

City Government of Muntinlupa
PAMANTASAN NG LUNGSOD NG MUNTINLUPA
Poblacion, City of Muntinlupa



STUDENT HANDBOOK
(Revised: 2016)

www.plmun.edu.ph
Member: Association of Local Colleges and Universities (ALCU)

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FOREWORD	

This Student Handbook covers the policies, rules and regulations of PLMun. All students are hereby mandated to know and be guided accordingly.

Board of Regents' issued policies that are not included in this Handbook shall be part of the set guidelines.

PLMun reserves the right to admit, refuse admission, suspend, or dismiss student on the basis of his academic performance, behavioral conduct, criminal offense and non-conformity with the University rules and regulations.

Previous policies, rules, and regulations prior to this Handbook are hereby rescinded.

2. BOARD OF REGENTS OF THE PAMANTASAN NG LUNGSOD NG MUNTINLUPA

- | | | |
|-----|------------------------------|--------------------------------------------------------------------------------------------|
| 2.1 | Chairman & Presiding Officer | Hon. Atty. JAIME R. FRESNEDI
City Mayor, Muntinlupa City |
| 2.2 | Vice- Chairman | Hon. ARTEMIO A. SIMUNDAC
Vice Mayor, Muntinlupa City |
| 2.3 | Member | Dr. ELENA E. PRESNEDI
OIC, PLMun |
| 2.4 | Member | Hon. STEPHANIE G. TEVES
Councilor, City of Muntinlupa,
Chairman, Education Committee |

- 2.5 Member Dr. MAURO C. DE GULAN
School Division Superintendent
- 2.6 Member Dr. TERESITA D. FORTUNA
Regional Director, DOST-NCR
- 2.7 Member Ms. FARAH G. ACIERTO
President, Soroptimist Alabang
- 2.8 Member Ms. ELVIE SANCHEZ-QUIAZON
General Manager, Vivere Hotel & Resorts
- 2.9 Member Ms. RUBY MYRA A. LACRO, RN, MAN
President, Faculty Association
- 2.10 Member Mr. CHRISTIAN PAUL A. DELA VEGA President, University Student
Council
- 2.11 Member Dr. REYNALDO O. SAMSON
President, MPC-PLMun Alumni Assoc.
- 3. UNIVERSITY OFFICIALS**
- 3.1 OIC, President Dr. ELENA E. PRESNEDI
- 3.2 OIC, VPAA Dr. BONIFACIO E. UMACLAP
- 3.3 OIC, Administration Engr. HERNANDO B. NAPA
- 4. EXECUTIVE COMMITTEE MEMBERS**
- 4.1 Committee Chair Dr. ELENA E. PRESNEDI
- 4.2 Committee Member Hon. Councilor STEPHANIE G. TEVES
- 4.3 Committee Member Ms. ELVIE SANCHEZ-QUIAZON
- 4.4 Committee Member Ms. RUBY MYRA A. LACRO, RN, MAN
- 4.5 Committee Member Mr. CHRISTIAN PAUL A. DELA VEGA
- COLLEGE DEANS/OIC**
- 5.1 College of Arts and Sciences Dr. JAIME G. ANG
- 5.2 College of Business Administration Prof. RAMONITO A. MESINA
- 5.3 College of Criminal Justice Prof. ANTONIO D. FLORES JR.
- 5.4 College of Teacher Education Dr. DANILO B. SOLAYAO
- 5.5 College of IT & Computer Studies Prof. ALAIN J. ANUEVO
- 5.6 Graduate School Dr. CORAZON C. OBNAMIA
- 6. DEPARTMENT HEADS/OIC**
- 6.1 OIC, Office of the University Registrar Dr. AMELIA E. SUEMITH
- 6.2 OIC, Office for Student Affairs Dr. ROWENA G. DELA CRUZ
- 6.3 OIC, Finance Office Ms. MELISSA A. UNTALAN
- 6.4 OIC, Research, Extension, GAD Dr. LETICIA T. VILLALUZ
- 6.5 OIC, Planning Office Ms. CYNTHIA T. MENESES
- 6.6 OIC, NSTP Mr. GONGADIN C. GADON
- 6.7 OIC, Human Resource Mgt. Office Dr. FERMAE L. TAMAYAO
- 6.8 OIC, MIS Mr. VICTOR JOHN DELA CRUZ
- 7. COLLEGE DEANS, ADMINISTRATORS AND PRESIDENTS (PAST- PRESENT)**
- 7.1 Founding President (1991-1998) Sec. IGNACIO R. BUNYE
- 7.2 Co-Founding President (1998-2003) Atty. JAIME R. FRESNEDI
- 7.3 Dean (1991-1993) Dr. SIMEON C. BUMANLAG
- 7.4 Dean (1993-1995) Dr. QUIRINO N. DIACAJO
- 7.5 Dean (1995-1998) Mr. BENJAMIN A. SANTOS
- 7.6 Dean (1998-1999) Mrs. FELICIDAD M. PEREZ
- 7.7 Dean (2000-2002) Atty. HENRY A. REYES
- 7.8 Dean (2002-2003) Dr. ENRICO B. VIBAR
- 7.8 President (2003-2007) Dr. MIGUEL T. UDTOHAN
- 7.9 President (2007-2013) Dr. FE NAZARENO-MARTINEZ
- 7.10 President (2013 to present) Dr. ELENA E. PRESNEDI
- 8. HISTORICAL BACKGROUND OF THE PAMANTASAN NG LUNGSOD NG MUNTINLUPA (PLMUN)**
- 8.1 The establishment of a local university in the Municipality started as a dream of former Mayor Ignacio "Toting" Bunye who viewed education a potent tool for transforming society for the better. Upon his assumption to office in 1986, he included the objective of organizing and establishing an institution of higher learning in the Ten Point Agenda of his administration.
- 8.2 During his term as Councilor and Chairman of the Committee on Education, Rufino B. Joaquin sponsored the move to organize and establish the Muntinlupa Polytechnic College (MPC). On May 29, 1991 the Municipal Council of Muntinlupa passed Resolution No. 91-191 and Resolution No. 91-192 officially creating a

