



LEYTE STATE UNIVERSITY

Visca, Baybay, Leyte 6521 A

Philippines

Office of the Board Secretary

EXCERPTS OF APPROVED MINUTES OF THE
3rd LSU Board of Regents Meeting
08 February 2002 * LNU, Tacloban City

Revised Guidelines on the Establishment
and Operations of Student Organizations

Board Resolution No. 2, s. 2002

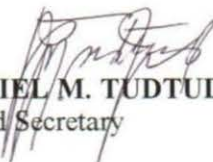
Approving the Revised Guidelines on the Establishment
and Operations of Student Organizations, as modified.

BOARD ACTION: **APPROVED**

Date: 08 February 2002

ATTACHMENT: F

Certified True and Correct:


DANIEL M. TUDTUD JR.
Board Secretary

64/13/04

4th Board of Regents Meeting
09 April 2002
LNU Conference Room
Tacloban City, Leyte

VII. CALENDAR OF BUSINESS

A. Unfinished Business

1. Revised Guidelines on the Establishment and Operations of the LSU Student Handbook

President Paciencia P. Milan informed the members of the Board that the requested definitions have now been incorporated and that some sections were removed. This is now the final version of the handbook.

Chairperson Ester A. Garcia explained to the body that the Handbook is presented for confirmation after the requested improvements have been incorporated. Chairperson Garcia inquired from President Milan if the students have been consulted on this.

President Milan replied that during the incumbency of Mr. Rheeno Victor Nayre, the past Student Regent, the guidelines were presented to the students. As a matter of fact, Mr. Nayre suggested a number of changes to the guidelines.



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LEYTE STATE UNIVERSITY
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Office of the Board Secretary

08 February 2002

**The Honorable Chairman and
Members of the LSU Board of Regents**

Ladies/Gentlemen:

I am hereby endorsing the "**Revised Guidelines on the Establishment and Operations of Student Organizations**" which was prepared by the Office of Students Affairs and the President of the Supreme Student Council was consulted on the matter. This proposal has been presented and approved by the Administrative Council last 15 October 2001.

I am, therefore, recommending the same **FOR APPROVAL** by the Board of Regents.

Very truly yours,

PACIENCIA P. MILAN
President

BOARD ACTION : _____

DATE : 08 February 2002

GUIDELINES ON THE ESTABLISHMENT AND OPERATIONS OF STUDENT ORGANIZATIONS

| 2 ND EDITION (EXISTING) | 3 RD EDITION (REVISED) |
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| VISAYAS STATE COLLEGE OF AGRICULTURE | LEYTE STATE UNIVERSITY |
| <p>THE FOLLOWING GUIDELINES ON THE ESTABLISHMENT AND OPERATIONS OF STUDENT ORGANIZATIONS AT VISCA ARE HEREBY PROVIDED FOR OBSERVANCE AND COMPLIANCE OF ALL CONCERNED.</p> <p>I. DEFINITION OF TERMS</p> <p>The use of the following terms in these implementing rules shall be understood and taken as defined in this section:</p> <p><u>Adviser.</u> This is any qualified staff of VISCA who provides guidance in the operation of the organization. He/She must have a regular status of appointment.</p> <p><u>Director of Student Affairs.</u> He/She is equivalent to the Dean of Students whose functions are outlined in Section 5 of DECS Order No. 63, S. 1976, to wit:</p> <p>Each school shall have a full-time Dean of Students, appointed by its governing board, whose function shall be to coordinate the operation of units or departments in charge of student personnel services, student organizations and publication, student residences, and other co-curricular activities, and who shall be held responsible for any act of subversion, insurgency, or other similar illegal activities committed by students within his area of supervision, if circumstances warrant. The Dean of Students shall be under the general supervision of, and under such regulations as may be promulgated by, the school head.</p> <p><u>Disbursement.</u> Money that is being paid out; expenditure.</p> <p><u>Existing Organization.</u> This refers to one which applied for authority to operate for a specific term and given official recognition.</p> <p><u>Foreign Student.</u> One who belongs or owes allegiance to a country other than the Philippines and who is studying in an educational institution recognized or owned by the Philippine government such as VISCA.</p> <p><u>Fraternity.</u> It is a chiefly social organization of male college students usually designated by Greek letters.</p> <p><u>Hazing.</u> This is a form of harassment/initiation by exacting meaningless, difficult or humiliating acts that would adversely affect the physical, emotional,</p> | <p>THE FOLLOWING GUIDELINES ON THE ESTABLISHMENT AND OPERATIONS OF STUDENT ORGANIZATIONS AT LSU ARE HEREBY PROVIDED FOR OBSERVANCE AND COMPLIANCE OF ALL CONCERNED.</p> <p>Article I. DEFINITION OF TERMS</p> <p>The use of the following terms in these implementing rules shall be understood and taken as defined in this section:</p> <p><u>Adviser.</u> This is any qualified staff of LSU who provides guidance in the operation of the organization.</p> <p><u>Dean</u> Director of Student Affairs. He/She is equivalent to the Dean of Students whose functions are outlined in Section 5 of DECS Order No. 63, S. 1976, to wit:</p> <p>Each school shall have a full-time Dean of Students, appointed by its governing board, whose function shall be to coordinate the operation of units or departments in charge of student personnel services, student organizations and publication, student residences, and other co-curricular activities, and who shall be held responsible for any act of subversion, if circumstances warrant. The Dean of Students shall be under the general supervision of, and under such regulations as may be promulgated by, the school head.</p> <p><u>Disbursement.</u> Money that is being paid out; expenditure.</p> <p><u>Existing Organization.</u> This refers to one which applied for authority to operate for a specific term and given official recognition.</p> <p><u>Foreign Student.</u> One who belongs or owes allegiance to a country other than the Philippines and who is studying in an educational institution recognized or owned by the Philippine government such as LSU.</p> <p><u>Fraternity.</u> It is a chiefly social organization of male college students usually designated by Greek letters.</p> <p><u>Hazing.</u> As defined in Republic Act No. 8049 (An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and</p> |

Words in bold letters are being changed/added based from the comments of the LSU Board of Regents during the previous (2nd) Board Meeting.

and psychological state of the individual such as paddling, belting, kneading, burning, eating/drinking beyond one's capacity and others of similar nature.

Initiation Rite. It is a test through which a new member is admitted to an organization.

Mass Action. It is any rally, demonstration, march, parade, procession, convocation, seminar, or any other form of meeting or assembly held by students within the premises of VISCA for such purposes as discussion of issues, presentation of a cause, expression of an opinion and/or petition for redress or grievances.

OSA-SOAD. Office of Student Affairs-Student Organization and Activities Division.

Outsider. Any person who is not currently and officially connected with VISCA.

Pre-requisite. It is something that is required as a prior condition for the next activity.

Probation. It is a trial period for a newly-formed organization applying for full-fledged status or for an existing organization that has violated something to redeem its misconduct.

Prohibited Activity. This is an activity which takes the nature of subversion or insurgency or any act which is deemed unlawful under the school rules and regulations.

Recognition. This is the authority from the OSA for a student organization to operate in accordance with Section 3 of DECS Order No. 63, S. 1976, which specifically states:

The school head shall have the authority to regulate the establishment and operation of student organization, upon compliance of the requirements prescribed under these rules; subject, however, to the supervisory and regulatory authority of the Secretary of Education and Culture over all government and non-government schools, and to revoke or cause the revocation of the authority to operate granted to a student organization for cause and upon the recommendation of the school head.

Organizations and Providing Penalties Therefor) is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing a recruit, neophyte or applicant in some embarrassing or humiliating situation such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

Initiation Rite. It is a ritual through which a new member is admitted to an organization. This may include service-oriented activities.

Mass Action. It is any rally, demonstration, march, parade, procession, convocation, seminar, or any other form of meeting or assembly held by students within the premises of LSU for such purposes as discussion of issues, presentation of a cause, expression of an opinion and/or petition for redress or grievances.

OSA-SOAD. Office of Student Affairs-Student Organization and Activities Division.

Outsider. Any person who is not currently and officially connected with LSU.

Pre-requisite. It is something that is required as a prior condition for the next activity.

Probation. It is a trial period for a newly-formed organization applying for full-fledged status or for an existing organization that has violated something to redeem its misconduct.

Prohibited Activity. This is an activity which takes the nature of subversion or insurgency or any act which is deemed unlawful under the school rules and regulations. (Part II Art. VII Sec. 1 B & C – VISCA Code). *Student Handbook*

Recognition. This is the authority from the OSA for a student organization to operate in accordance with Section 3 of DECS Order No. 63, S. 1976, which specifically states:

The school head shall have the authority to regulate the establishment and operation of student organization, upon compliance of the requirements prescribed under these rules; subject, however, to the supervisory and regulatory authority of the Secretary of Education and Culture over all government and non-government schools, and to revoke or cause the revocation of the authority to operate granted to a student organization for cause and upon the recommendation of the school head.

