computed and rounded off to the nearest hundredths.

The GPA range for graduation honors are as follows:

GPA Range	Honor for Degree Courses	Honor for Non-Degree Courses
1.00 – 1.25	Summa Cum Laude	With Highest Honors
1.26 – 1.50	Magna Cum Laude	With High Honors
1.51 – 1.75	Cum Laude	With Honors

2. Graduating students should have no grade below 2.00 or 85% in all subjects in order to be considered for graduation honors.
3. No student with Incomplete (INC) grades, Failing grades (5.0), and Dropped marks shall be considered for honors.
4. Student transferees who qualify for commencement honors must have completed at least 75 % of the total number of units required for the course/program in NORSU.
5. Candidates for honors must be enrolled for a minimum of 15 units in a semester.
6. Candidates for honors must not have repeated a subject in another educational institution.

Additional to the Guidelines for Commencement Honors:

1. Retake of subjects for whatever purpose will disqualify students from Commencement Honors.

V. GRADUATION

A. RESIDENCE REQUIREMENTS

Undergraduate

No student shall graduate from the University unless the student has completed the last year in a two-year course and the last two years for three to five-year courses.

College of Law

College of Law students are required at least two years of residency at Negros Oriental State University to qualify for graduation residency requirements.

Graduate School

The residence requirements for graduate students are fifteen (15) units in the master's program and at twenty-four (24) units in the doctoral program, excluding the units for thesis or dissertation.

Graduate students are given five years to complete their master's degree program, and postgraduate students are given seven years to complete their doctoral program from the time that they start their studies.

Any graduate student who cannot finish the program within the prescribed period shall take refresher courses as determined by the Dean.

B. GRADUATION REQUIREMENTS

Undergraduate

No student shall be recommended for graduation unless the student has completed the academic, non-academic, residency and financial requirements of the course/program of the University.

All Candidates for graduation must apply at the Office of the Registrar during the first semester of their last school year.

Form 13 (Application for Graduation) is available at the Office of the University Registrar.

The following rules for graduation should be observed:

1. Students with Incomplete grades should remove their INC two (2) weeks prior to the day of graduation otherwise the student will not be allowed to graduate.
2. Candidates for graduation must see to it that their names are included in the list submitted by the Office of the University Registrar.
3. Candidates for graduation for a degree or title shall be required to wear the prescribed academic gown during the baccalaureate service and commencement exercises.
4. No student shall be issued a diploma, certificate, honorable dismissal or transcript of records unless the student submits a duly accomplished University Clearance.
5. Late applicants for graduation shall pay a penalty set by the university.

College of Law

All Fourth Year College of Law students are required to apply for graduation during the first semester of their last school year. Candidates for graduation from the College of Law are required to enroll Mock Bar during the second semester.

Graduate School Students

To qualify for graduation, a student must have completed all the required academic work, including an acceptable thesis, or dissertation. A certification of completion of all required course works must be secured from the Registrar's Office.

To participate in the March Commencement Exercises, the student must have ten (10) bound and signed copies of his/her thesis feasibility study or dissertation.

STUDENT AFFAIRS

STUDENTS' RIGHTS

Subject to the limitations prescribed by laws, school policies and regulations, the rights of every student of the University and all satellite campuses are as follows:

1. Every student has the right to quality education in line with national goals, educational objectives, and standards of the University.
2. Every student is entitled to guidance and counseling services to enable the student to know himself/herself, to make sound decisions, and to select from a wide field of work options and alternatives in line with his/her capabilities.
3. Every student in the exercise of his constitutional right to free speech and press, has the right to express and pursue his opinions on any subject provided that the expression and dissemination of such view do not disrupt the work and discipline of the school. Every student shall have the right to receive a copy of every publication paid by him/her.
4. Every student has the right to participate in the formulation and development of policies affecting the school, in relation to the community and country, through representation in the appropriate bodies or committees in the school which will be determined by the governing board.
5. Every student has the right to establish and join organizations and societies not contrary to law.
6. Every student has the right to receive reasonable protection within the school premises.
7. Every student has the right to be informed of the rules and regulations affecting him/her.
8. Every student has the right to participate in curricular and co-curricular activities.
9. Every student is entitled to be respected as person with dignity.

No student shall be subjected to exploitation, involuntary servitude nor unusual punishment.

10. Every student shall enjoy academic freedom.
11. Every student has the right to redress grievances against any wrong or injustices committed against him/her by other students by any member of the faculty or services personnel in accordance with the defined channels therein.
12. Every student has the right to examine his/her class records, and other pertinent papers for the purpose of knowing his/her class standing.
13. Every student admitted by the school has the right to continue and pursue his/her course of study therein up to graduation, except in the cases of academic delinquency and violation of school regulations.
14. Every student shall be entitled to the expeditious issuance of certificate, diploma, transcript of records, grades and transfer credentials.
15. Every student has the right to be given, upon request, medical and dental attention.
16. Every student has the right to be free from involuntary contributions of any nature except those properly approved by their own organizations, and recommended by the Director of Student Affairs.

II. STUDENTS' RESPONSIBILITIES

Every student has the responsibility to:

1. Strive to lead an upright, virtuous and useful life.
2. Love, respect and obey his parents and cooperate with them to keep the family harmonious and united.
3. Exert his/her outmost effort to develop his potentials to service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to himself and society.
4. Obey the laws of our country, observe the principles of freedom and democracy and respect the duly constituted

- authorities and give due regard to the customs and traditions of the people.
5. Participate actively in civic affairs and in the promotion of the general welfare.
 6. Help in the observance and exercise of individual and social rights in the strengthening of freedom in the pursuit of progress, prosperity and world peace.
 7. Exercise his rights and responsibilities by respecting the rights of others, the University and its properties.
 8. Respect and cooperate with teachers, fellow students and school authorities in the attainment and preservation of order in school and society.
 9. Seek peaceful redress of his/her grievances and to strive to promote and maintain peace and tranquility in the University by observing the rules of discipline and by exerting efforts to attain a harmonious relationship with fellow students, teaching personnel, academic staff and non – teaching personnel.
 10. Abide by the Constitution of the NORSU – Federation of Student Government.

III. GENERAL CONDUCT OF STUDENTS

Every student of the University and its satellite campuses shall observe the laws of the land, the rules and regulations of the University and the standards of good society.

If a student by his general conduct brings discredit to the University, or engages in any conduct in or outside the University and its satellite campuses which affects his status as a student or breaks University rules and regulations, the administration reserves the right to discipline the student.

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

1. Students, shall at all times, observe the laws of the land and rules and regulations of the University.
2. No disciplinary proceedings shall be instituted against any student except for conduct prohibited by law or by the rules and regulations of the University.
3. A student shall be subjected to disciplinary action for committing any but not limited to the following acts:
 - a. **Illegal Possession of Deadly Weapons and Explosives.**
It is unlawful for anyone to possess or carry within the University premises e.g., firearms, knives, ice picks, blades longer than 2 inches, or any explosives including firecrackers. (The University President or his duly authorized representative may authorize the possession or the carrying of any of the above-mentioned articles.)
 - b. Smoking cigarettes or cigars and drinking intoxicating drinks in the classrooms, corridors, grounds or any other premises of the University and its satellite campuses.
 - c. Acts that cause dishonor, discredit or contempt to the University e.g., engaging in lewd, indecent, obscene and immoral conduct while in school premises and during a school function.
 - d. Gambling in any form on or off campus.
 - e. Dishonesty or cheating in any form inside or outside the classroom. e.g., the giving of false information on registration forms, class cards, admission slips, and the like; forgery and alteration of school documents, records and credentials; plagiarism and the like.
 - f. Possession, use or sale of drugs such as LSD, marijuana, heroin, “shabu” and other illegal or regulated drugs or drug paraphernalia in violation of law or ordinance.
 - g. Possession of pornographic materials.
 - h. Vandalism e.g., tearing off pages and defacing library books, magazines or periodicals; writing on walls or on pieces of furniture; breakage of glass windows, showcases, cabinet doors, electrical, mechanical or electronic devices;

- unauthorized posting or removal of official notices and posters from the bulletin boards, and the improper care and destruction of school facilities.
- i. Illegal gathering e.g., student organization meetings inside and outside the school campus without permits from the Office of the President through the Office of the Student Affairs.
 - j. Hazing as defined under R.A 8049.
 - k. Physical assault on any person within the school premises
 - l. Gross Act of Disrespect, in word or in deed, which tends to put any member of the NORSU family in bad image.
 - m. Unauthorized entry to or use of school facilities.
 - n. Stealing of school property or property of other persons in the campuses.
 - o. Improper grooming.
 - p. Indecency which pertains to sexual acts e.g., includes necking, kissing petting etc.
 - q. Sexual Harassment under R.A. 7877
 - r. Unauthorized possession of fireworks or other highly combustible materials.
 - s. Malicious dissemination of false reports, threats of fire, explosion or other emergency.
 - t. Unjustifiable or deliberate interference or disruption of the academic functions and university activities which tend to create disorder, breach of peace, or serious disturbance.
 - u. Any other act committed by students or student groups within or outside the campus which, in the judgment of the University, adversely affects the reputation of the University or the status of the students in school

IV. DISCIPLINARY STRUCTURE AND PROCEDURE

A. BOARD OF DISCIPLINE

Composition

The University Board of Discipline (BOD) shall be composed of (7) members. They are the following:

1. Director of Student Services;
2. Dean or his/her duly authorized representative of the College where the student belongs;
3. One Student Representative preferably the Chief Justice of the Student Government or the SG President of the CSG where the student(s) belongs.
4. One Faculty Member preferably the adviser of the CSG where the student(s) belongs;
5. One Student Services Staff – to act as secretary (non – voting); and
6. Director of the CARE Center or his/her duly authorized representative (non – voting).