- government run college – the Muntinlupa Polytechnic College (MPC).
- 8.3 Muntinlupa Polytechnic College (MPC) started with 309 students while using one of the high school buildings of the Pedro E. Diaz High School in Alabang, Muntinlupa City. As its enrollment of students increased, the Muntinlupa Polytechnic College (MPC) was relocated to the second floor of the Contessa Bulding in Barangay Poblacion, Muntinlupa City where all of its offices and classrooms were air- conditioned.
 - 8.4 Courses offered then at the Muntinlupa Polytechnic College (MPC) were as follows: Bachelor of Arts in Psychology, Bachelor of Science in Commerce, Bachelor of Science in Accountancy, Bachelor of Elementary Education, Bachelor of Secondary Education, Bachelor of Science in Criminology, Bachelor of Science in Information Technology, and two-year courses in Computer Science and Secretarial Science.
 - 8.5 Imbued with the desire to be in close coordination with the National Government in providing higher education, the Muntinlupa Polytechnic College (MPC) established a linkage with the Commission of Higher Education (CHED-NCR).
 - 8.6 The rapid growth of the student population at the Muntinlupa Polytechnic College (MPC) ushered in the need for more changes.
 - 8.7 In 1995, due to the high educational standards and numerous courses it offered, the number of students increased. This prompted a need for more space and facilities. This served as a challenge to Muntinlupa which by then in 1995 had just been elevated to the status of a City.
 - 8.8 In response to the challenge, in March 1998, the Muntinlupa Polytechnic College (MPC) moved out of the Contessa Building to its new building in a bigger campus with better facilities. The City Government had a two-storey building constructed and completed alongside the Muntinlupa National High School, in a two hectare site in the NBP Reservation Compound, Poblacion, Muntinlupa City.
 - 8.9 Upon his assumption of office in 1998, Mayor Jaime R. Fresnedi had education as a priority in the Eight Point Program of his Administration. Tertiary Education was extended to everyone, especially, to the marginalized sector. In 2002, the Main Building was completed to house the library and Auditorium and to provide additional classrooms in its third and fourth floors. The new Main Building further enhanced the ability of the Muntinlupa Polytechnic College to produce highly educated young residents who would eventually contribute to the development of themselves, their loved ones and the City of Muntinlupa.

THE CONVERSION OF THE MUNTINLUPA POLYTECHNIC COLLEGE (MPC) TO A LOCAL UNIVERSITY

- 9.1 Former Dean Enrico Vibar led the movement to convert the Muntinlupa Polytechnic College into a local university. Atty. Raul R. Corro, then Councilor and Chairman of the Committee on Education, during the 67th session, sponsored City Ordinance No. 03-089 converting the Muntinlupa Polytechnic College to Pamantasan ng Lungsod ng Muntinlupa (PLMun) in March, 2003.
- 9.2 The Pamantasan ng Lungsod ng Muntinlupa has three buildings: the Main Building, the Annex Building and the Administration Building.
- 9.3 The PLMun has attained accreditation from ALCUCOA (Association of Local Colleges and Universities Commission on Accreditation) for the following curriculum programs:
 - 9.3.1 In 2014,
 - 9.3.1.1 Bachelor of Science in Criminology - Level III
 - 9.3.1.2 Bachelor of Science in Psychology - Level II
 - 9.3.1.3 Bachelor of Science in Business Administration - Level II
 - 9.3.1.4 Bachelor of Elementary Education - Level II
 - 9.3.1.5 Bachelor of Secondary Education - Level II
 - 9.3.1.6 Bachelor of Science in Information Technology - Candidate Status
 - 9.3.2 In 2015,
 - 9.3.2.1 Bachelor of Science in Information and Technology - Level 1
 - 9.3.2.2 Bachelor of Science in Accountancy - Candidate Status
 - 9.3.2.3 Bachelor of Arts in Political Science - Candidate Status
 - 9.3.2.4 Bachelor of Arts in Communication - Candidate Status
 - 9.3.2.5 Bachelor of Science in Computer Science - Candidate Status
- 9.4 As Education Mayor, during his term (1997—2006), Mayor Jaime R. Fresnedi and the City Council approved the Iskolar ng Bayan Ordinance No. 98-008. Seeing the need to sustain empowerment among young Muntinlupenos, the 7th Sangguniang Panglungsod passed a resolution to increase student financial assistance, hence Honorable Mayor Jaime R. Fresnedi, passed a decree on October 13, 2013, creating Ordinance No.13-010 which provided for even more incentives for scholars.
- 9.5 The Board of Regents and management are continuously making sure that the PLMun and its faculty provide quality and relevant education that would produce graduates who are creative, productive, socially responsible and locally and globally competitive.

10. THE PLMUN SEAL

- 10.2 The University Seal of the PLMun is the most visible identification mark of the University. Patterned after the official Seal of the City of Muntinlupa, the Torch symbolizes the role of education in the attainment of the City's Vision: To make Muntinlupa the Premiere Emerald City of the 21st Century.

11. PAMANTASAN NG LUNGSOD NG MUNTINLUPA

- 11.1 The name "Pamantasan ng Lungsod ng Muntinlupa" in bold Arial font serves as a border around the outer portion of the seal.

12. TORCH

- 12.1 The Torch reflects the objective of education: to enlighten the students; and to provide them with the intellectual nurture that draws them away from the elements of destruction.

13. THE BAMBOO IN THE SEAL

- 13.1 The Bamboo around the seal projects the resiliency of the Pamantasan ng Lungsod ng Muntinlupa (PLMun) students to the challenges of the times. The bamboo signifies the endurance and the capability of the PLMun students to overcome trials and emerge victorious in life.

14. LAKAS TALINO AT BUHAY

- 14.1 Lifted from the lyrics of the City's official anthem, the City of Muntinlupa March, Lakas, Talino at Buhay are the three main objectives which indicate the University's vision and mission.

15. 1991 – 2003

- 15.1 The year 1991 marks the time when the Pamantasan ng Lungsod ng Muntinlupa (PLMun) was established, while the year 2003 indicates the time when the Pamantasan ng Lungsod ng Muntinlupa (PLMun), then Muntinlupa Polytechnic College (MPC), acquired its University status.

16. THE PHILIPPINE FLAG

- 16.1 The flag that provides the background of the Torch draws the Pamantasan ng Lungsod ng Muntinlupa (PLMun) into the reality that it is a part of the Republic of the Philippines and the City Government of Muntinlupa. The Torch scintillates and marks its effects on all areas affected by its radiance. Like education, the University views its significance in the process of nation building.

17. THE NINE STARS

- 17.1 The nine (9) stars represent the nine (9) barangays of the City of Muntinlupa, namely: Tunasan, Poblacion, Putatan, and Bayanan for District I and Alabang, Cupang, Buli, Sucat and Ayala Alabang for District II.

18. THE UNIVERSITY COLOR

- 18.1 [The Pamantasan ng Lungsod ng Muntinlupa \(PLMun\) established bamboo green as its official University color.](#)

19. PHILOSOPHY OF THE PAMANTASAN NG LUNGSOD NG MUNTINLUPA (PLMun)

- 19.1 Imbued with the provision of the 1987 Constitution which mandates the State to give priority to education, science, technology, culture and the arts, the Pamantasan ng Lungsod ng Muntinlupa (PLMun) premised its philosophy on the rationale of establishing an educational institution in the tertiary level which reflects on the mandated provisions.
- 19.2 The Pamantasan ng Lungsod ng Muntinlupa (PLMun) aims to promote intellectual growth, to initiate the advancement of learning and research, to develop responsible and effective leaders, to create esteemed professionals, to enrich the country's historical and cultural heritage, to provide quality education for the Muntinlupenos, primarily, and to prepare them to meet the demands of the global market, thus, enabling them to become responsible and employable [and/or entrepreneurial](#) citizens.
- 19.3 As a learning institution, Pamantasan ng Lungsod ng Muntinlupa's educational paradigm of curricular programs shows values, academic and technical-orientation aimed at cultivating the mind, spirit and body in the service of God, the country and the community.