Sorority. It is a social club for female college students usually designated by Greek letters.

Student Organization. It shall mean any association, club, council, fraternity, sorority or any form of organized group whose membership is composed of bona fide students of the college (VISCA CODE, Chapter 67, Sec. 85). Its operation is subject to the limitations provided for in Section 2 DECS Order No. 63, S. 1976, to wit:

Subject to the limitations provided for under these rules, the establishment and operation of student organizations in schools shall be allowed as a medium to afford students a forum for enriching life as well as provide a vehicle for more productive endeavors toward the attainment of the goals of the school and that of society: provided, however, that the activities of such organizations shall be along economic, social or cultural areas: and provided, further, that such activities shall invariably be approved by the school head or his duly authorized representative.

Subversion. It is an act of undermining or overthrowing an established government.

Supervision. This is the responsibility of the OSA to look over the activities performed by students as contained in Section 4 of DECS Order No. 63, s. 1976, namely:

It shall be the responsibility of the school head to supervise and regulate the operations as well the activities of all duly recognized student organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts toward the attainment of their avowed and approved objectives: provided, however, that the authority herein indicated may be delegated to the Dean of Students of the school as called for in Section 5 hereof; and provided, further, that the school head shall exercise utmost care in allowing the use of school facilities, particularly by outside groups for any purpose, especially the use of facilities that are portable, submit monthly reports on the actual security situation in his school to the Secretary of Education and Culture, and avail of the assistance of the ROTC/CAT commandants and internal Security Officers on matters of school security.

Suspension. This means to exclude a person or an organization for a time from an office, privilege or position as a punishment for any violation.

Violation. This means to break a law, promissory statement or to infringe on rules and regulations/policies and guidelines.

Sorority. It is a social club for female college students usually designated by Greek letters.

Student Organization. It shall mean any association, club, council, fraternity, sorority or any form of organized group whose membership is composed of bona fide students of the university. Its operation is subject to the limitations provided for in Section 2 DECS Order No. 63, S. 1976, to wit:

Subject to the limitations provided for under these rules, the establishment and operation of student organizations in schools shall be allowed as a medium to afford students a forum for enriching life as well as provide a vehicle for more productive endeavors toward the attainment of the goals of the school and that of society: provided, however, that the activities of such organizations shall be along economic, social or cultural areas: and provided, further, that such activities shall invariably be approved by the school head or his duly authorized representative.

Subversion. It is an act of undermining or overthrowing an established government. *look at current laws on subversion by violent means.*

Supervision. This is the responsibility of the OSA to look over the activities performed by students as contained in Section 4 of DECS Order No. 63, s. 1976, namely:

It shall be the responsibility of the school head to supervise and regulate the operations as well the activities of all duly recognized student organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts toward the attainment of their avowed and approved objectives: provided, however, that the authority herein indicated may be delegated to the Dean of Students of the school as called for in Section 5 hereof; and provided, further, that the school head shall exercise utmost care in allowing the use of school facilities, particularly by outside groups for any purpose, especially the use of facilities that are portable, submit monthly reports on the actual security situation in his school to the Secretary of Education and Culture, and avail of the assistance of the ROTC/CAT commandants and internal Security Officers on matters of school security.

Suspension. This means to exclude a person or an organization for a time from an office, privilege or position as a punishment for any violation.

Violation. This means to break a law, promissory statement or infringement of rules and regulations/policies and guidelines.

Violator. This refers to one who breaks a rule in the VISCA Code or OSA Guidelines like injuring a person or damaging property and others.

Worthwhile Activity. This refers to an enriching and productive activity which is economic, social, cultural or civic in nature and which is geared toward the attainment of the school and society's goals.

II. CLASSIFICATION OF STUDENT ORGANIZATIONS

- A. College Supreme Student Council
- B. Departmental/Course-Related/Class Organization
- C. Dormitory and Interdormitory Organization
- D. Religious Organization
- E. Athletics Club
- F. Cultural and Civic Organization
- G. Fraternity and Sorority
- H. Other Interest Groups

III. FORMATION

- A. Only bona fide students of VISCA may organize. Involvement of any outsider in organizing or running any student organization on campus is absolutely prohibited. Exemptions are given to DECS-endorsed organizations: e.g. BSP, YCSC, College Y, etc.

- B. A letter of request to organize must be submitted to the OSA Director with the following requirements:

- 1. Police Clearance of the organizer/s from latest residence before VISCA, if not a VISCA resident (for fraternities/sororities and other similar organizations).
- 2. List of prospective members with their respective signatures, course and year, campus and home addresses.
- 3. Nomination of at least three prospective advisers with their signatures.
- 4. Objectives of the organization.

IV. REQUIREMENTS FOR RECOGNITION

A. For Newly Formed Organizations

- 1. A duly accomplished application for recognition (forms to be secured at the OSA) must be submitted along with the following requirements.
 - a. The proposed constitution and by-laws of the organization.
 - b. List of charter members.
 - c. List of officers with respective signatures.

Violator. This refers to one who breaks the rules and regulations of the University and the country.

Worthwhile Activity. This refers to an enriching and productive activity which is economic, social, cultural or civic in nature and which is geared toward the attainment of the school and society's goals.

Article II. CLASSIFICATION OF STUDENT ORGANIZATIONS

- A. Supreme Student Council
- B. Departmental/Course-Related/Class Organization
- C. Dormitory and Interdormitory Organization
- D. Religious Organization
- E. Athletics Club
- F. Cultural and Civic Organization
- G. Fraternity and Sorority
- H. Other Interest Groups

Article III. FORMATION

- Section 1. Only bona fide students of LSU may organize. Involvement of any outsider in organizing or running any student organization on campus is absolutely prohibited. Exemptions are given to DECS-endorsed organizations: e.g. BSP, YCSC, College Y, etc.

- Section 2. A letter of request to organize must be submitted to the OSA Director with the following requirements:

- A. Police Clearance of the organizer/s from latest residence before LSU, if not a LSU resident (for fraternities/sororities and other similar organizations).
- B. List of prospective members with their respective signatures, course and year, campus and home addresses.
- C. Nomination of at least two prospective advisers with their signatures.
- D. Objectives of the organization.

Article IV. REQUIREMENTS FOR RECOGNITION

Section 1. For Newly Formed Organizations

- A. A duly accomplished application for recognition (forms to be secured at the OSA) must be submitted along with the following requirements.
 - 1. The proposed constitution and by-laws of the organization.
 - 2. List of charter members.
 - 3. List of officers with respective signatures.