Jurisdiction

The board shall take cognizance of all complaints and try cases involving offenses of students.

Duties, Functions and Authority

1. The Board of Discipline (BOD) shall conduct an investigation in every case or complaint filed.
2. The Board through its Chairperson may issue preventive suspension to any student with a pending case filed before the Board of Discipline (BOD) for major offense/s, pending upon an investigation.
3. The Board through its Chairperson shall issue an admission slip to any student with a pending case, for him to enter his classes and take examinations.

B. PREVENTIVE SUSPENSION

Preventive suspension is not a penalty in itself. It is a merely a procedural rule. It is imposed during the pendency of the proceedings. It is a preventive measure the purpose of which is to prevent the person charged from using his position and the powers

and prerogatives of his office to influence potential witnesses or tamper with records which may be vital in the prosecution of the case against him. If after such investigation, the charge is established and the person investigated is found guilty of acts warranting his suspension or removal, then he is suspended, removed or dismissed. This is the penalty. Thus, preventive suspension is distinct from the penalty. While the former may be imposed on a respondent during the investigation of the charges against him, the latter may be meted out to him at the final disposition of the case. (Villaseñor, et al. vs. Sandiganbayan (5th Division), et al., G.R. No. 180700, March 04, 2008)

C. PROCEDURE AND DUE PROCESS

- A. Any member of NORSU and the community or the university itself may file a complaint or charge against a student.
- B. The complaint may be submitted in writing to the following offices:
 - a. Director for Student Affairs
 - b. Dean of College
 - c. Department Chairperson
 - d. Student Government
- C. In cases where the penalty is not suspension, dismissal or expulsion, the aforementioned offices may initiate possible settlement or dispute resolution. The Director for Student Affairs must be furnished a written information on all resolutions for record purposes.
- D. If the complaint or charge is submitted to the Office of the Student Affairs, the following procedure shall be followed:
 - a. Upon receipt of the charge against a student, the Director of Student Affairs or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible resulting penalties. The student charged shall answer the complaint in writing, within 10 calendar days from the time he/she receives the written notice of the complaint. Failure

to answer may cause a declaration of default against the student in which case the complaint shall be decided by the BOD on the basis of the evidence presented by the complainant.

- b. Within five (5) calendar days upon receipt of the answer, the Director for Student Affairs or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge and/or if the charge can be disposed of administratively by agreement of the parties and the Director for Student Affairs.
- c. If violation will result in suspension, dismissal, or expulsion, the case must be heard by the Board of Discipline (BOD).
- d. While it is generally acknowledged that disciplinary proceedings in institutions of higher learning need not observe the same requirements of due process in courts of law, NORSU ensures that the rudimentary requirements of due process are followed in all disciplinary cases. These are:
 - i. Notice of the complaint or charge and of the possible penalties to the respondent student within a reasonable period of time;
 - ii. The opportunity to answer the complaint or charge within at least ten (10) calendar days from receipt of the notice;
 - iii. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed;
 - iv. Notice of the time place and date of hearing at least three (3) calendar days in advance;
 - v. The opportunity to present evidence and witnesses;
 - vi. Notice of findings and sanctions imposed; and
 - vii. The opportunity to appeal.

- e. The conduct of the hearing:
 - i. The parties will be introduced by the presiding member of the BOD;
 - ii. The presiding member will state the charges against the student;
 - iii. The adviser will only advise the complainant or respondent during the hearing. He or she may not question the witnesses or otherwise participate in the hearing;
 - iv. The student charged will plead responsible or not responsible;
 - v. The hearing will be closed to all who are not directly involved in the case;
 - vi. Witnesses are subject to the cross-examination by the members of the BOD.
 - vii. Witnesses are to be examined separately and will leave after testimony is taken;
 - viii. Matters deemed confidential by the BOD should be accorded utmost confidentiality.
- f. The BOD shall determine, on the basis of the clear and strong evidence presented, whether the student is responsible or not responsible of the complaint charged. In imposing sanctions, the BOD may take into account the student's disciplinary record.
- g. Decisions of the BOD shall be automatically reviewed by the Vice-President for Academic Affairs (VPAA) except for dismissal and expulsion within seven (7) calendar days from receipt of the decision, and the decision of the matter is final and executory.
- h. The decisions of the BOD shall be automatically reviewed by the University President when involving dismissal and expulsion within seven (7) calendar days from receipt of the decision, and the decision of the matter is final and executory.

- i. Only the following grounds can be made as a basis for an appeal or review:
 - i. Severity of the penalty
 - ii. Procedural error
 - iii. New evidence

D. DETERMINATION OF OFFENSE

The BOD shall determine whether the offense charged constitutes a major or minor offense for offense/s or penalty not defined in this handbook.

MINOR OFFENSES

Minor Offenses includes, but are not limited to the following:

1. improper grooming
2. loitering in corridors during classes
3. unauthorized use of chalk
4. throwing of candy wrappers anywhere
5. spitting anywhere
6. making unnecessary noise
7. entering the campus without ID
8. wearing of shorts, slippers, sleeveless shirts, mini skirts, and blouses with plunging necklines and the like.
9. disturbing one's class or that of another
10. eating inside the classrooms and inside the library
11. entering a class or breaking into a school function without the permission of those concerned
12. smoking in the campus
13. other offenses which disturb the peace and order of the school not properly classified as major offenses
14. such other acts as may herein be determined by the BOD

MAJOR OFFENSES

Major Offenses includes, but are not limited to the following:

1. cheating – deliberately looking at a neighbor’s examination papers
2. cheating – copying from or allowing another to copy from one’s examination papers
3. talking with one another during exams during exams without permission
4. deliberate disruption of any school function or activity
5. display or distribution of pornographic materials within the University
6. use of somebody else’s ID card or allowing other to use his/her ID card
7. attempt to steal
8. cheating or unauthorized possession of notes or any material relative to the examination
9. passing as one’s own work, any assigned report, term paper, case analysis, reaction paper and the like which is copied from others
10. having somebody else take the examination
11. vandalism or destruction of school property
12. illegal possession of deadly weapon
13. brawls on campus or at off – campus school functions and school related activities
14. entering or being in the school premises in the state of intoxication
15. gross act of disrespect, in words or in deed, which tends to place any member of the faculty, administration or non – teaching staff in ridicule or in contempt
16. stealing
17. habitual disregard or willful violation of established policies and regulations of a minor offense for the third time
18. forging or falsifying and/or tampering with academic/official records or documents of any kind
19. gambling in any form within the campuses
20. conducting, initiating or joining unofficial or unauthorized field trips under the guise or presuming to be a part of the academic requirement or attending seminars, lectures and

teach-ins or any similar cases without due notice to their respective deans/advisers and without the approval by the VPAA/University President

21. such other acts as may herein be determined by the BOD
22. habitual delinquency
23. inflicting physical injuries upon another within the campus premises
24. possession of and/or being under the influence of drugs; prohibited or regulated by law
25. direct assault upon any faculty, administration, personnel/ staff or any person vested with authority of the University
26. such other acts as may herein be determined by the BOD

E. SANCTIONS

Sanctions for irresponsible behavior may be imposed using the rule on reprimand, suspension or in extreme cases dismissal from the University.

The Board of Discipline (BOD) shall impose either a reprimand, suspension, and dismissal or expulsion, taking into account the following factors:

1. previous record of the student
2. gravity of the offense
3. position of the aggrieved person
4. established precedents
5. the manner of committing the offense
6. other circumstances as deemed proper and necessary by the committee.

The following constitute the sanctions for MAJOR OFFENSES:

1. preventive suspension to be determined by the BOD
2. suspension
3. expulsion

The following constitute the sanctions for MINOR OFFENSES:

1. warning and admonition by the Board Chairperson
2. In the case of the second offense, the parents or guardians of the student are advised of the existing offense.
3. In the case of personal offenses, a written apology to the

person concerned and/or payment of damages as the case maybe.