20. PLMUN VISION STATEMENT

- 20.1 A dynamic and highly competitive Higher Education Institution (HEI) committed to people empowerment towards building a humane society.

21. PLMUN MISSION STATEMENT

- 21.1 To provide quality, affordable and relevant education responsive to the changing needs of the local and global communities through effective and efficient integration of instruction, research and extension; to develop productive and God-loving individuals in society.

22. GOALS

- 22.1 To contribute a dynamic and harmonious relationship to the global community.
- 22.2 To effectively provide the job market with ethical professionals.
- 22.3 To pursue research activities supportive of the stakeholders' needs and community development.
- 22.4 To guarantee an equitable access to learning adaptive to the demands of industry.

CORE VALUES

- 23.1 [Sense of Righteousness](#)
- 23.2 [Sense of Pride](#)
- 23.3 [Sense of Ownership](#)
- 23.4 [Sense of Urgency](#)

23.5 Culture of Excellence

24. THE ORGANIZATION

- 24.1 The BOARD OF REGENTS (BOR) is the governing body of the Pamantasan ng Lungsod ng Muntinlupa (PLMun). It formulates and implements policies deemed necessary for the administration and development of the Institution. The Mayor of the City of Muntinlupa, as Chairperson, presides over meetings of the Board of Regents (BOR).
- 24.2 The PRESIDENT of the University is the Chief Executive Officer (CEO) of the Institution. She manages the resources of the University and directs its activities. She is responsible for the attainment of the vision, mission and goals of the University.
- 24.3 The VICE PRESIDENT FOR ACADEMIC AFFAIRS supervises the teaching personnel and the academic programs of the University. She conducts curricular revision to set changes that respond to the needs of education, the community, government, business and industry.
- 24.4 The VICE PRESIDENT FOR ADMINISTRATION AND FINANCE supervises the administrative personnel. He controls and coordinates tasks related to budget, finance and procurement.
- 24.5 The UNIVERSITY TREASURER takes charge of the safekeeping and releasing of funds as prescribed by law.
- 24.6 The DEAN of each college supervises the teaching personnel in implementing the academic programs and the co-curricular activities of the College.
- 24.7 The UNIVERSITY SECRETARY is the custodian of the University records. She assists the University President in the preparation of documents and reports needed in the Board of Regents' (BOR) meetings and in the formulation of administrative policies, rules and regulations.
- 24.8 The UNIVERSITY REGISTRAR keeps the records of students, sets and implements enrolment procedures in accordance with policies and standards set by the Board of Regents (BOR) and the Commission on Higher Education (CHED).
- 24.9 The UNIVERSITY LIBRARIAN supervises and maintains the operation of the University Library. He is responsible for the improvement of the Library and the Multi-media Center.
- 24.10 The SECURITY UNIT maintains peace and order. It ensures the safety of the students and employees. It oversees and protects University property. It implements security measures during academic and non-academic activities of the University and the colleges.
- 24.11 The COMMITTEE ON DECORUM AND INVESTIGATION (CODI) investigates cases forwarded by the following offices: the College, the Guidance Office and the Office of the Student Affairs. The results of the Committee investigation are forwarded to the Office of the University President for appropriate action.
- 24.12 The OFFICE FOR STUDENT AFFAIRS (OSA) supervises the academic and non-academic programs of the students. PLMun—OSA adopted CHED Memo No. 09 s. 2013 also known as *Enhanced Policies and Guidelines on Student Affairs and Services* in catering the PLMun student development and welfare services programs. With such, OSA has established the following sections:
- 24.12.1 Student Welfare Division (SWD)
- 24.12.1.1 Economic Enterprise Development Section - refers to those services and programs that would cater to the economic needs of students but not limited to cooperatives, entrepreneurial, IGPs, and savings.
- 24.12.1.2 Scholarship and Financial Assistance Section - identifies the needs of students and offers assistance to poor but deserving students
- 24.12.1.3 Student Handbook Development—designs and reviews student handbook and updates made into accessible formats (such as but not limited to electronic, large print, and media) for dissemination, information, and guidance of students and university stakeholders.
- 24.12.2 Guidance, Counseling and Placement Division (GCPD)
- 24.12.2.1 Guidance Section - identifies and monitors the problems of students and provides personal, educational and occupational.
- 24.12.2.2 Prefect/Student Discipline Section - implements the University rule and regulations governing student behavior.
- 24.12.2.3 Career & Job Placement Section - refers to the assistance provided for vocational and occupational fitness and employment.
- 24.12.2.4 Admission Section—administer the processing of the students entrance examination in collaboration with the Office of the University Registrar.
- 24.12.3 Student Development Program and Services Division (SDPS)
- 24.12.3.1 Cultural Affairs Section - engages students in the process of developing and enhancing their talents and abilities for the appreciation and preservation of culture.
- 24.12.3.2 Multi-Faith Section - refers to the provision of an environment conducive to the free expression of one's religious orientation.
- 24.12.3.3 Sports Section - provides programs designed for physical fitness and the wellness of the students.
- 24.12.3.4 Student Organizations Section - recognizes, supervises and monitors student groups, including the evaluation of their activities.
- 24.12.3.5 Student Publication Section - develops the skills of the students in writing. It upholds the practice of

press freedom among the students and the expression of ideas within the bounds of the University's Vision and Mission.

24.12.3.6 [Alumni Affairs Section](#) - fosters brotherhood and camaraderie among the graduates of the University

24.12.3.7 [University Student Council Organization](#) - is the highest student organization. The members of the University Student Council (USC) are duly elected by the entire student population to represent them officially in their Areas of concern. The president of the Council is the official representative of the student body to the Board of Regents (BOR).

24.12.4 Other Institutional Student Programs and Services - In addition with the above mentioned programs and services, OSA also provide supports to the following university services:

24.12.4.1 [Research, Monitoring, and Evaluation](#) - OSA supports the University in motivating students to engage in research related to student welfare and development. Likewise, OSA conducts research studies to develop intervention programs for enhanced development of students. OSA also draws a feedback mechanism on the effectiveness of Student Affairs and Services.

24.12.4.2 [Social and Community Involvement Programs](#)—OSA supports the PLMun student organization to get engage in community projects as part of their shared community responsibility.

24.12.4.3 [Food Services](#)—OSA supports the monitoring of the adequate, safe and healthful food within the University and immediate vicinity in accordance with the food, safety and sanitation guidelines of the City Department of Health.