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| <p>d. A copy of 2"x2" ID photo of the head of organization</p> <p>e. Workplan for the schoolyear which include:</p> <ol style="list-style-type: none"> 1. Name/Nature of Activity 2. Objectives/Goals 3. Proposed Date of Activity 4. Resources 5. Strategies 6. Target Clientele 7. Expected Output <p>f. Final list of resident members with respective signatures</p> <p>g. At least three final nominees from the regular staff members of ViSCA who shall be appointed by the President upon the recommendation of OSA as advisers of the organization.</p> <p>h. A registration fee of P25.00.</p> <p>i. Officers' schedule of classes.</p> <p>2. A newly formed organization may be given probationary status of recognition for at least one semester.</p> <p>3. Full-fledged recognition will be based on an evaluation conducted by the Committee on Student Organization and Activities.</p> <p>B. For Existing Organization (Renewal)</p> <p>1. Existing organizations and those which were on probation during the previous semester/year that wish to continue must submit the following:</p> <ol style="list-style-type: none"> a) Revised Constitution and by-laws, if any. b) Progress report (accomplishments/financial) of preceding school year signed by the president and secretary and noted by the adviser/s. c) Updated list of officers. d) List of members with their signatures e) Workplan for the school year. f) At least three nominees from the regular staff members of ViSCA who shall be appointed as organization advisers by the President upon the recommendation of OSA. g) A copy of 2"x2" ID photo of the head of organization. h) A registration fee of P25.00 i) Officers' schedule of classes. <p>C. Criteria for Renewal</p> <p>1. Must have accomplished all requirements in Title IV. Section B.1 of the Student Organization Handbook.</p> | <p>4. A copy of 2"x2" ID photo of the head of organization</p> <p>5. Workplan for the schoolyear which include:</p> <ul style="list-style-type: none"> • Name/Nature of Activity • Objectives/Goals • Proposed Date of Activity • Resources • Strategies • Target Clientele • Expected Output <p>6. Final list of resident members with respective signatures</p> <p>7. At least two final nominees from the faculty/staff members of LSU who shall be appointed by the President upon the recommendation of OSA as advisers of the organization.</p> <p>8. A registration fee of P50.00</p> <p>B. A newly formed organization may be given probationary status of recognition for at least one semester.</p> <p>C. Full-fledged recognition will be based on an evaluation conducted by the Committee on Student Organization and Activities.</p> <p>Section 2. For Existing Organization (Renewal)</p> <p>A. Existing organizations and those which were on probation during the previous semester/year that wish to continue must submit the following:</p> <ol style="list-style-type: none"> 1. Revised Constitution and By-laws, if any. 2. Progress report (accomplishments/financial) of preceding school year signed by the president and secretary and noted by the adviser/s. 3. Updated list of officers. 4. List of members with their signatures 5. Workplan for the school year 6. At least two nominees from the faculty and staff members regular staff members of LSU who shall be appointed as organization advisers by the President upon the recommendation of OSA. 7. A copy of 2"x2" ID photo of the head of organization. 8. A registration fee of P30.00 <p>B. Criteria for Renewal</p> <p>1. Must have accomplished all requirements in Article IV, Section 2.A of the Student Organization Handbook.</p> |
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| <ol style="list-style-type: none"> 2. Must have embarked on various types of activities which are geared toward educational, socio-cultural, physical, economic or community development in realization of the basic objectives of the organization'; adopted its own project-planning/feasibility studies for major projects. 3. Its members must have shown consciousness of their responsibilities in relation to their privileges as members of the organization initiated and supported constructive programs and upheld the principles of the organization. 4. Must have followed rules and regulations set by the school and this office; upheld the laws of the land and its constitution and by-laws. 5. For those organizations on suspension because of infraction of rules and regulations, they must have served the penalties given and sanctioned by the office or appropriate body. 6. Organization must not have violated any rules and regulations pertaining to organizations during and after the completion of the sanction/penalties given to the organization. | <ol style="list-style-type: none"> 2. Must have embarked on various types of activities which are geared toward educational, socio-cultural, physical, economic or community development in realization of the basic objectives of the organization'; adopted its own project-planning/feasibility studies for major projects. 3. Its members must have shown consciousness of their responsibilities in relation to their privileges as members of the organization initiated and supported constructive programs and upheld the principles of the organization. 4. Must have followed rules and regulations set by the school and this office; upheld the laws of the land and its constitution and by-laws. 5. For those organizations on suspension because of infraction of rules and regulations, they must have served the penalties given and sanctioned by the office or appropriate body. 6. Organization must not have violated any rules and regulations pertaining to organizations during and after the completion of the sanction/penalties given to the organization. |
| <p>V. MEMBERSHIP AND RECRUITMENT</p> <ol style="list-style-type: none"> A. Membership in organization shall be on voluntary basis. B. Students below eighteen years of age must not be allowed membership in fraternities and sororities as well as join any activities of these organizations unless they have parents' permit. | <p>Article V. MEMBERSHIP AND RECRUITMENT</p> <p>Section 1. Membership in organization shall be on voluntary basis.</p> <p>Section 2. First year college students and those in higher years who are below eighteen (18) years of age must not be allowed membership in fraternities and sororities (Greek-lettered Organizations) as well as join any activities of these organizations even if they have parents' permit.</p> <p>Section 3. High school students, regardless of age, are strictly prohibited from joining fraternity or sorority.</p> |
| <p>VI. OFFICERS</p> <ol style="list-style-type: none"> A. Qualifications <ol style="list-style-type: none"> 1. Must have no failing grades in any subject in the previous semester as supported by a certification from the College Registrar (exemptions may be given on a case to case basis). 2. Must not have been convicted or currently involved in any disciplinary case. | <p>Article VI. OFFICERS</p> <p>Section 1. Qualifications</p> <ol style="list-style-type: none"> A. Must have no failing grades in any subject in the previous semester as supported by a certification from the University Registrar. B. Must not have been found guilty on any disciplinary case of any act involving moral turpitude as defined by the Revised Penal Code. |

Words in bold letters are being changed/added based from the comments of the LSU Board of Regents during the previous (2nd) Board Meeting.

B. Responsibilities

1. The main duties and responsibilities of officers should be those as specified in the organization's constitution.
2. They must at all times exercise vigilance in the conduct of their affairs. They shall be held accountable for their actions as well as for those of their members.
3. Officers are expected to attend meetings called by the OSA on organization matters.

VII. ORGANIZATION ADVISERS

Advisers are appointed by the College President upon the recommendation of the Director of Student Affairs.

A. Qualifications

1. Must be a regular member of the ViSCA faculty and staff except OSA personnel.
2. May serve as adviser of not more than two student organizations.
3. Must not have been convicted or currently charged with any disciplinary/administrative case.

B. Responsibilities

1. Must be actively involved in the making of the workplan of the organization.
2. Must be present in any approved activity of the organization.
3. Shall be a signatory in any certified accomplished activity of the organization.
4. Shall evaluate and sign financial report of the organization.
5. Must take the responsibility for any violations done by the organization.
6. Shall do other tasks as may be required by the OSA Director and the President of the College.
7. Shall refer to the Director of OSA any problems encountered by the organization as a whole or by the individual members.
8. Must instill among members positive attitudes toward service, leadership and sense of values.

VIII. CONDUCT OF ACTIVITIES

- A. Student activities must only be held upon approval from proper authorities; the following activities may be conducted by student organizations.

Section 2. Responsibilities

- A. The main duties and responsibilities of officers should be those as specified in the organization's constitution.
- B. They must at all times exercise vigilance in the conduct of their affairs. They shall be held accountable for their actions as well as for those of their members.
- C. Officers are expected to attend meetings called by the OSA on organization matters.

Article VII. ORGANIZATION ADVISERS

Advisers are appointed by the University President upon the recommendation of the Director of Student Affairs.

Section 1. Qualifications

- A. Must be members of the LSU faculty and staff except OSA personnel.
- B. May serve as adviser of not more than two student organizations.
- C. Must not have been found guilty on any disciplinary case of any act involving moral turpitude as defined by the Revised Penal Code.

Section 2. Responsibilities

- A. Must be actively involved in the making of the workplan of the organization.
- B. Must be present in any approved activity of the organization.
- C. Must be a signatory in any certified accomplished activity of the organization.
- D. Must evaluate and sign financial report of the organization.
- E. Must take the responsibility for any violations done by the organization.
- F. Must do other tasks as may be required by the OSA Director and the President of the University.
- G. Must refer to the Director of OSA any problems encountered by the organization as a whole or by the individual members.
- H. Must instill among members positive attitudes toward service, leadership and sense of values.

Article VIII. STUDENT ACTIVITIES

Revised Guidelines on Student Activities
Memorandum Circular No. 80 Series of 2000
10 October 2000

Section 1. Conduct of Activities

- A. Student activities must only be held upon approval from proper authorities; the following activities may be conducted by student organizations.

1. Fund raising (see Appendix A)
2. Socials
3. Services
4. Field trips (see Appendix B)
5. Initiation rites (see Appendix C)
6. Recruitment/Orientation of new members

B. The following schedule of meetings is suggested in order to prevent conflict of attendance by members. Organizational meetings outside this schedule require an approved activity permit.

1. Mondays - Civic Organizations
2. Tuesdays - Course-Related Organizations

3. Wednesdays - Fraternities and Sororities
4. Thursdays - Dept./Religious Organizations
5. Sundays - College Supreme Student Council

C. No student activities shall be allowed:

1. During Schooldays unless the day following said activity is a non-class day.
2. On Sundays, if said activity would extend beyond 11:00 p.m. unless the following day is a non-class day.
3. A week before and the scheduled midterm and final examinations.

D. Activities which are not social in nature may be allowed on weekdays/schooldays as long as the said activities do not go beyond 11:00 p.m.

D. Processing Activity Permits

1. Secure the necessary signatories (president and advisers of the organizations, department chairman, person-in-charge of the building and others concerned in the activity permit).
2. Submit the activity permit application to the OSA at least three (3) days before the proposed activity except for field trips that require at least one week.
3. After leaving one copy of the approved activity at the OSA, distribute the other copies to the following as applicable:
 - a. Security Office
 - b. Person-in-charge of the building
 - c. secretary of the organization
 - d. senior adviser of the organization
 - e. Sound system

1. Fund raising
2. Socials
3. Services
4. Field trips
5. Initiation rites
6. Recruitment/Orientation of new members

B. Schedule of Meetings

1. Mondays - Civic Organizations
2. Tuesdays - Course-Related Organizations

3. Wednesdays - Fraternities and Sororities
4. Thursdays - Dept./Religious Organizations
5. Sundays - Supreme Student Council

C. Student activities are NOT allowed during:

1. Schooldays unless the day following said activity is a non-class day.
2. Sundays, if said activity would extend beyond 9:30 p.m. unless the following day is a non-class day.
3. A week before and during the scheduled midterm and final examinations.