Penalties Defined

Warning

The student receives notice that he or she has violated university rules and regulations and is warned that future violations by him/her shall be dealt with more severely.

Probation

Students on disciplinary probation are not in good standing with the university for a period of time. Certain restrictions may accompany the probation status, such as disallowing membership in student organizations or participation in non-academic activities for the duration of the probation status. A subsequent violation of the university's rules and regulations, even if minor, may result in the suspension or expulsion of the student.

Restitution

The sanction requires the student to pay the university, person, or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

Suspension

The student is prohibited from attending classes or any event in the university and from being present in the campus during his or her period of suspension.

Dismissal or Non-readmission

The student is dismissed from the university and is never re-admitted thereto. However, he or she may still secure a certificate of honorable dismissal from the university.

Expulsion

The student is dismissed dishonorably from the university and is never again admitted to the university.

Other Sanctions

Other sanctions may be imposed at the discretion of the BOD such as requiring the student to report regularly to the guidance counselor or require those who are responsible for acts of vandalism to clean or restore the vandalized property to its former condition.

Repeated or aggravated violations of university regulations may result in suspension or dismissal or other more severe disciplinary measures.

Misconduct or violation of university rules by student organizations may include the revocation or denial of recognition or registration in addition to other appropriate sanctions which may likewise be imposed.

E. RECORDS

All proceedings of the investigation before the BOD shall be taken down in writing by a duly authorized representative from the Office of the Student Affairs. Original records pertaining to student discipline shall be kept at the Office of the Student Affairs. Copies of resolved cases shall also be distributed to members of BOD and another copy be forwarded to the office of the President for filing. Such records are hereby declared confidential and no person shall have the access to the same for inspection or copying unless he/she is officially involved therein, furthermore, he/she has legal rights to access and copy such records.

V. EDUCATIONAL TOUR AND OUTINGS

NORSU categorizes OUTINGS as a) Educational Field Trips and b) Off-Campus Student Meetings or conferences, like IPR.

Why the distinction? Academic field trips are considered part of the course curriculum and conducted within the academic mission of NORSU. This means that the University assumes the liability for educational field trips. On the other hand, student events or activities are a separate distinction that may or may not be covered by the University (i.e. councils and government, clubs, fraternities and sororities, honor societies, etc.); thus these are called “student activity” and not an “educational field trip.”

A fieldtrip is designed and initiated by the instructor/department as part of the class work. If it is necessary to schedule this trip on the regular school days excuses may be requested from the classes that are affected only if the guidelines have been complied with. It is of course understood that the student must do make up work in the class where he has been excused.

FIELD TRIP GUIDELINES

The objectives of these guidelines are: a) to ensure the safety and well being of all the participants, and b) to acquire the best possible educational enrichment or benefit out of the purposes of the trip. The guidelines are as follows:

1. All field trips should begin and end on campus. This gives the field trip faculty organizer a much better chance to demonstrate that he/she has exercised reasonable precautions to protect the safety and well being of the field trip participants.

2. Field trips should be course or program-based such that exposure is not for subjects (i.e. field trips are for 2nd year, for 2-year courses and for BS courses in the 3rd or 4th year levels.)
3. The College Dean shall have supervision and control of all field trips sponsored by his/her college or any department of his/her college and shall keep a calendar thereof. He/she has the prerogative in evaluating the relevance of the field trip towards students' learning in the particular course or discipline. Before endorsing for approval such field trips, he/she shall consider the following:
 - a. specific academic objectives of the field trip as approved and endorsed by the Department Head to the Dean
 - b. expenses (transportation, accommodation and meal arrangement included) which should be reasonable enough
 - c. safety consideration with respect to transportation and prevailing peace and order situation in the place(s) to be visited
 - d. number of days the trip will take and classes that will be missed
 - e. adequacy of appropriate chaperonage and/or guidance for the number of students involved (1:20)
 - f. written approval or invitation of offices/factories sought to be visited.
4. Notice of the proposed field trip shall be made to the Dean at least three (3) weeks in advance so that the teachers or the students involved will be properly notified.
5. No field trips should be scheduled within one week before the midterm and two weeks before final examination, if other classes are involved.
6. The written approval from the parents/guardians of the students (Parent/Guardians waiver) going on field trips should be filed with the Student Affairs Office before departure.
7. The faculty member in-charge of the field trip is expected to make a briefing with the group before their departure from the campus. Besides the academic objective of the trip, students

- should also be briefed by the Director of the Student Affairs or his authorized representative on such matters as:
- a. student behavior during the trip especially while visiting other offices or establishments, and
 - b. expectations from the places or firms to be visited as “ambassadors of goodwill” of the University.
8. After every trip, the faculty members in-charge shall submit a written report to the Dean and the VPAA on the following:
- a. log of the field trip
 - b. attainment of the objectives and other learning benefits.
 - c. other advantages accomplished which would not have been attained had not the trip been held
 - d. instances of breach of discipline and other untoward conduct of any participant of the field trip
 - e. performance evaluation of the travel agency.
9. Field trips should not be compulsory and should therefore not be considered as a substitute for the final or any examination or as a basis for additional credits for grading purposes.
10. Documents required for Educational Field Trips:
- a. resolution and permit approved by the University President (The permit must be approved at least one week before departure.)
 - b. syllabus indicating that the field trip is required in the syllabus lesson flow
 - c. acceptance letters from companies/firms to be visited
 - d. letters of consent from parents/guardians
 - e. list of students
 - f. list of chaperons (ratio = 1:20)
 - g. medical clearance from the University Physician
 - h. contract signed by the travel agency.
11. All field trips documents shall go through the offices of the VPAA and VPA for validation and signature before the same are endorsed to the University President for his final approval.

LIBRARY

The mission of the University library is to make available and deliver information resources in all formats to the members of the academic community. It ensures the preservation of knowledge through building collections and providing access to information sources. It aims to support all programs offered by the University with adequate resources.

The library provides adequate space and appropriate facilities to serve the needs of the readers. It adopts the a system which can provide faculty and students greater access to the collection. It is open more than sixty (60) hours per week.

The present holdings of the library include more than thirty (30) thousand volumes of books and about one hundred titles of periodicals. There are also audio-visual materials and electronic resources that are relevant to the programs.

LIBRARY CONDUCT AND PROCEDURE

1. The University library is open to all students, members of the Faculty and Staff of the University for seven days a week from 7:00 A.M. to 8:00 P.M. In the Main Campus II library, it is open from 8:00A.M to 12NN and 1:00PM to 5:00PM Mondays to Fridays.
2. Every student entering the Library must present his/her identification card..
3. Maximum silence inside the library must be observed by all students at all times.
4. Student should refrain from vandalizing library properties.
5. Every bonafide student of the University shall be issued identification card which is non-transferable. Any student who lends his/her identification card or uses the identification card of others is subject to disciplinary action.

6. Non-fiction books can be borrowed for a day and fiction books for seven days.
7. Each student is entitled to a maximum of two books at a time. Fines shall be imposed for overdue books.
8. Reference books such as encyclopedias, dictionaries, yearbooks, atlases, sets and the like are to be read inside the library only.
9. Books put on Reserve by members of the teaching staff for their students during the semester are lent or used upon their application at the reserve section. A borrower may renew a book as many times as necessary provided that there are no requests for the same. Books for overnight loans must be taken out of the Library starting at 4:00 P.M. These books must be returned the following day, not later than 7:30 A.M. In case the book is not returned within the loan period, fines shall be imposed.
10. Periodicals whether current or back issues and other non-book materials are to be read in the Library only.
11. When a book is lost or not returned at a reasonable time after notice has been sent, the borrower must replace it with the same and equally good condition book as the one lost. In case it is out of print, the borrower shall pay the current price of the book including the mailing cost as estimated by the Supply Officer.
12. The library is open to students or employees of other institutions who are engaged in research if granted the privilege by the University President upon the recommendation of the Librarian and after paying the regular library fee.

UNIVERSITY REGISTRAR

The Office of the Registrar envisions an equally efficient and effective service to Negros Oriental State University. As the strategic arm of the University in information dissemination,

student documentation and policy-making, it will strive to achieve the following:

1. student-prioritized assistance in the implementation of the University's Academic Policies
2. efficient information interchange between offices, external campuses, State Universities and Colleges and other Higher Educational Institutions
3. real-time response to requests of internal and external users
4. versatile representation of NORSU in national and international gatherings -building
5. impartial judgment on all issues and predicaments relevant to student inquiry
6. credible management and control of student records
7. evolutionary system of enrollment that meets the demand of students in the new millennium.