24.12.4.4 [Health Services](#) - OSA supports the provision of primary health care and wellness program of the University among the students.

24.12.4.5 [Safety and Security Services](#)—OSA supports the University provision of a safe and secure environment for the students by providing environment awareness programs

24.12.4.6 [Services for Students with Special Needs](#)—OSA designs programs and activities that promote equal opportunities among persons with disabilities (PWDs), solo parents, indigenous peoples and the like.

25. COLLEGES AND COURSES OFFERED:

- 25.1 Graduate Studies
 - 25.1.1 Master in Business Administration
 - 25.1.2 Master of Arts in Education, major in Educational Management
 - 25.1.3 Master of Arts in Education, major in Guidance and Counseling
 - 25.1.4 Master in Security and Correctional Administration
- 25.2 College of Arts and Sciences (CAS)
 - 25.2.1 Bachelor of Arts in Communication
 - 25.2.2 Bachelor of Arts in Political Science
 - 25.2.3 Bachelor of Science in Psychology
- 25.3 College of Business Administration (CBA)
 - 25.3.1 Bachelor of Science in Business Administration
 - 25.3.1.1 Major in Human Resource Development Management
 - 25.3.1.2 Major in Marketing Management
 - 25.3.1.3 Major in Operations Management
 - 25.3.2 Bachelor of Science in Accountancy
- 25.4 College of Criminal Justice (CCJ)
 - 25.4.1 Bachelor of Science in Criminology
- 25.5 College of Information Technology and Computer Studies (CITCS)
 - 25.5.1 Bachelor of Science in Computer Science
 - 25.5.2 Bachelor of Science in Information Technology
 - 25.5.3 Associate in Computer Technology
- 25.6 College of Teacher Education (CTE)
 - 25.6.1 [Bachelor of Elementary Education \(BEEd\)](#)
 - 25.6.1.1 [General Elementary Education](#)
 - 25.6.1.2 [Early Childhood Education \(ECED\)](#)
 - 25.6.1.3 [Special Education \(SPED\)](#)
 - 25.6.2 [Bachelor of Secondary Education \(BSEd\)](#)
 - 25.6.2.1 [Major in Biological Science](#)
 - 25.6.2.2 [Major in English](#)
 - 25.6.2.3 [Major in Filipino](#)
 - 25.6.2.4 [Major in Mathematics](#)
 - 25.6.2.5 [Major in Social Science](#)
 - 25.6.2.6 [Major in Music, Arts Physical Education and Health \(MAPEH\)](#)
 - 25.6.3 [Special Programs \(Certificate/Diploma Courses in Teacher Education\)](#)
 - 25.6.3.1 [Certificate/Diploma in Teaching Program \(TP\)](#)

- 25.6.3.2 Certificate/Diploma in Early Childhood Education (ECED)
- 25.6.3.3 Certificate/Diploma in Special Education (SPED)
- 25.6.3.4 Certificate/Diploma in General Elementary Education (GEED)
- 25.6.3.5 Certificate/Diploma in English Language Teaching (ELT)
- 25.6.3.6 Certificate/Diploma in Mathematics Teaching (MT)
- 25.6.3.7 Certificate in Science Teaching (ST)
- 25.6.3.8 Certificate/Diploma in MAPEH Education (ME)
- 25.6.3.9 Certificate/Diploma in Social Science Teaching (SST)
- 25.6.3.10 Sertipiko/Diploma sa Pagtuturo ng Filipino (PF)
- 25.6.4 Review Program for Board Licensure Examination for Professional Teachers (BLEPT)

26. SECTION I: ADMISSION REQUIREMENTS AND PROCEDURE OF ENROLLMENT

26.1 ADMISSION

- 26.1.1 Admission Requirements and Procedures for Freshmen of Public and Private High Schools of Muntinlupa
 - 26.1.1.1 Submit to **OUR** (Office of the University Registrar) the following:
 - 26.1.1.1.1 Form 138 or 137 (at least with 2nd grading period)
 - 26.1.1.1.2 Brgy. clearance
 - 26.1.1.1.3 Parents voter's I.D.
 - 26.1.1.1.4 Birth certificate (NSO/LCR)
 - 26.1.1.1.5 2X2 Pictures 2 pieces (with name/white background)
 - 26.1.1.2 Procedure:
 - 26.1.1.2.1 Fill out the admission/examination permit form
 - 26.1.1.2.2 Pay Php200 to the Accounting Office then submit the OR back to Guidance Division.
 - 26.1.1.2.3 Get examination schedule
 - 26.1.1.2.4 On testing date, please present test permit and receipt
 - 26.1.1.2.5 Wait for the posting of exam result posted in PLMun website (www.plmun.edu.ph)
 - 26.1.1.2.6 Passers must secure and fill-out the Cumulative Record Form (CRF) from Guidance Division.
 - 26.1.1.2.7 Get schedule of college interview from Guidance Division.
 - 26.1.1.2.8 After the college interview, the accepted applicants must return the CRF to Guidance Division and get the enrollment requirements and schedule.
- 26.1.2 Admission Requirements and Procedures for Non-Muntinlupa Residents
 - 26.1.2.1 Submit to OUR the following:
 - 26.1.2.1.1 Form 138 or 137
 - 26.1.2.1.2 Barangay Clearance (optional for non-Muntinlupa residents)
 - 26.1.2.1.3 Parents Voter's I.D. (optional for non-Muntinlupa residents)
 - 26.1.2.1.4 Birth Certificate (NSO/LCR)
 - 26.1.2.1.5 2X2 Pictures 2 pieces (with name/white background)
 - 26.1.2.2 Procedure:
 - 26.1.2.2.1 Fill out the Admission/Examination Permit Form.
 - 26.1.2.2.2 Pay Php200 to the Accounting Office then submit the O.R to Guidance Division.
 - 26.1.2.2.3 Get Examination Schedule.
 - 26.1.2.2.4 Present test permit and receipt on the testing date
 - 26.1.2.2.5 Wait for the Posting of Exam Result posted in PLMun website (www.plmun.edu.ph)
 - 26.1.2.2.6 Passers must secure and fill-out the Cumulative Record Form (CRF) from Guidance Division.
 - 26.1.2.2.7 Get Schedule of College Interview from Guidance Division
 - 26.1.2.2.8 After the college interview, accepted applicants must return the CRF to Guidance Division and get Enrollment Requirements and Schedule.
- 26.1.3 Admission Procedures for Returnee Students
 - 26.1.3.1 Secure clearance form from OUR
 - 26.1.3.2 Report to your college for advising and encoding of subjects
 - 26.1.3.3 Pay to the cashier
 - 26.1.3.4 Bring OR to OUR for COM (Certificate of Matriculation)
 - 26.1.3.5 Photocopy of NSO Marriage Contract (if recently married)
- 26.1.4 Admission Requirements for Foreign Students
 - 26.1.4.1 Foreign students shall be admitted to PLMun subject to existing regulations of the Commission on Higher Education (CHED). Other requirements are:
 - 26.1.4.1.1 Student Visa (9-F Visa)
 - 26.1.4.1.2 Letter of Acceptance from the College of His Choice (original and photocopy)
 - 26.1.4.1.3 Affidavit of Support
 - 26.1.4.1.4 Latest Passport
 - 26.1.4.1.5 Authenticated Birth Certificate (original and photocopy)