Activities within the campus that are not social in nature (e.g. symposia, forums, etc.) must be allowed on weekdays/schooldays as long as the said activities do not go beyond 9:30 in the evening.

D. Processing Activity Permits

1. Secure the necessary signatories (president and advisers of the organizations, department chairman, person-in-charge of the building and others concerned in the activity).
2. Submit the activity permit application to the OSA at least one (1) day (24 hours) before the proposed activity except for field trips that require at least three (3) days (72 hours).
3. After leaving one copy of the approved activity at the OSA, distribute the other copies to the following as applicable: ODI, Security Office, person-in-charge of the building, secretary of the organization, senior adviser of the organization, in-charge of sound system, etc.

Provided that reason(s) for such action is clearly indicated & explained to the student

- 4. Organizations except those of the dormitories shall provide their own activity permit.
- 5. Permits may be denied or withdrawn whenever the circumstances so warrant.
- 6. Certification of accomplished activity duly attested by the adviser/s must be submitted within one week after the activity. Said certification shall be considered prerequisite for the approval of succeeding activity requests. Failure to submit the certification after one week without valid reason may be a cause for disapproval of succeeding permits.

- 4. Any activity held outside the campus requires a written request to and approved by the University President through the ODI, OVPA and the OSA. *revised or cancelled*
- 5. Permits may be ~~denied or withdrawn~~ whenever the circumstances so warrant. *what for this mean?*
- 6. Certification of accomplished activity duly attested by the adviser/s must be submitted within one week after the activity. Said certification shall be considered prerequisite for the approval of succeeding activity requests. Failure to submit the certification after one week without valid reason may be a cause for disapproval of succeeding permits.

Note: For field trips, fund raising and initiation activities, reports of accomplished activity should be submitted to the OSA, ODI and OVPA.

APPENDIX A
FUND RAISING ACTIVITIES

- A. Shall be allowed only after an activity permit is duly approved.
- B. Permits shall be accomplished by a budget to justify payments of tickets/contribution of members.
- C. Tickets must bear the OSA seal before releasing to the public for sale.
- D. Donations in kind from anybody at VISCA must be on voluntary basis only. Solicitation in cash is strictly discouraged.
- E. Solicitations from outsiders must have the approval from the administration or the OSA.

Section 2. Fund Raising Activities

- A. Shall be allowed only after an activity permit is duly approved.
- B. Permits shall be accomplished by a budget to justify payments of tickets/contribution of members.
- C. Tickets must bear the OSA seal before releasing to the public for sale.
- D. Donations in kind from anybody at LSU must be on voluntary basis only. Solicitation in cash is strictly prohibited.
- E. Solicitations from outsiders must have the approval of the OVPA.
- F. A list of prospective donors must be submitted to OSA and OVPA.
- G. All proceeds are subject to auditing by OSA.

APPENDIX B
FIELD/EDUCATIONAL TRIPS

No field/educational trips and other off-campus activities shall be allowed unless approved by OSA.

- a. Application for field trips and other off-campus activities must be accompanied by a waiver duly signed by all the members of the class/organization. In case of minors (those aged below 18) a written permit from their parents or guardians.
- b. Field trips during school days are strongly discouraged; but where a field trip has to be on a class day, permission from the instructors concerned whose classes will be missed must be sought..

Section 3. Educational Trips

No field/educational trips and other off-campus activities shall be allowed unless approved by proper authorities of the University.

Requirements:

- A. A written request addressed to the President through the Director of Instruction (ODI) and the Vice President for Academic Affairs (OVPA) and duly recommended by the Director of the Student Affairs (OSA).
- B. Application forms (to be secured from the OSA) accompanied by a waiver duly signed by all the members of the class/organization. In case of minors (those aged below 18) a written permit from their parents or guardians is required.

Words in bold letters are being changed/added based from the comments of the LSU Board of Regents during the previous (2nd) Board Meeting.

- c. Field trip permits must be submitted at the OSA at one week prior to the scheduled trip.

- C. Itinerary of travel.
- D. Estimated expenses per student.
- E. Arrangement of classes missed.
- F. Permission/Approval or acceptance from the company/place/unit to be visited.
- G. Field trip permits must be submitted at the OSA at least three (3) days (72 hours) prior to the scheduled trip.

Field trips are **strongly discouraged** during school days, except during class hours or free time of the students. However, if field trip is one of the course requirements, it should be included in the syllabus. The students concerned should be informed earlier to prepare for it.

APPENDIX C INITIATION RITES

1. Must be conducted only after an activity permit is duly approved by the OSA.
2. Must be accompanied by a description of the activity.
3. Must be within the ViSCA circumferential road in the upper campus, and within the bounds of the river fence along Lago-lago River and Kalbigaa River and Camotes Sea in the lower campus.
4. Must be done in the presence of at least one adviser.
5. Permits must be accompanied by a list of neophytes.
6. Must not fall within one week prior to mid-term or final examination days (including laboratory exams).
7. Must strictly observe prohibition of hazing.
8. If the case warrants, an OSA-representative must be present.

Section 4. Initiation Activities

- A. Must be conducted only after an activity permit is duly approved by the OSA.
- B. Must be accompanied by a description of the activity.
- C. Must be within the LSU circumferential road in the upper campus, and within the bounds of the river fence along Lago-lago River and Calbigaa River and Camotes Sea in the lower campus.
- D. Must be done in the presence of at least one adviser.
- E. Permits must be accompanied by a list of neophytes.
- F. Must not fall within one week prior to mid-term or final examination days (including laboratory exams).
- G. Must strictly observe prohibition of hazing (RA No. 8049).
- H. An OSA representative must be present in all initiation activities.

XII. INFORMATION BULLETINS AND ANNOUNCEMENTS

A. All campus information bulletins and announcements:

1. Must be written in English, unless announcements are intended for barrio residents or for specific occasions, with no indecent/malicious/derogatory word/s.
2. Must be printed on writing materials not smaller than the short bond paper in cases where fines are imposed.
3. Must be noted by the OSA before postings; otherwise they shall be removed by authorized persons without prior notice to organization concerned.
4. Must be posted on campus bulletin boards.

Section 5. Information Bulletins and Announcements

A. All campus information bulletins and announcements:

1. Must be written in English, unless announcements are intended for barrio residents or for specific occasions, with no indecent/malicious/derogatory word/s.
2. Must be printed on writing materials not smaller than the short bond paper in cases where fines are imposed.
3. Must be noted by the OSA before postings; otherwise they shall be removed by authorized persons without prior notice to organization concerned.

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| <p>5. Must be removed after the activity to allow other groups to post their bills.</p> <p>B. For off-campus announcements and information bulletins, procedures 1, 2 and 3 must be followed.</p> <p>IX. ORGANIZATION FUNDS</p> <p>A. Membership Fees As may be provided in the approved constitution and by-laws, each student organization may collect a reasonable amount of annual membership fee from its members; provided, however, that every collection shall be correspondingly covered by a receipt issued by the treasurer of the organization, and provided, further, that any other amount as may accrue to the organization, whether from voluntary contribution of the members or otherwise, shall likewise be treated and accounted for in the same manner.</p> <p>B. Disbursements Any disbursements from the funds of the organization shall be effected only upon approval of its governing board, through a resolution and upon concurrence of the adviser; provided, however, that the actual withdrawal from the depository of such amount as may be necessary each time, shall be made by the president of the organization or by his representative as shown in his written authorization or certification from the OSA in case the president is not around anymore.</p> <p>C. Depository Any funds of the organization exceeding fifty pesos (P50.00) at the end of every term must be deposited in any accredited bank, or the university depository provided that any amount from such funds shall be released only upon presentation of a resolution at the beginning of the school year unless there is a change of signatories within the given school year.</p> <p>D. Book of Accounts A book of accounts shall be maintained by each student organization that shall indicate all collections and disbursements of the organization. The book of accounts may be inspected and shall be open for inspection during regular office hours by any member of the organization, by the adviser, and by the OSA whenever such is warranted.</p> | <p>4. Must be posted on campus bulletin boards.</p> <p>5. Must be removed after the activity to allow other groups to post their bills.</p> <p>Article IX. ORGANIZATION FUNDS</p> <p>Section 1. Membership Fees As may be provided in the approved constitution and by-laws, each student organization may collect a reasonable amount of annual membership fee from its members; provided, however, that every collection shall be correspondingly covered by a receipt issued by the treasurer of the organization, and provided, further, that any other amount as may accrue to the organization, whether from voluntary contribution of the members or otherwise, shall likewise be treated and accounted for in the same manner.</p> <p>Section 2. Disbursements Any disbursements from the funds of the organization shall be effected only upon approval of its governing board, through a resolution and upon concurrence of the adviser; provided, however, that the actual withdrawal from the depository of such amount as may be necessary each time, shall be made by the president of the organization or by his representative as shown in his written authorization or certification from the OSA in case the president is no longer enrolled.</p> <p>Section 3. Depository Any funds of the organization exceeding fifty pesos (P50.00) at the end of every term must be deposited in any accredited bank, or the university depository provided that any amount from such funds shall be released only upon presentation of a resolution at the beginning of the school year unless there is a change of signatories within the given school year.</p> <p>Section 4. Book of Accounts A book of accounts shall be maintained by each student organization that shall indicate all collections and disbursements of the organization. The book of accounts may be inspected and shall be open for inspection during regular office hours by any member of the organization, by the adviser, and by the OSA whenever such is warranted.</p> |
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E. Audit and Report