The heart-and-soul of the Office of the Registrar is service, which will be provided to the whole NORSU community. The Office of the Registrar facilitates the issuance of the following:

1. Transfer Credentials
 - 1.1 Transcript of Records
 - 1.2 Honorable Dismissal
2. Forms
 - 2.1 Form 1 - Application for Documents
 - 2.2 Form 2 - University Clearance
 - 2.3 Form 3 - Enrollment Form (For First Year Students and Transferees)
 - 2.4 Form 4 - Enrollment Load Form
 - 2.5 Form 5 - Adding and Dropping Form
 - 2.6 Form 6 - Change of Schedule Form
 - 2.7 Form 7 - Special Permit to Study
 - 2.8 Form 8 - Cross-enrollment Grade Form
 - 2.9 Form 9 - Shift Form
 - 2.10 Form 10 - Request for Correction of Grade Entry
 - 2.11 Form 11 - Completion Form

- 2.12 Form 12 - Request for Form 137/Transcript of Records
 - 2.13 Form 13 - Application for Graduation
 - 2.14 Form 14 - Evaluation Form
 - 2.15 Form 15 - Teaching Assignment Form
 - 2.16 Form 16 - Student Deficiency Form
- 3. Diplomas
 - 4. Certificates
 - 5. Authentication and Validation of School Records

PHYSICAL EDUCATION, SPORTS AND ATHLETICS DEPARTMENT

The Department of Physical Education, Sports and Athletics (PESA) aims to contribute to the total development of the students through movement education. As such, it administers the Basic Physical Education subjects required in the General Education Curriculum. These are P.E. 111 (Physical Fitness and Health), P.E. 112 (Recreational Games and Sports), P.E. 121 (Social Recreation), and P.E. 122 (Cultural Presentation and Sports Management). P.E. 111 is the only pre-requisite subject to other Basic P.E. subjects. A student must not take other Basic P.E. subjects without first passing P.E. 111.

The department offers and manages the P.E. major subjects of the College of Education. The department determines what major subjects to take, and when to take these subjects. Keeping a standard for P.E. majors is also a concern of the Department of P.E., Sports and Athletics.

The department is also tasked to manage sports activities of the University. It oversees the varsity sports program in which students who have the capabilities are given a chance to hone their skills in sports and athletics. This is done through try-outs conducted by the respective team coaches. A varsity

athlete has only to contribute his skills, time and effort to win honor and prestige for the University. On the other hand, the University shoulders expenses like food, transportation, personal allowances, uniforms, and other needs particularly during local, regional, national and even invitational competitions.

Another sports activity that the department is given the responsibility is the management and organization of the Intramural sports program of the University. This activity is conducted once every school year. It is an avenue for students to engage in sports competition and take time off from the rigors of academic pursuits. Teams from the different colleges of the university as well as those from the external campuses participate in the Intramural games.

CULTURAL AFFAIRS

The Cultural Affairs is composed of the Kabilin Choir, Kabilin Dance Troupe and the Kabilin Band. Each has an acronym KABILIN from the University values. The office is recruiting new members of each group every June of the opening year. Each group has its own set of officers and trainers. A scholarship grant is given to qualified members of each group.

NORSU KABILIN CHOIR

The NORSU Choir was originally organized by Prof. Mamerto Villegas with his students in Music. Later, it was formally organized by getting members thru audition with the Choir trainor during the opening of each school year upon the approval of the Cultural Director. After having served for one (1) school year as active member, choir members are given scholarship taken from the Cultural Fund.

NORSU KABILIN DANCE TROUPE

To be a member, one has to undergo audition, which is done every opening of the school year. Practice is everyday at 5:00 to 8:00 in the evening. Incentives are given to members who have been active members for the first semester.

NORSU KABILIN BAND

Membership in the band is open to students who can play the instruments used by the band like drums, cymbals, trumpets, etc. Those who can't play any instruments could audition for flag bearers and minorettes. Audition is done every opening of the school year and scholarship is granted to active members.

NATIONAL SERVICE TRAINING PROGRAM (NSTP)

RATIONALE

While the prime duty of the government is to serve and protect its citizens, in turn, it shall be the responsibility of all citizens to defend the security of the State, and in fulfillment thereof, the government may require each citizen to render personal military or civil service.

In recognition of the vital role of the youth in nation building, the State shall promote civic consciousness among them and shall develop their physical, moral, spiritual, intellectual and social well being. It shall inculcate the ideas of patriotism, nationalism and advance their involvement in public and civic affairs.

As the most valuable resource of the nation, they shall be motivated, trained, organized and involved in military, literacy, civic welfare programs and other similar endeavors in the services of the nation.

COMPONENTS OF NSTP

National Service Training Program (NSTP) refers to the program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of the three (3) program components, specially designed to enhance the youth's active contribution to the general welfare.

Reserve Officers Training Corps (ROTC) refers to the Program component, institutionalized under Sections 38 and 39 of Republic Act No. 7077, designed to provide military training to tertiary level student in order to motivate, train, organized and mobilize them for national defense preparedness.

Literacy Training Service (LTS) refers to the Program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

STUDENT AUXILIARY SERVICES

THE CARE CENTER

The University CARE Center assists and supports students' total development as individuals: physically, emotionally, intellectually and spiritually. It attempts to provide the individuals' growth and aid them in coping more effectively with their academic excellence and technical competencies.

The Center offers a four-pronged thrust in its services offered to Students, Faculty and Staff of this institution. Dubbed as Guidance C.A.R.E. Program (Counseling, Assistance, Resources and Enrichment), these organized services/programs are basically designed to assist individuals in their search for

truth and knowledge, acquisition of skills, and other human professionals. Furthermore, these services intend to complement and supplement their academic instruction and other learning and preparation they may have acquired outside of the classrooms.

CARE PROGRAM

The CARE program is an acronym for: Counseling, Assessment, Resources and Empowerment.

C - Counseling. The CARE Center aims to provide professional counseling assistance through teaching necessary skills, like problem-solving skills and social skills; encourage recognition and expression of emotions; provide support in times of need; teach responsibility; instill insight to help individuals make decisions; help individuals mobilize their inner and environmental resources in times of crises; and increase in them competence and “ self-actualization”.

A – Assessment. The CARE Center provides the students with the following assistance programs.

1. Testing-providesacomprehensiveandintegratedmeasurement of the person’s general mental ability, aptitude, interest, personality patterns and traits. The student is made aware of his problem areas needs as well as areas of development based on a standard instruments. The data yield by the tests are useful in the diagnosis of academic failures, educational and vocational counseling for indicating directions and in determining alternative choices for solutions to problems encountered by the students.
2. Placement and follow-up – Assistance is approved to graduate through job placement; and On – the – Job Training (OJT) students, through linkages with the different agencies and establishments. Follow – up are made to maintain contact with the OJT students and bases for evaluation of the

guidance program and school curriculum.

R - Resources. The CARE Center provides the following resources for the students.

1. Educational and Career Information – This includes assistance offered to students in developing desirable work and study habits as they strive to attain maximum results in accordance with their abilities and capacities. New students get acquainted with the college personnel, rules, facilities and services. Information on academic requirements, vocational and career planning community resources, personality and human development are also shared.
2. Individual Inventory – this is a continuous and cooperative gathering and systematic filing of various data about each student for individual self-analysis, individual evaluation, assistance in decision-making, self-understanding and self-direction.

E - Enhancement. The CARE Center’s Enhancement Programs sponsor and facilitate Seminars, Workshops, Training, Retreats and Conference on various topics, issue and interest. Each College and Department is encouraged to avail of such programs and activities.

CARE GROUP

The CARE Group is a student – based peer counseling program spearheaded by the Guidance Center. It aims to maximize its counseling services affectivity by offering counseling services to students through their peers. Membership to the CARE GROUP is made through the recruitment and recommendation of each college Guidance Counselor Designates.

Members of the CARE GROUP will go through a series of training of Effective Counseling Skills. These students will then be utilized in every Guidance activity. Members of the said

program, after successful completion of the training course and has proved to have active involvement, will receive a Certificate of Recognition for its valuable service to the college and the studentry.

GUIDANCE COUNSELOR DESIGNATES AND PLACEMENT OFFICERS

Each College of this institution is required to have one (1) Guidance Counselor Designate and one (1) Placement Officer.

STUDENT FINANCIAL ASSISTANCE PROGRAM, SCHOLARSHIP AND STUDY GRANTS

This institution has several scholarships and study grants to the poor but deserving students who qualify in the criteria of the scholarship set by this Institution or outside donors, public or private organizations, companies or individuals.

The students who graduate as valedictorians and salutatorians from the secondary schools shall enjoy scholarship in form of full or partial free tuition fees.

A very important criterion strictly followed by this Institution for all types of scholarship is that NO Student should enjoy two or more scholarship at the same time. A scholar should waive the lesser grant to a higher grant. Scholarship criteria vary depending on the sponsoring donor.