- 26.1.4.1.6 Three (3) Copies of IIR
- 26.1.4.1.7 English Proficiency Test for Non-Native English Speaker Applicants (TOEFL, IELTS, or any International English Test)
- 26.1.4.1.8 CHED Permit to Study
- 26.1.4.1.9 Alien Certificate of Registration (ACR)
- 26.1.4.1.10 Immigration Certificate of Registration (ICR)
- 26.1.4.1.11 Acceptance and Foreign Fee per Semester as per CHED Order No.24 s. 1989
- 26.1.4.1.12 Photocopy of NSO Marriage Contract or similar document (if married)
- 26.1.5 Admission Requirements for Graduate Studies Students
 - 26.1.5.1 Transcript of Records (TOR) of Bachelor's Degree or MA Degree Units (original and photocopy) with computed Grade Point Average (GPA) of 85% / 2.00 / B or better.
 - 26.1.5.2 For Master of Arts in Education (MAEd) degree, 18 units of Education (Certificate in Teaching Program), if a Non-Education Graduate
 - 26.1.5.3 Certificate of Teaching Experience
 - 26.1.5.4 Payment of the Entrance Examination fee of P 500.00 to the University Cashier.
 - 26.1.5.5 Result of the Graduate College Admission Test (GCAT).
 - 26.1.5.6 Photocopy of NSO Birth Certificate.
 - 26.1.5.7 Certificate of Good Moral Character
 - 26.1.5.8 Two (2) 2x2 Colored ID Pictures
 - 26.1.5.9 Personal Interview
 - 26.1.5.10 Photocopy of NSO Marriage Contract (if married)
- 26.2 ENROLLMENT
 - 26.2.1 Enrollment Requirements and Procedures for Freshmen
 - 26.2.1.1 Submit the following documents to OUR
 - 26.2.1.1.1 Original and two (2) photocopies of Good Moral Certificate
 - 26.2.1.1.2 Two(2) photocopies of Birth Certificate (note: bring the original for verification purposes)
 - 26.2.1.1.3 Original Form 137 or 138
 - 26.2.1.1.4 Result of Drug Test (photocopy)
 - 26.2.1.1.5 Original Barangay Clearance
 - 26.2.1.1.6 Photocopy of Parent's voter's ID (for Muntinlupa residents)
 - 26.2.1.1.7 Photocopy of NSO Marriage Contract (if married)
 - 26.2.1.1.8 Two (2) pieces 2X2 Pictures with white background
 - 26.2.1.1.9 Three (3) pieces 1X1 Pictures with white background
 - 26.2.1.1.10 One (1) long brown envelope and one (1) long white folder
 - 26.2.1.1.11 Medical Assessment from the University Clinic and X-Ray from Osmun (Medical history and present illness)
 - 26.2.1.2 Procedure
 - 26.2.1.2.1 Get student number, encoded subjects, and have your photo taken from OUR
 - 26.2.1.2.2 Pay the encoded subjects at the Accounting Office (ground floor)
 - 26.2.1.2.3 Present payment receipt to OUR and get the Certificate of Matriculation (C.O.M.)
 - 26.2.1.2.4 Present your C.O.M. to the instructor on the first day of classes.
 - 26.2.1.2.5 FOR OLD STUDENTS:
 - 26.2.1.2.5.1 Proceed to your respective colleges
 - 26.2.1.2.5.2 Get the pre-enrollment slip from the enrollment adviser of the College and proceed to the Dean's Office for encoding of subjects.
 - 26.2.1.2.5.3 Pay the encoded subjects at the Accounting Office (ground floor) Present payment receipt to Registrar's Office and get the Certificate of Matriculation (C.O.M.)
 - 26.2.1.2.5.4 Present your C.O.M. to the instructor on the first day of classes.
 - 26.2.2 Enrollment Requirements and Procedures for Transferees
 - 26.2.2.1 Submit TOR and Honorable Dismissal to the OUR
 - 26.2.2.2 Proceed to OUR's Evaluator
 - 26.2.2.3 Secure Student Number from the Evaluator
 - 26.2.2.4 Proceed to your respective colleges
 - 26.2.2.5 Get the pre-enrollment slip from the enrollment adviser of the College and proceed to the Dean's Office for the encoding of subjects
 - 26.2.2.6 Pay the encoded subjects at the Accounting Office (ground floor)
 - 26.2.2.7 Present payment receipt to OUR and get the Certificate of Matriculation (C.O.M.)
 - 26.2.2.8 Present your C.O.M. to the instructor on the first day of classes.
 - 26.2.3 Enrollment Policy
 - 26.2.3.1 Enrollment is always on a semestral basis. The enrolment schedule follows the dates in the Academic

- Calendar issued by the University Registrar's Office.
- 26.2.3.2 Only duly registered/officially enrolled students with Certificate of Matriculation (COM) will be included in the Master List of Students and will be allowed to attend classes. The Registrar's Office will furnish the instructors/professors with a copy of the Master List and will submit the same to the Commission on Higher Education (CHED).
- 26.2.3.3 Students are given ten (10) working days, after the encoding of subjects to settle their accounts, to be included in the Master List which will be submitted to the Commission on Higher Education (CHED).
- 26.2.3.4 Students must have the proof of their machine validated payments in their Certificate of Matriculation (COM).
- 26.2.3.5 Students who will not push through with their studies are entitled to a refund of part of their tuition fee:
 - 26.2.3.5.1 70% withdraws within 1st week
 - 26.2.3.5.2 50% withdraws within 2nd week