Each student organization shall submit its financial statement at the end of every semester of each school year. Such statement shall be prepared by the organization treasurer, duly approved by the auditor, president and adviser/s of the organization.

The Office of Student Affairs may cause the financial status of each student organization to be audited by a competent person employed by the school at least once a year and to take such action as may be appropriate under school rules whenever it is warranted.

Bankbooks/receipts of deposits must be submitted to the OSA together with the financial statement and other pertinent records at the end of the school year.

X. PRIVILEGES

A. Only fully recognized organizations may:

A. Use school facilities such as classrooms, grounds, lights and others with approval from proper authority.

1. School charges

Certain charges may be imposed on the use of some school facilities and equipment.

2. Property responsibility

The officers of student organizations concerned shall be jointly and severally responsible for any damage or injury done to school property/facilities arising from the use thereof by the organization.

B. Participate in inter-organization activities/competitions.

C. Compete in college-wide sponsored activities or contests by recognized organizations.

D. Officially bear the name of the school when engaging in off-campus activities.

E. Have their organizational activities publicized in any accredited student publications.

B. Organizations under Probational Status

Organizations that are on probation are of two categories:

1. Newly formed organizations applying for full-fledged status.

Section 5. Audit and Report

Each student organization shall submit its financial statement at the end of every semester of each school year. The organization treasurer shall prepare such statement duly approved by the auditor, president and adviser/s of the organization.

The Office of Student Affairs may cause the financial status of each student organization to be audited by a competent person designated by the Office of Student Affairs at the end of every semester and at the end of the year in case of high school student organizations and to take such action as may be appropriate under school rules whenever it is warranted.

Bankbooks/receipts of deposits must be submitted to the OSA together with the financial statement and other pertinent records at the end of the school year.

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| <p>a. Shall avail only of privileges No. 1, 3, 4 and 5 (X.A. PRIVILEGES, pp. 15-16)</p> <p>2. Those on probation because of violation/s of the guidelines on student organization and activities.</p> <p>a. Shall avail only of privileges No. 1 and 3 (X.A. PRIVILEGES, pp. 15-16)</p> <p>ADDENDUM TO Page 16, Lette B-2a:</p> <p>a. Cannot use the name of the school in anything the organization may want to undertake.</p> <p>b. Shall not have their organizational activities publicized in any accredited campus publication.</p> <p>c. Cannot participate in inter-organizational and off-campus activities/competitions.</p> <p>B. Organizations under Suspension</p> <p>1. Organizations that are suspended are automatically deprived from all the privileges as provided in X.A. of this handbook.</p> <p>2. Upon satisfying the conditions and penalties set for the violation/s, the organization applies for reinstatement through formal communication subject to thorough evaluation.</p> <p>XI. SUSPENSION OF ORGANIZATION/ACTIVITIES</p> <p>A. The following are grounds for suspension of organizations and activities:</p> <p>1. Hazing (As defined in this handbook and by law)</p> <p>2. Non-compliance of semestral/year-end requirements.</p> <p>3. Violation of any policies on organization or other school rules and regulations.</p> <p>4. Recruitment of students below 18 years old for membership in fraternities/sororities.</p> <p>Preventive Suspension May Be Imposed Pending Decision of the Investigating Body.</p> <p>B. In case of violation of any policies on organization or Other school rules/regulations, the following procedures shall be effected:</p> <p>1. Upon receipt of report of violation the OSA shall call the officers and other concerned members of the said organization for fact finding.</p> <p>2. If the violation is beyond the provisions of these guidelines, the OSA shall forward its recommendation to the Student Disciplinary Tribunal (SDT) for investigation.</p> | <p>1. Shall avail only of privileges No. A, C, D and E.</p> <p>B. Those on probation because of violation/s of the guidelines on student organization and activities.</p> <p>1. Cannot use the name of the school in anything the organization may want to undertake.</p> <p>2. Shall not have their organizational activities publicized in any accredited campus publication.</p> <p>3. Cannot participate in inter-organizational and off-campus activities/competitions.</p> <p>Section 3. Organizations under Suspension</p> <p>A. Organizations that are suspended are automatically deprived from all the privileges as provided in this handbook.</p> <p>B. Upon satisfying the conditions and penalties set for the violation/s, the organization applies for reinstatement through formal communication subject to thorough evaluation.</p> <p>Article XI. SUSPENSION OF ORGANIZATION/ACTIVITIES</p> <p>Section 1. The following are grounds for suspension of organizations and activities:</p> <p>A. Hazing (As defined in this handbook and by RA 8049)</p> <p>B. Non-compliance of semestral/year-end requirements.</p> <p>C. Violation of any policies on organization or other school rules and regulations.</p> <p>D. Recruitment of students below 18 years old for membership in fraternities/sororities.</p> <p>Preventive Suspension may be imposed pending decision of the Investigating Body.</p> <p>Section 2. In case of violation of any policies on organization or other school rules/regulations, the following procedures shall be effected:</p> <p>A. Upon receipt of report of violation the OSA shall call the officers and other concerned members of the said organization for fact finding.</p> <p>B. If the violation is beyond the provisions of these guidelines, the OSA shall forward its recommendation to the Student Disciplinary Tribunal (SDT) for investigation.</p> |
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Any student activity which takes the nature of subversion or insurgency or which is deemed to be unlawful under the school rules and regulations is strictly prohibited and disallowed.

The violator/s as well as the officers of the student organization including the adviser if warranted by the circumstances of each case shall be held administratively liable for the illegal activity of the organization without prejudice to criminal prosecution.

VIOLATIONS AND CORRESPONDING PENALTIES FOR FIRST OFFENSES:

- Without USA Seal
- activities
- Underground movement/
of prohibited activities - Suspension
- Holding activities
without permits - Demerit
- make a more explicit
definitions approved/
an activity not recognized/
approved by LSU Authority. + OSA -
- Penalty -
- 1st - Suspension - 2 days
 - 2nd - Suspension - 1 week
 - 3rd - Suspension - 1 month
 - 4th - Suspension - 1 year
 - 5th -
- any other provisions
in this guidelines

Any student activity which takes the nature of subversion or insurgency or which is deemed to be unlawful under the school rules and regulations is strictly prohibited and disallowed.

The violator/s as well as the officers of the student organization including the adviser if warranted by the circumstances of each case shall be held administratively liable for the illegal activity of the organization without prejudice to criminal prosecution.

A. Hazing As prescribed in Republic Act No. 8049 (Appendix B) and expulsion of members and permanent disqualification of the organization from the rolls of recognized student organizations of the University

- C. ~~Subversive of~~ Underground movement Expulsion of members involved from the University and of prohibited activities permanent disqualification of the organization from the by members of recognized rolls of recognized student organizations of the University organizations

- E. Ticket distribution without OSA Seal**
- 1st Offense - Reprimand**
 - 2nd Offense - On probation for one (1) Semester**
 - 3rd Offense - One (1) year suspension of the organization**

- F. Holding minor activities (e.g. meetings, parties) without permit
- | | |
|-------------------------|-----------------------------------------------|
| 1 st Offense | - Reprimand |
| 2 nd Offense | - On probation for one (1) semester |
| 3 rd Offense | - One (1) year suspension of the organization |

Continued violations for at least three times results in disqualification form the official list of OSA-recognized organizations.