Students who are interested to avail of scholarship are encouraged to visit the Guidance Services Office for the details of the scholarship stipulated conditions and requirements.

HEALTH SERVICES

The students' health is the primary concern of the Medical Dental Clinic personnel. The following are the health services rendered to students:

1. Annual physical examination for all first year college students and transferees before enrollment
2. Clinic services for minor injuries, first aid on major cases before they are referred to the Negros Oriental Provincial Hospital
3. Daily consultation of common illness
4. Periodic dental consultation of students and school personnel
5. Regular inspection of the cleanliness of the college canteen, cafeteria, lunch counter, comfort rooms and the entire campus

FOOD SERVICES

The cafeteria is one of the food centers in the university. It caters the meals and snacks of the students and the faculty and staff. It continually aims to prepare and serve clean, safe and reasonably-priced food items. Most meals of the University guests in events like meetings, seminars, trainings and other special occasions are catered by the university cafeteria.

The following are the food centers of the university:

1. Cafeteria/College Canteen with catering services
2. NORSU Multi- Purpose Cooperative
3. Student Multi-Purpose Cooperative

Students are encouraged to eat their lunch and snacks inside the campus.

STUDENT PUBLICATIONS

The University's student publications play a vital role in disseminating information that are important to the students' interest. They serve as training grounds in leadership and avenue for honing their journalistic skills and artistic ability.

The NORSU system has three existing official publications; The Norsunian (formerly The State Scholar), The Pylon and Handurawan. The Norsunian is the official weekly school paper, while The Pylon is the official yearbook, and Handurawan is the literary folio of The Norsunian.

The Pylon is published annually by the graduating students of the NORSU System. Every year the office is publishing two kinds of yearbook - the traditional printed yearbook and an interactive yearbook, that is a yearbook on a CD. The main work on the yearbook is done in the Main Campus by an editorial staff selected from among the graduating and undergraduate students as supervised by a faculty adviser. Graduating students from the satellite campuses are facilitated by selected students under the guidance of faculty coordinator/s recommended by the Chancellor/Campus Administrator of the different campuses and approved by the University President.

The Norsunian is the official name of the school paper carried by all campuses. Each campus publishes its own paper and is managed by its own editorial staff and teacher adviser/s.

Handurawan is the literary folio published by The Norsunian in the Main Campuses in Dumaguete City. It is the embodiment of the creativity that is inherent among Norsunians. It contains the works of the students in the various fields of literature and art such as photography, painting or drawing.

Those actively involved in the publication of the school paper are aware that press freedom is a public trust which should

not be used to serve personal, anti-social and divisive interest; thus molding them into becoming responsible, dependable and mature citizens of tomorrow.

Students who are interested to join the editorial staff of The Norsunian or The Pylon will have to apply.

Some colleges have their own student publications.

COMPUTER AND INFORMATION SYSTEMS OFFICE

The Computer and Information System Office is committed to building and developing the Information System Environment that NORSU will need to reach its goals in the coming decades.

Objectives:

1. Provide Information Technology Leadership
2. Build the Information Technology Infrastructure
3. Expand the Information Technology Infrastructure
4. Programs and Services

A. Faculty Development Programs

B. Information Technology Resources and Infrastructure

1. Computer Facilities and Resources
 - a. Computer Laboratories
 - b. Computer units
 - c. Information Technology reference books
 - d. Internet Facilities
2. Local Area Network
3. Internet backbone

INTERNET CONNECTION AND SERVICES

The Internet Node of Negros Oriental State University was established on July 16, 1996 with a 64Kbps Internet

Backbone Link to Global Systems Interconnection (an Internet Service Provider based in Cebu City). NORSU was the pioneer of Internet services in Negros Oriental. This project was materialized through the efforts of the Information Technology Office. The purpose of the project is to provide research and communication tool/facilities to the students of the University.

With the continuing demand from the other government agencies like the Department of Science and Technology and the Department of Trade and Industry and the community, Internet services were extended to the outside community.

Negros Oriental State University-Information Technology Office accepts subscribers from the public and private schools, business institutions, organizations of all kinds, government and non – government agencies and individuals.

In October of 1997, the Internet backbone was transferred from Global Systems Interconnect to SkyInternet Inc. and to Infocom Technologies in March, 1999. It was made for the purpose of having an upgraded type of service and high demand of faster Internet access.

The NORSU Internet has served its students, faculty, staff and the people of Negros Oriental by providing them inexpensive, reliable and fast access to the Information Superhighway.

THE STUDENT AFFAIRS OFFICE

The NORSU Student Affairs Office (SAO) which is located at the Student Center shall supervise and coordinate all student organizations and activities.

The Student Services Office handles and gives assistance in the following matters, among others:

- 1. Student Identification (ID) Card.** It takes charge of the issuance and validation of student ID.

2. **Insurance.** It assists the students on their insurance claims.
3. **Mail Services.** It collects all mails and parcels of students using the school as their mailing address. Upon reaching the Student Affairs Office, the mails and parcels are sorted out the lists is posted at the bulletin boards for the information of students.
4. **Lost and Found Articles.** It takes care of found articles and returns them to the students who claim ownership of the said articles.
5. **Student Organizations and Activities.** It is responsible for the supervision of all registered student organizations, and their activities, within or outside the campus.
6. **Complaints.** It attends to complaints lodged by a student, a faculty, and other aggrieved parties against a student. If the complaint is against a faculty or a staff member or an administrator, the Student Affairs Office shall forward the complaints to the proper school authority.
7. **Notices and Posters.** It issues clearance to any student or organization that wishes to post announcements, notices, or posters within the school premises.

STUDENT PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Students of NORSU are free to participate in co-curricular activities and to express their views and sympathies on any public question or issue subject to Philippine laws and local ordinances. In addition,

1. Their participation shall not excuse them from their classes and from requirements provided by the school; and
2. They shall be responsible for their participation.

STUDENT GOVERNMENT

The official name of the institution-wide student government organization of Negros Oriental State University (NORSU) System, herein referred to as the University shall be Negros Oriental State University-Federation of Student Governments (NORSU-FSG) herein referred to as the Federation.

1. The member student government in each NORSU campus hereinafter referred to as the campus student governments or NORSU-CSGs comprises the Federation and shall be officially named as hereunder stated:
 - a. Main Campus I, Dumaguete City - NORSU-Student Government of Dumaguete City I or NORSU-SGDC1
 - b. Main Campus II, Dumaguete City -NORSU-Student Government of Dumaguete City II or NORSU-SGDCII
 - c. Bais City Campuses, Bais City - NORSU-Student Government of Bais City or NORSU-SGBC
 - d. Guihulngan Campus, City of Guihulngan-NORSU-Student Government of Guihulngan or NORSU-SGG
 - e. Bayawan-Sta. Catalina Campus, Bayawan City-NORSU-Student Government of Bayawan-Sta. Catalina or NORSU-SGBSC
 - f. Siaton Campus, Siaton-NORSU-Student Government of Siaton or NORSU-SGS
2. All those officially enrolled in the University as bonafide students in any course except those under the College of Law, College of Medicine, Graduate School, and Evening Vocational Opportunity Classes are citizens of the NORSU-CSGs. Withdrawal of enrollment from the university at anytime shall mean automatic loss of membership.
3. The Federation is an autonomous body. Duly elected student government officers supported by appointed student government officials shall govern it. The action of this organization shall be free from any person not connected

with the organization other than the NORSU Director for Student Affairs through the teacher adviser(s) selected by each NORSU-CSG.

4. The Federation shall be over and above any other recognized student organization in the NORSU System. The NORSU-CSGs shall be above and over any other respective campuses. In the exercises of this power, the Federation or the NORSU-CSGs shall call upon the students and student organizations for assistance in the implementation of its policies, activities and programs.
5. The Federation shall serve as the training ground for future leaders and shall concern itself with the welfare and interest of the students. It shall help promote the mental, physical, social, moral and spiritual well being of the students, and shall initiate relevant programs and programs and policies in pursuits of these goals.
6. The Federation, as well as the NORSU-CSGs, shall concern itself with the welfare and interest of the students.

STUDENT ORGANIZATIONS

NORSU provides its students with rich opportunities for the development of their talents and skills through active participation in various student activities such as literary, musical and cultural activities, athletics and the like.

Students are encouraged to participate in these activities provided their academic performance is not jeopardized.

At the end of the school year, the University gives awards to outstanding organizations and students who excel in co-curricular activities

PROCEDURE FOR RECOGNITION

All student organizations that wish to be recognized by the University shall adhere to the following guidelines:

1. The application for Registration and Certificate of Conformance Form are obtained from the Student Services Office.
2. The duly accomplished form with the needed requirements should be submitted in four separate copies to the Student Services Office for recommendation by the Vice-President for Planning and Development and approval by the University President.