27. SECTION II: STUDENT ACADEMIC LOAD

- 27.1 The semestral load of a regular student shall be based on the number of academic load (units) prescribed in the program of study of each college.
 - 27.1.1 Subject Adjustment
 - 27.1.1.1 Adding of subject/s
 - 27.1.1.1.1 The College shall take care of the adding of subject/s. It shall be done during the enrolment period only.
 - 27.1.1.2 Dropping of subject/s
 - 27.1.1.2.1 Dropping of subject is allowed only until two (2) weeks after the start of classes.
 - 27.1.1.3 Authorized Withdrawal
 - 27.1.1.3.1 An authorized withdrawal (AW) is allowed three (3) weeks after the opening of classes up to one (1) week before the midterm.
 - 27.1.1.4 No credit shall be given to any subject taken but not listed in the Certificate of Matriculation (C.O.M.). Withdrawal/adding/dropping of subject/s has to be approved and uploaded by the College Dean and shall be validated by the Registrar's Office, otherwise, the student fails in the subject/s.)
 - 27.1.1.5 Graduating students shall be allowed to add six (6) more units to their regular load.
 - 27.1.1.6 The Grade Point Average (GPA) of the concluded semester shall be released free of charge in the first printing provided the grades are complete.
 - 27.1.1.7 An Incomplete grade must be completed within a year. Failure to do so means an automatic failure or a grade of 5.0
 - 27.1.1.8 A student may enroll during the summer term to catch up with the regular students. The summer term is designed for those who are:
 - 27.1.1.8.1 Graduating students (allowed to take a maximum of 9 units)
 - 27.1.1.8.2 Changing courses or field of specialization
 - 27.1.1.8.3 Repeating subjects due to the retention policy of the College
 - 27.1.1.8.4 Going on leave or have gone on leave or withdrawn from the class during the semester
 - 27.1.1.8.5 Cross-enrollees from other schools
 - 27.2 A student may be allowed to transfer to another class only with the approval of the College Dean who shall advise the University Registrar for official recording.
 - 27.3 The evaluation of academic subjects for graduating students shall start in July.

28. SECTION III: WITHDRAWAL, ADDING AND DROPPING OF A SUBJECT

- 28.1 A student may officially drop or add a subject enrolled during the semester not later than two weeks after the start of classes.
- 28.2 Upon payment he must secure a form from the Registrar's office and have it signed by the instructor/ dean to be submitted to the registrar for approval.
- 28.3 Students may add or drop a maximum of two subjects only for the current semester.
- 28.4 Dropping a subject without official approval will result to a failing grade.
- 28.5 Transfer to another class may be allowed only with the approval of the college dean, who shall advise the University Registrar's Office for official recording.
- 28.6 No substitution shall be allowed for major and required subjects prescribed in the curriculum where the students failed, except when the prescribe subject is substantially similar with the required subject.
- 28.7 Substitution of subjects may be authorized if the curriculum has been superseded by a new one and the substitution brings the old curriculum in line with the new one.
- 28.8 The students shall follow the curriculum he/she enrolled in first year.

29. SECTION IV: CLASSIFICATION OF STUDENTS

- 29.1 Based on the Academic Load
 - 29.1.1 Regular student – a student who is registered for formal academic credits and carries the required full load in his curriculum during a given semester.

- 29.1.2 Irregular student – a student who is registered for formal credits but carries less than the required full load in his curriculum during a given semester.
- 29.1.3 Working Students - Students who have submitted a copy of their Certificate of present employment and who are allowed to enroll in only 15 units per semester.
- 29.2 Based on the Year Level
 - 29.2.1 Freshman – a student who is enrolled in the First Year curriculum, or one who has not completed the prescribed subjects of the First Year curriculum, or one who has completed only 25% of the total number of units required for the entire course.
 - 29.2.2 Sophomore – a student who is enrolled in the Second Year curriculum or one who has satisfactorily completed the prescribed subjects in the First Year curriculum or one who has completed more than 25% but less than 50% of the total number of units required for the entire course.
 - 29.2.3 Junior – a student who is enrolled in the Third Year curriculum, or one who has completed the prescribed subjects of the First Year and Second Year curricula or one who has finished more than 50% but less than 75% of the total number of units required for the entire course.
 - 29.2.4 Senior – a student who is enrolled in the Fourth Year curriculum, or one who has completed the prescribed subjects of the curricula of the First, Second, and Third Year levels or has completed 75% or more of the total number of units required for the entire course.
- 29.3 Based on the Admission Status
 - 29.3.1 Beginning freshman – a student who is admitted after passing the Entrance Test and not enrolled in any academic College subject prior to their enrolment in the University and has submitted to the Guidance Office and the Registrar's Office all the documents required for formal admission.
 - 29.3.2 Returning Student (Returnee) – a student is considered for readmission depending on his/her previous scholastic performance and the availability of slots; must have complied with all the requirements for re-admission.
 - 29.3.3 Transferee – a student is admitted for an available slot; he/she must have completed studies for one school year; should have submitted satisfactory evidence of their good conduct and academic standing from his/her former school; and they should fulfill all the other requirements of the University.
 - 29.3.4 Transferees will not be accepted if:
 - 29.3.4.1 They have transferred more than once;
 - 29.3.4.2 They have been refused admission for reason from their former school
 - 29.3.4.3 They have failed, dropped any subject, or obtained an incomplete grade.
 - 29.3.5 Reenrolling Baccalaureate Degree Holder –a student who may be admitted to a post baccalaureate program or any other special program of the University depending on the availability of slots and the approval of the University Dean.
 - 29.3.6 Cross Registered - Students who are enrolled in a course offered by any of the colleges.
 - 29.3.6.1 Within the University
 - 29.3.6.1.1 No student shall enroll in another college without the permission of the Dean of the College where the student is presently enrolled.
 - 29.3.6.2 From Another Institution
 - 29.3.6.2.1 No student enrolled in another institution shall be admitted to the University without a written permit from the Registrar of the institution where the student is presently enrolled.
 - 29.3.6.2.2 The permit shall indicate the total number of units and the course description of the subjects that the student has to take in the University.
 - 29.3.6.2.3 The University shall not credit any subject taken by an enrollee from another school unless recommended and approved by the Dean of the College of the school where the student is enrolled in.
 - 29.3.6.2.4 The authorization shall be in writing to be recorded by the University Registrar or by his authorized representative, and shall specifically describe the subjects authorized for enrolment.

30. SECTION V: FEES AND PAYMENTS

- 30.1 Schedule of Payments of Tuition Fees (Installment)
 - 30.1.1 Undergraduate
 - 30.1.1.1 Upon Enrolment ----- 40% of total fees
 - 30.1.1.2 Midterm Exam ----- 30%
 - 30.1.1.3 Final Exam ----- 30%
 - 30.1.2 Graduate School
 - 30.1.2.1 Upon Enrollment ----- 40% of tuition fee, registration and other fees
 - 30.1.2.2 Midterm Exam ----- 30%
 - 30.1.2.3 Finals Exam ----- 30%
 - 30.1.3 Proof of payments should be machine validated and indicated on the student's Certificate of Matriculation (C.O.M.)
 - 30.1.3.1 Refund
 - 30.1.3.1.1 Students are entitled to a refund of their tuition fee only in accordance with the following schedule :