In addition to the revocation of the authority to operate, the student organization and the violator/s as well as the officers of the organizations may either be reprimanded, suspended, or dropped from the rolls of the school, or expelled from the college depending on the seriousness of the offense committed.

APPENDIX D

LIST OF POSSIBLE ACTIVITIES

Giving of donations by Organization in Cash or in Kind
Fund Raising Projects

- Alay Sayaw
- Book Rental and other rental services (yearly)
- Campus grams and other messengerial services
- Selling of goods (food items, decorations, Rummage materials, etc.)

Sports and other cultural Shows
Video Shows

Labor Services

- Auxiliary manpower during seminars, enrolment, etc.
- Carpentry
- Cleaning
- Gardening and Beautification
- Information Drive/PR jobs
- Student Lounge Management (semestral)

G. Holding initiation rites and other major activities (e.g. fund raising, trips, orientation, seminars) without permit

- 1st Offense - On probation for one (1) year
- 2nd Offense - One (1) year suspension of the organization
- 3rd Offense - Permanent disqualification from the rolls of recognized student organizations of the University

H. Posting of Announcements/ Posters without OSA Permission

- 1st Offense - Reprimand
- 2nd Offense - On probation for one (1) semester
- 3rd Offense - One (1) year suspension of the organization

Continued violations for at least three times results in disqualification form the official list of OSA-recognized organizations.

In addition to the revocation of the authority to operate, the student organization and the violator/s as well as the officers of the organizations may either be reprimanded, suspended, dropped or expelled from the rolls of the school depending on the seriousness of the offense committed.

APPENDIX A

LIST OF POSSIBLE ACTIVITIES

Giving of donations by Organization in Cash or in Kind
Fund Raising Projects

- Alay Sayaw
- Book Rental and other rental services (yearly)
- Campus grams and other messengerial services
- Selling of goods (food items, decorations, Rummage materials, etc.)

Sports
Cultural Shows
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Labor Services

- Auxiliary manpower during seminars, enrolment, etc.
- Carpentry
- Cleaning
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- Student Lounge Management (semestral)

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| <p>Participation</p> <ul style="list-style-type: none"> University Affairs OSA-sponsored seminars/workshops <p>Public Services (non-profit)</p> <ul style="list-style-type: none"> Medical/Health Care Jobs and related information drives Tutorial classes Scholarships/Workshops/forums (sponsors) Tree planting Seminars/Workshops/Forums (assists) Sports and other cultural shows Quiz shows Parties | <p>Participation</p> <ul style="list-style-type: none"> University Affairs OSA-sponsored seminars/workshops <p>Public Services (non-profit)</p> <ul style="list-style-type: none"> Medical/Health Care Jobs and related information drives Tutorial classes Scholarships/Workshops/forums (sponsors) Tree planting Seminars/Workshops/Forums (assists) Sports and other cultural shows Quiz shows Parties <p>(Please see attachments for APPENDICES B to E)</p> <p><u>APPENDIX B</u></p> <p>REPUBLIC ACT NO. 8049 AN ACT REGULATING HAZING AND OTHER FORMS OF INITATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR</p> <p>APPENDIX C</p> <p><u>Primer On The Anti-Hazing Law</u> (Republic Act No. 8049) in the academic setting by State Prosecutor Philip A. Aguinaldo</p> <p>APPENDIX D</p> <p>REPUBLIC ACT 7877 AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES</p> <p>APPENDIX E</p> <p><u>A PRIMER ON ANTI-SEXUAL HARASSMENT</u> (Republic Act No. 7877)</p> |
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APPENDIX B

REPUBLIC ACT NO. 8049

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

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

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

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

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

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

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

- a) The penalty of *reclusion perpetua* if death, rape, sodomy or mutilation results therefrom.
- b) The penalty of *reclusion temporal* in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c) The penalty of *reclusion temporal* in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- d) The penalty of *reclusion temporal* in its minimum period if in consequence of the hazing the victim shall become deformed, or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period or more than ninety (90) days.
- e) The penalty of *prison mayor* in its maximum period if in consequence of the hazing victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
- f) The penalty of *prison mayor* in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- g) The penalty of *prison mayor* in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
- h) The penalty of *prison correccional* in its maximum period if in consequence of the hazing the victim shall have 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 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, or to the proper school authorities, or to 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 hazing.

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing though not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser which is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

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 therein.

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

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

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

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

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

JOSE DE VENECIA, JR. (sgd)
Speaker of the House of Representatives

EDGARDO J. ANGARA (sgd)
President of the Senate

This Act, which is a consolidation of Senate Bill No. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representatives on June 2, 1995.

CAMILO L. SABIO (sgd)
Secretary General, House of Representatives

EDGARDO E. TUMANGAN (sgd)
Secretary of the Senate, House of Representatives
Approved: June 7, 1995

FIDEL V. RAMOS (sgd)
President of the Philippines

APPENDIX C

Primer On The Anti-Hazing Law
(Republic Act No. 8049)
in the academic setting by
State Prosecutor Philip A. Aguinaldo

I. What is the concept of hazing?

The following are the elements in the violation of the law:

1. The act is a prerequisite for admission into membership in a fraternity, sorority or organization; hence, if the victim is already a member, there is no violation of the anti-hazing law but the illegal act is punishable by the Revised Penal Code;
2. The recruit, neophyte or applicant is placed in either of the following situations:
 - a. embarrassing situation;
 - b. humiliating situation;
 - c. is subjected to physical suffering or injury; or
 - d. is subjected to psychological suffering or injury.

If the purpose is simply to embarrass, humiliate or subject the victim to physical or psychological suffering not as a condition for admission into the group, there is no violation of the anti hazing law but of the provisions of the Revised penal Code, like but not limited to, unjust vexation, physical injuries, coercion threats, etc.,

II. What are humiliating/embarrassing situations?

Examples are forcing the neophyte to do menial, silly or foolish acts and similar tasks or activities. The law specifically mentions placing the neophyte in a humiliating or embarrassing situation which is the determining factor in the violation, and not the circumstance of whether he is humiliated or not.

III. Is there an exception to the application of the anti-hazing law?

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 and the police as properly recommended and approved by the Secretary of National Defense. The cadet corps of Citizens Military Training are not included in the exception because they are not prospective regular members of the military.

IV. When is hazing or initiation allowed?

The following must be present:

1. The organization must secure a written notice to the school authorities seven (7) days before the conduct of the initiation;
2. The period of the initiation shall not exceed three days;
3. The names and ages of those to be initiated must be included;
4. An undertaking that no physical violence must be employed by anybody during the initiation rites;
5. The head of the school or his representatives must assign at least two (2) representatives of the school to be present in the initiation with the duty to see to it that no physical harm of any kind shall be inflicted;
6. The place where the initiation is conducted.

V. Who are liable in case of physical injuries or death?

1. Those who actually participated.

The officers and members who actually participated in the infliction of physical harm shall be liable as principals. They shall suffer a penalty ranging from reclusion perpetua (from 20 years and 1 day to 40 years imprisonment) if death, sodomy, rape or mutilation results therefrom, to prison correccional in its maximum (from 4 years, 2 months and 1 day to 6 years imprisonment) even if the injuries do not prevent the victim from engaging in his habitual activity or work nor require medical attendance.

2. The owner of the place where hazing was conducted.
 - a. He is liable as an accomplice (if he is not a parent or any officer or member of the fraternity); or
 - b. He is liable as a principal (if he is a parent of any officer or member of the fraternity);

3. The school authorities.
 - a. If they consent to the hazing, or
 - b. If they have actual knowledge thereof but failed to take any action to prevent the same from occurring in both cases, they are liable as accomplices.

4. The adviser.

If he is present when the acts constituting hazing were committed and failed to take any action to prevent the same from occurring, he is liable as principal.

If he is not present but consents to the hazing, he is liable as accomplice.

If he is not present but has actual knowledge of the hazing but failed to take any action to prevent the same, he is liable as accomplice.

5. Officers of the fraternity even if they are absent during the hazing as long as they actually planned it, shall be liable as principals.
6. Outsiders, like former officers or alumni, even if they are absent during the hazing as long as they actually planned it, shall be liable as principals.
7. The Officers or members who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat, shall be liable as principals. Examples are the recruiters.
8. Anybody who is present during the hazing shall be liable as principal. The law says that mere presence is a prima facie evidence of participation in the hazing as principal unless he shows that he prevented the commission of the illegal acts. This means that he has the burden of proving that he is innocent of the crime charged.

VI. Is there a need for a finding of guilt by the courts before school officials can impose the penalty provided in the student handbooks against their erring students?

No. The proceedings in school disciplinary boards are only administrative. It is enough that the penalty is based on substantial evidence (not an evidence beyond reasonable doubts as required in criminal cases).