MEMBERSHIP IN ORGANIZATIONS

Membership in organizations shall be governed by the following guidelines:

1. Only bonafide students are qualified to become members of recognized student organizations.
2. A student under academic probation is not eligible to join any organization except the homeroom organization.
3. An officer of any organization should have a minimum general grade point average of 2.5 or 80% which should be maintained during his/her term of office.
4. A student under strict disciplinary probation cannot be elected to any position in an organization.

REPUBLIC ACT NO. 7877
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL
IN THE EMPLOYMENT, EDUCATION OR TRAINING
ENVIRONMENT,
AND FOR OTHER PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title.-This act shall be known as the “Anti-Sexual Harassment Act of 1995.”

SECTION 2.Declaration of Policy- The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training-Related, Sexual Harassment Defined.- Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who having authority, influence or moral ascendancy over another in a work or training or education environment, demands, request or other wise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act

- a. (a) In a work-related or employment environment , sexual harassment is committed when:
 1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of condition, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or other wise adversely affect said employee ;
 2. The above acts would impair the employee’s rights privileges under existing labor laws; or
 3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- b. In an education or training environment, sexual harassment is

committed:

1. Against one who is under the care, custody or supervision of the offender;
2. Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender;
3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work- related, Education or Training Environment.- It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts sexual harassment. Towards this end, the employer or head of office shall:

- a. (a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institution.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevents incidents of sexual harassment it shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the

rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this act for the information of all concerned.

SECTION 5. Liability of the employer, Head of Office, Educational or Training Institution.- The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages.- Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties.- Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one(1) month nor more than six(6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause.- If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause.- All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectively Clause.- This Act shall take effect fifteen(15) days after its complete publication in at least two(2) national newspapers of general circulation.

REPUBLIC ACT NO.8049
AN ACT REGULATING HAZING AND OTHER
FORMS OF INITIATION RITES IN FRATERNITIES,
SORORITIES, AND OTHER ORGANIZATIONS AND
PROVIDING PENALTIES THEREOF

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 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 in 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.

SEC. 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 the 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.

SEC. 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.

SEC.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 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 or reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence if 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 parts 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 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, ore 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 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 actions 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 act 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.

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

SEC. 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.

SEC. 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.

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

REPUBLIC ACT NO. 7610

**AN ACT PROVIDING FOR STRONGER
DETERRENCE AND SPECIAL PROTECTION
AGAINST CHILD ABUSE, EXPLOITATION AND
DISCRIMINATION, AND FOR OTHER PURPOSES.**

ARTICLE I

Title, Policy, Principles and Definitions of Terms

Section 1. Title. - This Act shall be known as the “Special Protection of Children Against Abuse, Exploitation and Discrimination Act.”

Sec. 2. Declaration of State Policy and Principles. - It is hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty exploitation and discrimination and other conditions, prejudicial their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person having care and custody of the same.

It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.

The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

Sec. 3. Definition of Terms. -

(a) “Children” refers to person below eighteen (18) years of age or those over but 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;

(b) “Child abuse” refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

(1) Psychological and physical abuse, neglect, cruelty, sexual abuse and

emotional maltreatment;

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

(3) Unreasonable deprivation of his 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 his growth and development or in his permanent incapacity or death.

(c) "Circumstances which gravely threaten or endanger the survival and normal development of children" include, but are not limited to, the following:

(1) Being in a community where there is armed conflict or being affected by armed conflict-related activities;

(2) Working under conditions hazardous to life, safety and normal which unduly interfere with their normal development;

(3) Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life;

(4) Being a member of a indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life;

(5) Being a victim of a man-made or natural disaster or calamity; or

(6) Circumstances analogous to those above-stated which endanger the life, safety or normal development of children.

(d) "Comprehensive program against child abuse, exploitation and discrimination" refers to the coordinated program of services and facilities to protected children against:

(1) Child Prostitution and other sexual abuse;

(2) Child trafficking;

(3) Obscene publications and indecent shows;

(4) Other acts of abuses; and

(5) Circumstances which threaten or endanger the survival and normal development of children.

ARTICLE II

Program on Child Abuse, Exploitation and Discrimination

Sec. 4. Formulation of the Program. - There shall be a comprehensive program to be formulated, by the Department of Justice and the

Department of Social Welfare and Development in coordination with other government agencies and private sector concerned, within one (1) year from the effectivity of this Act, to protect children against child prostitution and other sexual abuse; child trafficking, obscene publications and indecent shows; other acts of abuse; and circumstances which endanger child survival and normal development.

ARTICLE III

Child Prostitution and Other Sexual Abuse

Sec. 5. Child Prostitution and Other Sexual Abuse. - Children, whether male or female, who for money, profit, or any other consideration or due to the coercion or influence of any adult, syndicate or group, indulge in sexual intercourse or lascivious conduct, are deemed to be children exploited in prostitution and other sexual abuse.

The penalty of reclusion temporal in its medium period to reclusion perpetua shall be imposed upon the following:

(a) Those who engage in or promote, facilitate or induce child prostitution which include, but are not limited to, the following:

- (1) Acting as a procurer of a child prostitute;
- (2) Inducing a person to be a client of a child prostitute by means of written or oral advertisements or other similar means;
- (3) Taking advantage of influence or relationship to procure a child as prostitute;
- (4) Threatening or using violence towards a child to engage him as a prostitute; or
- (5) Giving monetary consideration goods or other pecuniary benefit to a child with intent to engage such child in prostitution.

(b) Those who commit the act of sexual intercourse or lascivious conduct with a child exploited in prostitution or subject to other sexual abuse; Provided, That when the victims is under twelve (12) years of age, the perpetrators shall be prosecuted under Article 335, paragraph 3, for rape and Article 336 of Act No. 3815, as amended, the Revised Penal Code, for rape or lascivious conduct, as the case may be: Provided, That the penalty for lascivious conduct when the victim is under twelve (12) years of age shall be reclusion temporal in its medium period; and

(c) Those who derive profit or advantage therefrom, whether as manager or owner of the establishment where the prostitution takes place, or of the sauna, disco, bar, resort, place of entertainment or establishment serving as a cover or which engages in prostitution in addition to the activity for which the license has been issued to said establishment.

Sec. 6. Attempt To Commit Child Prostitution. - There is an attempt to commit child prostitution under Section 5, paragraph (a) hereof when any person who, not being a relative of a child, is found alone with the

said child inside the room or cubicle of a house, an inn, hotel, motel, pension house, apartelle or other similar establishments, vessel, vehicle or any other hidden or secluded area under circumstances which would lead a reasonable person to believe that the child is about to be exploited in prostitution and other sexual abuse.

There is also an attempt to commit child prostitution, under paragraph (b) of Section 5 hereof when any person is receiving services from a child in a sauna parlor or bath, massage clinic, health club and other similar establishments. A penalty lower by two (2) degrees than that prescribed for the consummated felony under Section 5 hereof shall be imposed upon the principals of the attempt to commit the crime of child prostitution under this Act, or, in the proper case, under the Revised Penal Code.

ARTICLE IV

Child Trafficking

Sec. 7. Child Trafficking. - Any person who shall engage in trading and dealing with children including, but not limited to, the act of buying and selling of a child for money, or for any other consideration, or barter, shall suffer the penalty of reclusion temporal to reclusion perpetua. The penalty shall be imposed in its maximum period when the victim is under twelve (12) years of age.

Sec. 8. Attempt to Commit Child Trafficking. - There is an attempt to commit child trafficking under Section 7 of this Act:

(a) When a child travels alone to a foreign country without valid reason therefor and without clearance issued by the Department of Social Welfare and Development or written permit or justification from the child's parents or legal guardian;

(c) When a person, agency, establishment or child-caring institution recruits women or couples to bear children for the purpose of child trafficking; or

(d) When a doctor, hospital or clinic official or employee, nurse, midwife, local civil registrar or any other person simulates birth for the purpose of child trafficking; or

(e) When a person engages in the act of finding children among low-income families, hospitals, clinics, nurseries, day-care centers, or other child-during institutions who can be offered for the purpose of child trafficking.

A penalty lower two (2) degrees than that prescribed for the consummated felony under Section 7 hereof shall be imposed upon the principals of the attempt to commit child trafficking under this Act.

ARTICLE V

Obscene Publications and Indecent Shows

Sec. 9. Obscene Publications and Indecent Shows. - Any person who shall hire, employ, use, persuade, induce or coerce a child to perform in obscene exhibitions and indecent shows, whether live or in video, or model in

obscene publications or pornographic materials or to sell or distribute the said materials shall suffer the penalty of prision mayor in its medium period.

If the child used as a performer, subject or seller/distributor is below twelve (12) years of age, the penalty shall be imposed in its maximum period.