- 30.1.3.1.1.1 70% -- Within one week after the opening of classes
- 30.1.3.1.1.2 50% -- Within two weeks after the opening of classes
- 30.1.3.1.1.3 No refund of tuition fee shall be allowed three weeks after the opening of classes.
- 30.1.3.1.2 Students may request a refund even after the duration of three (3) weeks after the opening of classes on account of the following:
 - 30.1.3.1.2.1 Illness duly certified by a government physician
 - 30.1.3.1.2.2 Dissolution of a class
 - 30.1.3.1.2.3 Parents/guardians listed in the Individual Inventory Record (IIR) may request for a refund in case of the death of the student during the semester.
- 30.2 Tutorial Class Fees
 - 30.2.1 Student may request opening of subject on tutorial basis, if not regularly offered by PLMun during the semester.
 - 30.2.2 Tutorial rate is Php3,000.00/subject/student and may decrease as the number of Students increases but not more than fourteen(14) students.
 - 30.2.3 If the number of students exceeds fourteen(14), the subject is to be considered as Regular class and therefore regular tuition fee rate shall be applied.
- 30.3 Undergraduate Thesis (Effective A.Y. 2016-2017 onwards)
 - 30.3.1 Fees for the Thesis Proposal Defense
 - 30.3.1.1 Adviser Php 300.00
 - 30.3.1.2 Chair 200.00
 - 30.3.1.3 Panelist 1 200.00
 - 30.3.1.4 Panelist 2 200.00
 - 30.3.2 Fees for the Thesis Final Defense
 - 30.3.2.1 Adviser Php 700.00
 - 30.3.2.2 Chair 200.00
 - 30.3.2.3 Panelist 1 200.00
 - 30.3.2.4 Panelist 2 200.00
 - 30.3.2.5 Statistician 350.00(optional)

31. SECTION VI: SCHOLARSHIPS AND FINANCIAL AID

- 31.1 Entrance Scholarships
 - 31.1.1 Valedictorians of Public and Private High Schools are entitled to a full tuition fee exemption during the first semester of the First Year.
 - 31.1.2 Salutatorians of Public and Private High Schools are entitled to a partial tuition fee exemption of 50% during the first semester of the First Year.
 - 31.1.3 As a policy, both valedictorians and salutatorians are exempted from taking the entrance examination.
 - 31.1.4 Summa Cum Laude graduates of a Bachelor's Degree from the Pamantasan ng Lungsod ng Muntinlupa (PLMun) who wish to enroll in another degree are exempted from payment of the basic tuition fees for two (2) semesters.
 - 31.1.5 Magna Cum Laude graduates of a Bachelor's Degree from the Pamantasan ng Lungsod ng Muntinlupa (PLMun) who wish to enroll in another degree are exempted from payment of the basic tuition fees for one (1) semester.
 - 31.1.6 Cum Laude graduates of a Bachelor's Degree from the Pamantasan ng Lungsod ng Muntinlupa (PLMun) who wish to enroll in another degree are entitled to a 50% tuition fee discount for one (1) semester.
- 31.2 Iskolar ng Bayan Scholarship Program
 - 31.2.1 The Iskolar ng Bayan Scholarship Program was established by virtue of City Ordinance Numbers 98-08, 98-008, 08-042, 08-061, 09-096, and 13-010 or "AN ORDINANCE AMENDING ORDINANCE NO.08042, OTHERWISE KNOWN AS THE "ISKOLAR NG BAYAN PROGRAM", PROVIDING FOR ADDITIONAL INCENTIVES TO THE SCHOLARS AND FOR OTHER PURPOSES." These ordinances provide free college education and incentives at the Pamantasan ng Lungsod ng Muntinlupa (PLMun).
 - 31.2.1.1 Entry Requirements of Iskolar ng Bayan
 - 31.2.1.1.1 First Year Students
 - 31.2.1.1.1.1 Graduate of Public High Schools in Muntinlupa are prioritized for admission. However, graduates of Private High Schools may only be considered if slots are available.
 - 31.2.1.1.1.2 Passed University Entrance Examination
 - 31.2.1.1.1.3 Residents of Muntinlupa City as certified by the Chairman of the Barangay or District Councilor.
 - 31.2.1.2 Documentary Requirements
 - 31.2.1.2.1 Barangay Clearance
 - 31.2.1.2.2 Form 137
 - 31.2.1.2.3 Income Tax Return (ITR) of parents, if working or Sworn Statement of non-payment, if not working
 - 31.2.1.2.4 Sworn Statement of Parents, if non-payers of income tax

- 31.2.1.2.5 Billing Statement (Electric and Water bills)
- 31.2.1.2.6 Certificate of good moral character;
- 31.2.1.3 Qualification
 - 31.2.1.3.1 First Coverage: First Year students only:
 - 31.2.1.3.1.1 Students and parents are residents of the City of Muntinlupa
 - 31.2.1.3.1.2 Parents are registered voters of the City of Muntinlupa (with Barangay certification and voter's ID)
 - 31.2.1.3.1.3 Students are graduates of the Public High Schools of Muntinlupa
 - 31.2.1.3.1.4 Students must take a profiling, fitting-in and Placement examination according to PLMun standards;
 - 31.2.1.3.2 Second Coverage: Second to Fourth Year students:
 - 31.2.1.3.2.1 Must have a GPA of 2.5 or higher;
 - 31.2.1.3.2.2 Students must have no failing grade in the First Year of studies;
 - 31.2.1.3.2.3 Students must not have dropped any subject during the First Year of studies;
 - 31.2.1.3.2.4 Students must not have an Incomplete grade in the First Year of studies.
- 31.2.2 Benefits
 - 31.2.2.1 First Coverage: First Year students only
 - 31.2.2.1.1 Honor graduates of public HS of Muntinlupa
 - 31.2.2.1.2 free matriculation fees (exclusive of misc. fees)
 - 31.2.2.1.3 incentive allowance upon enrollment as follows:
 - 31.2.2.1.3.1 valedictorian – Php10,000 for two semesters
 - 31.2.2.1.3.2 salutatorian – Php7,500 for two semesters
 - 31.2.2.1.3.3 1st -3rd honorable mention – Php5,000 for 2 semesters
 - 31.2.2.1.3.4 incoming 1st Year Students with GPA of 85% or higher
 - 31.2.2.1.3.4.1 free matriculation fees (exclusive of misc. fees)
 - 31.2.2.1.3.4.2 incentive allowances of Php3,000 for Two (2) semesters upon enrollment
 - 31.2.2.1.3.5 Other incoming 1st year students
 - 31.2.2.1.3.5.1 free matriculation fees (exclusive of misc. fees)
 - 31.2.2.2 Second Coverage: Second to Fourth Year students:
 - 31.2.2.2.1 Must have a GPA of 1.75 or higher – University scholar
 - 31.2.2.2.2 free matriculation fees per semester (exclusive of misc. fees)
 - 31.2.2.2.3 Php1000 book allowance per semester
 - 31.2.2.2.4 Php1000 uniform allowance per semester
 - 31.2.2.2.5 Php1000 transportation allowance per semester
 - 31.2.2.3 GPA of 1.75 to 2.50 – College Scholar
 - 31.2.2.3.1 Free matriculation fees per semester (exclusive of misc. fees)
- 31.3 Government Scholarship Grant under the New Local Government Code of 1991, providing "Free College Education to Barangay Officials and their Legitimate Dependents."
 - 31.3.1 Clientele – Brgy. Officials
 - 31.3.1.1 Punong Barangay
 - 31.3.1.2 Seven (7) Sangguniang Barangay Members
 - 31.3.1.3 Barangay Secretary
 - 31.3.1.4 Barangay Treasurer
 - 31.3.1.5 Legitimate dependents of the Barangay Officials
 - 31.3.1.6 Sangguniang Kabataan (SK) Chairman and the SK Kagawad
 - 31.3.2 Entry Requirements
 - 31.3.2.1 Must be a legitimate child of the Barangay Official as certified by the Barangay Chairman and/or the President of the Association of the Barangay Chairman (ABC)
 - 31.3.2.2 Must be a High School Graduate
 - 31.3.2.3 Must have passed the Entrance Examination of the University
 - 31.3.2.4 Must be of Good Moral Character
 - 31.3.3 Documentary Requirements
 - 31.3.3.1 Certification from the Office of the Mayor that the applicant is a child of the Barangay Official
 - 31.3.3.2 Photocopy of NSO Birth Certificate
 - 31.3.3.3 High School Report Card
 - 31.3.3.4 Entrance Test Result or other documents required for admission
 - 31.3.3.5 Certificate of Good Moral Character from the High School attended
- 31.4 CHED Special Study Grant Program for Congressional Districts (CSSGP-CDs)