VII. When can the maximum penalty be imposed?

1. When the recruitment is accompanied by force, violence, threats or intimidation or deceit on the person who refuses to join;
2. When the recruit initially consents to join but is prevented from quitting upon learning that hazing will be committed;
3. When the recruit who has undergone hazing is prevented from reporting the unlawful acts to his parents or guardians or the proper authorities through force, violence, threats or intimidation;
4. When the hazing is committed outside the school;
5. When the victim is below 12 years old.

VIII. Who is an accomplice?

He is one who merely cooperates in the commission of illegal acts by previous or simultaneous acts. He does not have a previous agreement in the commission of the crime with the principal (the violator), or an understanding in the commission of the illegal act with the principal, or is not in conspiracy with the principal. His penalty is one degree lower than that provided for the principal.

IX. Who is a principal?

Those who take part in the execution of the illegal act, those who directly force or induce others to commit the illegal act, or those who cooperate in the commission of the illegal act by another without which it would not have been accomplished.

APPENDIX D

REPUBLIC ACT 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

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 or employer, teacher, instructor, professor, coach, trainor or any person, who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise 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) 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, conditions, 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 otherwise adversely affect said employee.
2. The above acts would impair the employee's rights or 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 on 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 considerations; or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the students, 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 of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- 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 sub-section (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- 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, trainors and students or trainees to increase understanding and prevent 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 one (1) representative from the administration, the trainers, teachers, 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 the 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 thereon.

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 (P10,000.00); nor more than Twenty Thousand pesos (P20,000.00), 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. Effectivity Clause – This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

[This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.]

Approved, February 14, 1995.

APPENDIX E

A PRIMER ON ANTI-SEXUAL HARASSMENT (Republic Act No. 7877)

WHAT IS SEXUAL HARASSMENT UNDER R.A. 7877?

It is a form of misconduct involving an act or a series of unwanted, unsolicited or uninvited acts of demanding, requesting or requiring any sexual favor from another by a person or any other individual who exercises authority, influence or moral ascendancy over another person or individual.

WHAT IS THE POLICY OF THE STATE ON SEXUAL HARASSMENT?

Sexual harassment which has been declared unlawful in the work place, training, and education environments will not be tolerated as it violates the dignity and human rights of a person.

WHAT IS THE PRESENT LAW ON SEXUAL HARASSMENT AND WHEN DID IT BECOME EFFECTIVE?

It is R.A. 7877, an "Act declaring Sexual Harassment, Unlawful in the Employment, Education or Training Environment, and for other purposes". It was approved on February 14, 1995, and became effective March 5, 1995, fifteen days after its publication in the Malaya and Times Journal on February 18, 1995.

WHAT IS THE SHORT TITLE OF THE LAW?

"The Anti-Sexual Harassment Act of 1995."

IN WHAT SETTING/PLACE DOES SEXUAL HARASSMENT MOST COMMONLY TAKE PLACE?

In the work, training or education environment.

WHO CAN COMMIT SEXUAL HARASSMENT?

Regardless of the sex of the potential offender and depending on the place where it is committed, the following can be sexual harassers:

A. In the Employment or Work Environment

1. Employer
2. Employee
3. Manager
4. Supervisor
5. Agent of the employer
6. Any other person having authority influence or moral ascendancy over another person.

B. In a training or Educational Environment

1. Teachers
2. Instructors
3. Professors
4. Coach
5. Trainor
6. Any other person having authority influence or moral ascendancy over another.

WHAT ARE THE SPECIFIC ACTS CONSISTING OF SEXUAL HARASSMENT IN THE EMPLOYMENT OR WORK RELATED ENVIRONMENT AND WHAT ARE ITS EFFECTS?

a) The demand, request or requirement for sexual favor is made for the following considerations:

1. as a condition for hiring or employment, re-employment or continued employment of an individual, or
2. in granting said individual favorable compensation, terms or conditions of employment, promotion or privileges.

b) The refusal of the demand, request or requirement for sexual favor will limit, classify or segregate and employee as would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.

HOW IS SEXUAL HARASSMENT COMMITTED IN AN EDUCATION OF TRAINING ENVIRONMENT?

- a) The offender demands, requests or otherwise requires sexual favor from the offended party;
- b) Grant of sexual favors is made a condition for the giving of a passing grade or the granting of honors, scholarship, or the payment of stipend, allowance or other benefits, privileges or considerations;
- c) The sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice;
- d) The offended party is one who is under the care, custody, or supervision of the offender, or one whose education, training, apprenticeship or tutorship is entrusted to the offender.

EXAMPLES OF THE OFFENDED PARTY BEING UNDER THE CARE, CUSTODY AND SUPERVISION OF THE OFFENDER

- a) ward with respect to his guardian
- b) a person under custodial investigation with respect to the police investigating officer
- c) a retardate in a mental institution with respect to the people charge with his/her care;
- d) children in day care centers with respect to the social worker.

EXAMPLES OF THE OFFENDED PARTY WHOSE EDUCATION, TRAINING, APPRENTICESHIP OR TUTORSHIP IS ENTRUSTED TO THE OFFENDER

- a) a student with respect to his teacher or professor
- b) a seminarian/novice with respect to the supervisors and head of the institution
- c) an athlete with respect to his/her coach
- d) an apprentice/trainee in the office with respect to the

WHAT ARE THE BASIC COMPONENTS OF SEXUAL HARASSMENT?

1. The act is unwelcome, uninvited, or unsolicited;
2. It is repeated (for light offenses);
3. It may be deliberate or done unconsciously; or
4. It emphasizes a person's sexuality over the role as a worker.

IS THE COMMISSION OF A WORK RELATED SEXUAL HARASSMENT, LIMITED TO THE PHYSICAL ENVIRONMENT OF THE OFFICE?

No, it may be committed elsewhere such as:

1. The office itself
2. anywhere else as a result of work responsibilities or employment relations
3. at office related social functions
4. while on official business outside the office or during work related travel
5. at official conferences, for a symposia or training sessions
6. over a telephone, cellular phone, fax machine, E-mail.

WHO ARE THE PERSONS LIABLE FOR SEXUAL HARASSMENT?

1. any official who has authority, influence or moral ascendancy over another, or any employee, regardless of sex.
2. any person who directs, or induces another to commit any of the acts of sexual harassment defined in the law or rules. (Principal by induction)
3. anyone who cooperates in the commission of the sexual harassment by another without which it would not have been committed. (Principal by Indispensable Cooperation)

UNDER WHAT FORMS MAY SEXUAL HARASSMENT BE COMMITTED?

The acts of sexual harassment may take any of the following forms:

- a) Physical
 - i. Physical contact or malicious touching
 - ii. Over sexual advances
 - iii. Unwelcome, improper or any unnecessary gesture of a sexual nature; or,
 - iv. Any other suggestive expression or lewd insinuation.
- b) Verbal, such as requests or demands for sexual favors or lurid remarks.

c) Use of objects, pictures, letters or written notes with bold persuasive sexual underpinnings and while create a hostile, offensive or intimidating work or training environment, which is annoying or disgusting to the victim.

WHAT ARE THE DUTIES IMPOSED BY LAW ON HEADS OF AGENCIES RELATIVE TO SEXUAL HARASSMENT?

1. prevent or deter the commission of acts of sexual harassment through an extensive awareness campaign or informal education, research and survey of data to determine extent of the problem, the profile of harassers and their victims and the forms sexual harassment take and its consequences;
2. implement the procedures for the resolution, settlement or prosecution of acts of sexual harassment provided in these Rules;
3. create a Committee on Decorum and Investigation of cases on sexual harassment; and,
4. furnish a copy of the Rules and Regulations to each of the officer or employee in the Commission and post a copy thereof in two conspicuous locations in places of work or training.

Q. WHAT IS THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)?

A. It is a body in the agency charged with investigation of sexual harassment complaints. Its findings and reports of investigation are recommendatory to the head of agency.

Q. WHAT ARE THE FUNCTIONS OF CODI?

1. Receive the complaint, file the formal charge, investigate, and conduct hearings in accordance with Uniform Rules of Procedures in the Conduct of Administrative Investigation in the Civil Service Commission. It shall submit a report of its findings with the corresponding recommendation to the Commission for final decision. Said report shall be considered strictly confidential.
2. Conduct meetings with officers, employees and trainees to increase understandings and prevent incidents of sexual harassment; and,
3. Recommend measures to the Commission that will expedite the investigation and adjudication of sexual harassment cases.