Any ascendant, guardian, or person entrusted in any capacity with the care of a child who shall cause and/or allow such child to be employed or to participate in an obscene play, scene, act, movie or show or in any other acts covered by this section shall suffer the penalty of prision mayor in its medium period.

ARTICLE VI

Other Acts of Abuse

Sec. 10. Other Acts of Neglect, Abuse, Cruelty or Exploitation and Other Conditions Prejudicial to the Child's Development. -

(a) Any person who shall commit any other acts of child abuse, cruelty or exploitation or to be responsible for other conditions prejudicial to the child's development including those covered by Article 59 of Presidential Decree No. 603, as amended, but not covered by the Revised Penal Code, as amended, shall suffer the penalty of prision mayor in its minimum period.

(b) Any person who shall keep or have in his company a minor, twelve (12) years or under or who in ten (10) years or more his junior in any public or private place, hotel, motel, beer joint, discotheque, cabaret, pension house, sauna or massage parlor, beach and/or other tourist resort or similar places shall suffer the penalty of prision mayor in its maximum period and a fine of not less than Fifty thousand pesos (P50,000.00): Provided, That this provision shall not apply to any person who is related within the fourth degree of consanguinity or affinity or any bond recognized by law, local custom and tradition or acts in the performance of a social, moral or legal duty.

(c) Any person who shall induce, deliver or offer a minor to any one prohibited by this Act to keep or have in his company a minor as provided in the preceding paragraph shall suffer the penalty of prision mayor in its medium period and a fine of not less than Forty thousand pesos (P40,000.00); Provided, however, That should the perpetrator be an ascendant, stepparent or guardian of the minor, the penalty to be imposed shall be prision mayor in its maximum period, a fine of not less than Fifty thousand pesos (P50,000.00), and the loss of parental authority over the minor.

(d) Any person, owner, manager or one entrusted with the operation of any public or private place of accommodation, whether for occupancy, food, drink or otherwise, including residential places, who allows any person to take along with him to such place or places any minor herein described

shall be imposed a penalty of prison mayor in its medium period and a fine of not less than Fifty thousand pesos (P50,000.00), and the loss of the license to operate such a place or establishment.

(e) Any person who shall use, coerce, force or intimidate a street child or any other child to:

- (1) Beg or use begging as a means of living;
- (2) Act as conduit or middlemen in drug trafficking or pushing; or
- (3) Conduct any illegal activities, shall suffer the penalty of prison correccional in its medium period to reclusion perpetua.

For purposes of this Act, the penalty for the commission of acts punishable under Articles 248, 249, 262, paragraph 2, and 263, paragraph 1 of Act No. 3815, as amended, the Revised Penal Code, for the crimes of murder, homicide, other intentional mutilation, and serious physical injuries, respectively, shall be reclusion perpetua when the victim is under twelve (12) years of age. The penalty for the commission of acts punishable under Articles 337, 339, 340 and 341 of Act No. 3815, as amended, the Revised Penal Code, for the crimes of qualified seduction, acts of lasciviousness with the consent of the offended party, corruption of minors, and white slave trade, respectively, shall be one (1) degree higher than that imposed by law when the victim is under twelve (12) years age.

The victim of the acts committed under this section shall be entrusted to the care of the Department of Social Welfare and Development.

ARTICLE VII

Sanctions for Establishments or Enterprises

Sec. 11. Sanctions of Establishments or Enterprises which Promote, Facilitate, or Conduct Activities Constituting Child Prostitution and Other Sexual Abuse, Child Trafficking, Obscene Publications and Indecent Shows, and Other Acts of Abuse. - All establishments and enterprises which promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows, and other acts of abuse shall be immediately closed and their authority or license to operate cancelled, without prejudice to the owner or manager thereof being prosecuted under this Act and/or the Revised Penal Code, as amended, or special laws. A sign with the words "off limits" shall be conspicuously displayed outside the establishments or enterprises by the Department of Social Welfare and Development for such period which shall not be less than one (1) year, as the Department may determine. The unauthorized removal of such sign shall be punishable by prison correccional.

An establishment shall be deemed to promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows, and other acts of abuse if the acts constituting the same occur in the premises of said establishment under this Act or in violation of the

Revised Penal Code, as amended. An enterprise such as a sauna, travel agency, or recruitment agency which; promotes the aforementioned acts as part of a tour for foreign tourists; exhibits children in a lewd or indecent show; provides child masseurs for adults of the same or opposite sex and said services include any lascivious conduct with the customers; or solicits children or activities constituting the aforementioned acts shall be deemed to have committed the acts penalized herein.

ARTICLE VIII

Working Children

Sec. 12. Employment of Children. - Children below fifteen (15) years of age may be employed except:

(1) When a child works directly under the sole responsibility of his parents or legal guardian and where only members of the employer's family are employed: Provided, however, That his employment neither endangers his life, safety and health and morals, nor impairs his normal development: Provided, further, That the parent or legal guardian shall provide the said minor child with the prescribed primary and/or secondary education; or
(2) When a child's employment or participation in public & entertainment or information through cinema, theater, radio or television is essential: Provided, The employment contract concluded by the child's parent or guardian, with the express agreement of the child concerned, if possible, and the approval of the Department of Labor and Employment: Provided, That the following requirements in all instances are strictly complied with:

(a) The employer shall ensure the protection, health, safety and morals of the child;

(b) the employer shall institute measures to prevent the child's exploitation or discrimination taking into account the system and level of remuneration, and the duration and arrangement of working time; and

(c) The employer shall formulate and implement, subject to the approval and supervision of competent authorities, a continuing program for training and skill acquisition of the child.

In the above exceptional cases where any such child may be employed, the employer shall first secure, before engaging such child, a work permit from the Department of Labor and Employment which shall ensure observance of the above requirement.

The Department of Labor and Employment shall promulgate rules and regulations necessary for the effective implementation of this Section.

Sec. 13. Non-formal Education for Working Children. - The Department of Education, Culture and Sports shall promulgate a course design under its non-formal education program aimed at promoting the intellectual, moral and vocational efficiency of working children who have not undergone or finished elementary or secondary education. Such course

design shall integrate the learning process deemed most effective under given circumstances.

Sec. 14. Prohibition on the Employment of Children in Certain Advertisements. - No person shall employ child models in all commercials or advertisements promoting alcoholic beverages, intoxicating drinks, tobacco and its byproducts and violence.

Sec. 15. Duty of Employer. - Every employer shall comply with the duties provided for in Articles 108 and 109 of Presidential Decree No. 603.

Sec. 16. Penalties. - Any person who shall violate any provision of this Article shall suffer the penalty of a fine of not less than One thousand pesos (P1,000) but not more than Ten thousand pesos (P10,000) or imprisonment of not less than three (3) months but not more than three (3) years, or both at the discretion of the court: Provided, That, in case of repeated violations of the provisions of this Article, the offender's license to operate shall be revoked.

ARTICLE IX

Children of Indigenous Cultural Communities

Sec. 17. Survival, Protection and Development. - In addition to the rights guaranteed to children under this Act and other existing laws, children of indigenous cultural communities shall be entitled to protection, survival and development consistent with the customs and traditions of their respective communities.

Sec. 18. System of and Access to Education. - The Department of Education, Culture and Sports shall develop and institute an alternative system of education for children of indigenous cultural communities which culture-specific and relevant to the needs of and the existing situation in their communities. The Department of Education, Culture and Sports shall also accredit and support non-formal but functional indigenous educational programs conducted by non-government organizations in said communities.

Sec. 19. Health and Nutrition. - The delivery of basic social services in health and nutrition to children of indigenous cultural communities shall be given priority by all government agencies concerned. Hospitals and other health institution shall ensure that children of indigenous cultural communities are given equal attention. In the provision of health and nutrition services to children of indigenous cultural communities, indigenous health practices shall be respected and recognized.

Sec. 20. Discrimination. - Children of indigenous cultural communities shall not be subjected to any and all forms of discrimination.

Any person who discriminate against children of indigenous cultural communities shall suffer a penalty of arresto mayor in its maximum period and a fine of not less than Five thousand pesos (P5,000.00) more than Ten thousand pesos (P10,000.00).

Sec. 21. Participation. - Indigenous cultural communities, through their duly-designated or appointed representatives shall be involved in planning, decision-making implementation, and evaluation of all government programs affecting children of indigenous cultural communities. Indigenous institution shall also be recognized and respected.

ARTICLE X

Children in Situations of Armed Conflict

Sec. 22. Children as Zones of Peace. - Children are hereby declared as Zones of Peace. It shall be the responsibility of the State and all other sectors concerned to resolve armed conflicts in order to promote the goal of children as zones of peace. To attain this objective, the following policies shall be observed.

- (a) Children shall not be the object of attack and shall be entitled to special respect. They shall be protected from any form of threat, assault, torture or other cruel, inhumane or degrading treatment;
- (b) Children shall not be recruited to become members of the Armed Forces of the Philippines of its civilian units or other armed groups, nor be allowed to take part in the fighting, or used as guides, couriers, or spies;
- (c) Delivery of basic social services such as education, primary health and emergency relief services shall be kept unhampered;
- (d) The safety and protection of those who provide services including those involved in fact-finding missions from both government and non-government institutions shall be ensured. They shall not be subjected to undue harassment in the performance of their work;
- (e) Public infrastructure such as schools, hospitals and rural health units shall not be utilized for military purposes such as command posts, barracks, detachments, and supply depots; and
- (f) All appropriate steps shall be taken to facilitate the reunion of families temporarily separated due to armed conflict.

Sec. 23. Evacuation of Children During Armed Conflict. - Children shall be given priority during evacuation as a result of armed conflict. Existing community organizations shall be tapped to look after the safety and well-being of children during evacuation operations. Measures shall be taken to ensure that children evacuated are accompanied by persons responsible for their safety and well-being.

Sec. 24. Family Life and Temporary Shelter. - Whenever possible, members of the same family shall be housed in the same premises and given separate accommodation from other evacuees and provided with facilities to lead a normal family life. In places of temporary shelter, expectant and nursing mothers and children shall be given additional food in proportion to their physiological needs. Whenever feasible, children shall be given opportunities for physical exercise, sports and outdoor games.

Sec. 25. Rights of Children Arrested for Reasons Related to Armed

Conflict. - Any child who has been arrested for reasons related to armed conflict, either as combatant, courier, guide or spy is entitled to the following rights;

(a) Separate detention from adults except where families are accommodated as family units;

(b) Immediate free legal assistance;

(c) Immediate notice of such arrest to the parents or guardians of the child; and

(d) Release of the child on recognizance within twenty-four (24) hours to the custody of the Department of Social Welfare and Development or any responsible member of the community as determined by the court.

If after hearing the evidence in the proper proceedings the court should find that the aforesaid child committed the acts charged against him, the court shall determine the imposable penalty, including any civil liability chargeable against him. However, instead of pronouncing judgment of conviction, the court shall suspend all further proceedings and shall commit such child to the custody or care of the Department of Social Welfare and Development or to any training institution operated by the Government, or duly-licensed agencies or any other responsible person, until he has had reached eighteen (18) years of age or, for a shorter period as the court may deem proper, after considering the reports and recommendations of the Department of Social Welfare and Development or the agency or responsible individual under whose care he has been committed.

The aforesaid child shall subject to visitation and supervision by a representative of the Department of Social Welfare and Development or any duly-licensed agency or such other officer as the court may designate subject to such conditions as it may prescribe.

The aforesaid child whose sentence is suspended can appeal from the order of the court in the same manner as appeals in criminal cases.

Sec. 26. Monitoring and Reporting of Children in Situations of Armed Conflict. - The chairman of the barangay affected by the armed conflict shall submit the names of children residing in said barangay to the municipal social welfare and development officer within twenty-four (24) hours from the occurrence of the armed conflict.

ARTICLE XI

Remedial Procedures

Sec. 27. Who May File a Complaint. - Complaints on cases of unlawful acts committed against the children as enumerated herein may be filed by the following:

(a) Offended party;

(b) Parents or guardians;

(c) Ascendant or collateral relative within the third degree of consanguinity;

- (d) Officer, social worker or representative of a licensed child-caring institution;
- (e) Officer or social worker of the Department of Social Welfare and Development;
- (f) Barangay chairman; or
- (g) At least three (3) concerned responsible citizens where the violation occurred.

Sec. 28. Protective Custody of the Child. - The offended party shall be immediately placed under the protective custody of the Department of Social Welfare and Development pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.

Sec. 29. Confidentiality. - At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case.

It shall be unlawful for any editor, publisher, and reporter or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and director of the film in case of the movie industry, to cause undue and sensationalized publicity of any case of violation of this Act which results in the moral degradation and suffering of the offended party.

Sec. 30. Special Court Proceedings. - Cases involving violations of this Act shall be heard in the chambers of the judge of the Regional Trial Court duly designated as Juvenile and Domestic Court.

Any provision of existing law to the contrary notwithstanding and with the exception of habeas corpus, election cases, and cases involving detention prisoners and persons covered by Republic Act No. 4908, all courts shall give preference to the hearing or disposition of cases involving violations of this Act.

ARTICLE XII

Common Penal Provisions

Sec. 31. Common Penal Provisions. -

- (a) The penalty provided under this Act shall be imposed in its maximum period if the offender has been previously convicted under this Act;
- (b) When the offender is a corporation, partnership or association, the officer or employee thereof who is responsible for the violation of this Act shall suffer the penalty imposed in its maximum period;
- (c) The penalty provided herein shall be imposed in its maximum period when the perpetrator is an ascendant, parent guardian, stepparent or collateral relative within the second degree of consanguinity or affinity, or a manager or owner of an establishment which has no license to operate

or its license has expired or has been revoked;

(d) When the offender is a foreigner, he shall be deported immediately after service of sentence and forever barred from entry to the country;

(e) The penalty provided for in this Act shall be imposed in its maximum period if the offender is a public officer or employee: Provided, however, That if the penalty imposed is reclusion perpetua or reclusion temporal, then the penalty of perpetual or temporary absolute disqualification shall also be imposed: Provided, finally, That if the penalty imposed is prison correccional or arresto mayor, the penalty of suspension shall also be imposed; and

(f) A fine to be determined by the court shall be imposed and administered as a cash fund by the Department of Social Welfare and Development and disbursed for the rehabilitation of each child victim, or any immediate member of his family if the latter is the perpetrator of the offense.

ARTICLE XIII

Final Provisions

Sec. 32. Rules and Regulations. - Unless otherwise provided in this Act, the Department of Justice, in coordination with the Department of Social Welfare and Development, shall promulgate rules and regulations of the effective implementation of this Act.

Such rules and regulations shall take effect upon their publication in two (2) national newspapers of general circulation.

Sec. 33. Appropriations. - The amount necessary to carry out the provisions of this Act is hereby authorized to be appropriated in the General Appropriations Act of the year following its enactment into law and thereafter.

Sec. 34. Separability Clause. - If any provision of this Act is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

Sec. 35. Repealing Clause. - All laws, decrees, or rules inconsistent with the provisions of this Acts are hereby repealed or modified accordingly.

Sec. 36. Effectivity Clause. - This Act shall take effect upon completion of its publication in at least two (2) national newspapers of general circulation.

Approved: June 17, 1992

NORSU HYMN

“NORSU: Our Pride, our Hope, our Future”

Lyrics: HON. HENRY A. SOJOR, Ph.D.
T. VALENTINO S. SITOY, JR., Ph.D.
Music: CECILIUS GENARO I. CONCEPCION III

- I. In this sunny southern clime
Hails a school, right for all time;
Negros-born, our honored guide,
NEGOR STATE glory is our pride!

- II. For the many and the few;
STATE U leads to heights anew;
For the last and for the least,
STATE U gives HOPE for the best!

Refrain:

Azure blue and lily white,
NORSU standard, plain in sight;
Lift the lamp of wisdom bright,
NORSU guidance for the right.
And its pylons open wide,
To great service on each side;
For the FUTURE of this land,
NEGOR STATE answers the demand!

Repeat Refrain

- III. Our Pride, our Hope, our Future -
NEGROS ORIENTAL STATE UNIVERSITY!!

Travel Directions

Negros Oriental State University (NORSU) has 8 existing campuses strategically located in the island of Negros Oriental.

By Land

Buses from most parts of the Negros Provinces travel to Dumaguete City almost every hour passing by all the campuses namely Guihulngan Campus, Bais City Campuses I and II, and Pamplona Campus in the North, and Bayawan-Sta. Catalina Campus, Siaton Campus, and Main Campus II in Bajumpandan, Dumaguete City in the south.

By Sea

Major passenger ships from Manila and Cebu and Fast Ferries from Cebu, Bohol, Siquijor, and Dapitan City call regularly at the Dumaguete Port.

By Air

Daily airline flights (Cebu Pacific and Air Philippines) travel to Dumaguete City Airport with about an hour flying time from Manila.

Motorcabs and multicabs are always available to take one from any point of origin in the city to the NORSU Main Campuses.

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Vice President for Academic Affairs/Dean, Graduate School

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Vice President for Research, Extension and International Linkages

Ma. Elsa Ilona Bulado, Ed.D.
Vice President for Administration and Special Concerns

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Campus Administrator, Bais Campus I

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Campus Administrator, Bais Campus II

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University Librarian

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Director, Arts and Cultural Affairs

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Supervisor, Evening Vocational Course (Continuing Education)

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Public Information Officer

Socrates T. Diputado, MPM
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Gem Ralph L. Caracol, MSIT
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