Q. ARE THERE ALSO CODI IN THE REGIONAL OFFICES?

A. Yes, the authority to investigate and hear sexual harassment cases in the Region shall devolve upon the Local Committee which shall submit the report of investigation with its findings and recommendations direct to the Commission.

Q. WHAT HAPPENS WHEN A MEMBER OF THE CODI IS A COMPLAINANT OR RESPONDENT IN A SEXUAL HARASSMENT CASE?

A. The member shall inhibit himself/herself from the deliberations of the committee.

WHO ARE THE MEMBERS OF THE CODI?

The Committee on Decorum and Investigation shall be composed of the following:

a) Central Committee

* Chairman: A Director appointed by the Commission for a term of one (1) year * The CSC Focal Point on Women and Development

* President, CSC Employee Association or in the Absence thereof a representative elected in a general assembly

* An employee in the second level

* An employee in the first level

b) Local Committee

* The Regional Director as Chairman

* Equality Advocates (EQUAD) in the Regional Office

* A representative of the Employee Association

* An employee in the second level

* An employee in the first level

The representatives of the First and Second Level employees in the Personnel Selection Board of this Commission who have been elected in a general assembly of employees shall concurrently sit as members of the Committee Decorum and Investigation.

An existing Committee in the Commission or the Regional Offices, like the Personnel Selection or the Grievance Committee may act as the Committee on Decorum and Investigation, subject to the designation of additional members may sit therein only meetings of the Committee on Decorum.

When a member of the Committee on Decorum and Investigation is a respondent in a sexual harassment charge, said member should be inhibited from sitting in the Committee during the investigation and until the final conclusion of the case.

Q. WHAT ARE THE ADMINISTRATIVE PENALTIES WHICH MAY BE IMPOSED ON A PERSON FOUND GUILTY OF SEXUAL HARASSMENT?

The penalty which may be imposed will depend on the gravity and seriousness of the offense.

The penalties for light offenses, less grave offenses to grave offenses will range from Reprimand or fine or suspension for ten days to dismissal at the discretion of the disciplining authority.

Q. WHAT IS THE LIABILITY OF THE HEAD OF OFFICE WHO FAILS TO ACT ON ANY COMPLAINT OF SEXUAL HARASSMENT AFTER BEING INFORMED THEREOF?

A. He can be charged for Neglect of duty and penalized according to the Table of Penalties prescribed by the Commission.

Q. WHEN SHOULD A COMPLAINT FOR SEXUAL HARASSMENT BE FILED?

A. Within three (3) years from the commission of the act; otherwise, the same shall be deemed to have prescribed.

Q. WHAT ARE THE REMEDIES AVAILABLE TO THE VICTIM OF SEXUAL HARASSMENT?

- A. The victim may file a complaint
- a) before the Committee on Decorum and Investigation
 - b) before the Court having jurisdiction thereof
 - c) before the appropriate court in an independent civil action for damages.

Q. CAN A VICTIM OF SEXUAL HARASSMENT FILE AN ACTION IN COURT DESPITE THE IMPOSITION OF ADMINISTRATIVE SANCTIONS AGAINST THE OFFENDER?

A. Yes, because administrative sanction is not a bar to prosecution in the proper courts for unlawful acts of sexual harassment. Neither shall the victim be precluded from filing a separate and independent action for damages and other affirmative relief.

Q. WHAT ARE THE PENALTIES FOR VIOLATORS OF THIS LAW?

Any person who commits sexual harassment 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 ten thousand pesos (P 10,000.00) nor more than twenty thousand pesos (P20,000.00) or both such fine and imprisonment, at the discretion of the court.

Q. WHAT ARE SOME OF THE STEPS THAT A VICTIM CAN DO IF SEXUALLY HARASSED?

- Be prepared. It is always helpful to think about what you might do if it happens to you. You may be able to react better.
- If possible, tell the harasser to stop in the presence of a friendly witness, if any, and say that you do not like what he or she is doing. Emphasize that it is not welcome.
- If the person is another worker, someone who works in your boss, ask that person to help stop whatever is being done to you if the harasser refuses to stop.
- If you can, write down what happened to you and when it happened. If anyone was around at that time and might have seen what went on, write down their names. Also, keep note about what you did at that time.
- Keep a record of efficiency or merit citations to disprove later allegations of incompetence by the harasser.
- It is a good idea to complain in writing. When you do this, include the details. Ask for a written response. Be sure to keep a copy of what you wrote and any response you receive.

Q. HOW CAN ONE PREVENT SEXUAL HARASSMENT?

- Hold awareness raising sessions on Sexual Harassment.
- Discourage sexist or lewd jokes at the expense of women in the workplace.
- Create an atmosphere in the workplace that promotes the dignity and self-esteem of employees.
- Attend lectures, symposiums and workshops on issues pertaining to women and disadvantaged groups.

- Enlist the support and assistance of women NGOs.
- Write on the issue more frequently to generate interest and awareness on the problem.
- Those in management and executive positions should conduct themselves in a friendly, discreet and highly professional manner to prevent misunderstanding.

Sexual harassers are often repeat offenders. They usually have a modus operandi, and use the same style and even the same words in wooing later propositioning their victims.

It is therefore important for the victims to talk about experience to other colleagues in the workplace. Chances are not other victims may have experienced the same conduct from the same person.

Q. HOW CAN ONE DISTINGUISH SEXUAL HARASSMENT FROM A COMPLIMENT?

A compliment produces pleasant feelings that one would naturally wish the interaction to go on. Sexual harassment is an acceptable behavior which came expression of outrage and discomfort that one wants to shirk away from or put a stop to it. Such act causes great embarrassment, humiliation and a feeling of being violated.

Q. OFTENTIMES A WOMAN VICTIM IS BLAMED FOR BRINGING ON THE SEXUAL HARASSMENT ON HER PERSON PRECISELY BECAUSE OF THE CLOTHES SHE WEARS OR THE WAY SHE BEHAVES OR MOVES AROUND WHICH ALLEGEDLY PROVOKED THE UNWANTED BEHAVIOR. WILL THESE JUSTIFY SEXUAL HARASSMENT?

No, a mini skirt and plunging necklines are not sufficient provocations to justify sexually harassing behavior. Why should a man be provoked by a woman's dress? That is too shallow an excuse.

Q. HOW CAN MALE BOSSES PROTECT THEMSELVES FROM POSSIBLE FABRICATED CHARGES, OR EVEN LEGITIMATE CHARGES THAT STEMMED FROM AN IN-ADVERTENT OFFENSE?

Rina Jimenez-David says, "unless in doubt, ask, or better yet, don't." Be sensitive to nuances of behavior and to your subordinates attitudes towards sexual matters. Never take anything for granted. Behave scrupulously with job applicants, contenders for promotions/raises or anyone maintain who might have cause to be displeased or disappointed.

To avoid suspicion or any malicious talk, all officials and Directors in the Commission who hold offices within an all wall enclosure (no glass windows) should maintain an open door policy or keep glass windows uncovered so employees can see them from outside.

SHOULD BOSSES INVITE STAFF TO DINNER OR LUNCH DATES AND NOT RUN THE RISK OF BEING CHARGED WITH SEXUAL HARASSMENT?

It depends if the person invited is an applicant for a job, or is for promotions or a salary raise and refusal to accept the invitation would mean her not getting the job, promotion or raise, then the implicit consideration for the invitation is quite clear, otherwise, if the lunch/dinner invitation is simply to share a meal and conversation with the regular staff, there is nothing wrong with that.

WILL THE "JOKE ONLY" DEFENSE ON THE PART OF THE HARASSER JUSTIFY THE UNWELCOME BEHAVIOR?

No, whether an act is considered sexual harassment is determined by a reasonable victim's point of view. Was it unwelcome on the victim's part and did she/he feel humiliated by it. If the victim felt it did, then it was sexual harassment.

References:

1. R.A. 7877 approved February 14, 1995
2. CSC Resolution No. 95-6161 dated August 25, 1995
3. Technical Background Paper ILO Tripartite Regional Seminar for Selected Asian Countries on Combating Sexual Harassment, November 1993.
4. "Mamamayan Muna, Hindi Mamaya Na" program on Sexual Harassment at DZRB-Chairperson Corazon Alma G. de Leon - Resource Speaker
5. Lecture Notes of Director Evalyn I. Fetalino, Resource Speaker on Sexual Harassment for Male Managers, Civil Service Commission
6. NCRFW WFS Series Sexual Harassment
7. Various columns "At Large" of Rina Jimenez-David
8. ECOP Forum on Sexual Harassment, April 1996, Director Aura Sabilano, Bureau of Women and Young Workers
9. Primer on R.A. 7877 by former Senator Joey Lina, principles of the Anti-Sexual Harassment Law.