(Note: students should apply directly to CHED)

 - 31.4.1 Clientele
 - 31.4.1.1 Entering College Freshmen

- 31.4.1.2 Non-Freshmen
- 31.4.2 Entry Requirements
 - 31.4.2.1 Filipino Citizen
 - 31.4.2.2 Not more than 30 years of age at the time of application
 - 31.4.2.3 With parents/guardians having a gross annual income of not more than Php120,000.00
 - 31.4.2.4 No other scholarship/study grant
- 31.4.3 Documentary Requirements
 - 31.4.3.1 Latest BIR Income Tax Return of Parents/Guardians
 - 31.4.3.2 Form 138 (for freshmen)
 - 31.4.3.3 Report of rating of the last semester's attendance in College (General Point Average & Certificate of Matriculation)
 - 31.4.3.4 Certificate of live birth (NSO), good moral character and Physical Fitness
- 31.5 PLMun In-House Grantees (Tuition Fee only)
 - 31.5.1 Clientele
 - 31.5.1.1 PLMun Cultural Section 31.5.1.2 Sports and Athletics
 - 31.5.1.3 ROTC officers
 - 31.5.1.4 Student Publication
 - 31.5.1.4.1 Editor-in-Chief
 - 31.5.1.4.2 Editorial Staff
 - 31.5.1.5 USC Officers
 - 31.5.1.6 President of Major Organizations
 - 31.5.2 Requirements
 - 31.5.2.1 In-House Grantees must adhere to the policies of the Screening Committee of the Office for Student Affairs. They must also be able to satisfy the following requirements:
 - 31.5.2.1.1 A bona fide student of PLMun with a maximum load of 18 units
 - 31.5.2.1.2 Not a beneficiary of other scholarships.
 - 31.5.2.1.3 With parental consent.
 - 31.5.2.1.4 With a semestral medical clearance issued by a licensed physician from the Ospital ng Muntinlupa (OsMun)
 - 31.5.2.1.5 Have not been subjected to any disciplinary action.
 - 31.5.2.1.6 With screening results of the In Scholarship Committee.
 - 31.5.2.1.7 With pertinent documents such as General Point Average (GPA) and Certificate of Matriculation (COM) submitted to the Scholarship Coordinator a week after the enrollment period.
 - 31.5.2.1.8 Barangay Clearance.
 - 31.5.2.1.9 Passed the requirements or guidelines set by their respective organizations.
 - 31.5.3 Benefits
 - 31.5.3.1 Initial benefit of Fifty percent (50%) discount on Tuition Fees only.
 - 31.5.3.2 After evaluation, a hundred percent (100%) discount on Tuition Fee given upon recommendation of the adviser.
- 31.6 **Out-Sourced Scholarships** (Note: students may inquire about these scholarships with OSA)
 - 31.6.1 Iskolar ng Bayan Councilor's Scholarship
 - 31.6.2 How Good Foundation, Inc.
 - 31.6.3 P.D. 577 (Veteran's Beneficiaries)
 - 31.6.4 LCCK Foundation
 - 31.6.5 Charity First Foundation
 - 31.6.6 NOTE: Requirements for Out-Sourced Scholarship Grants are similar to the PLMun In-House Grant.
- 31.7 Resident Scholarship (Tuition fee only)
 - 31.7.1 Clientele
 - 31.7.1.1 Children, maximum of two (2) of PLMun Casual Employees with one(1) year residency
 - 31.7.2 Entry Requirements
 - 31.7.2.1 Muntinlupa resident/voter
 - 31.7.2.2 Not more than 21 years of age at the time of application
 - 31.7.2.3 No other scholarship/study grant
 - 31.7.3 Documentary Requirements
 - 31.7.3.1 Form 138 (for freshmen)

- 31.7.3.2 General Point Average & Certificate of Matriculation
- 31.7.3.3 Certificate of live birth (NSO)
- 31.7.3.4 Certificate of good moral character
- 31.7.3.5 Certificate of employment of the parent/guardian
- 31.7.3.6 Voter's ID or Certification from COMELEC
- 31.8 Scholarship Screening Committee
 - 31.8.1 To ensure quality in-house scholars, the Screening Committee shall exercise the following duties and responsibilities.
 - 31.8.1.1 Interview, approve, and recommend grantees.
 - 31.8.1.2 Review the performance and scholastic record of the grantees.
 - 31.8.1.3 Recommend the retention or removal of the grantee(s).
 - 31.8.1.4 Create and recommend policies, standards and guidelines for in-house scholarships
 - 31.8.1.5 Implement the approved, policies and guidelines.
 - 31.8.1.6 Meet at least twice every semester or as needed.
 - 31.8.1.7 Ensure quality In-House Scholars.
 - 31.8.1.8 Do other duties and responsibilities which may be assigned by the University Consultant/President.
 - 31.8.1.9 Its members are: OSA Director/[SWD Div. Head](#), Registrar, Deans or their representatives, [VPAA](#), USC President.
 - 31.8.1.10 GPA to maintain for all in-house scholars:
 - 31.8.1.10.1 Warden, USC, Major Organizations – 2.25
 - 31.8.1.10.2 Sports, Cultural, NSTP, ROTC – 2.5
 - 31.8.1.10.3 Deans Lister – 1.75

32. SECTION VII: ATTENDANCE

- 32.1 A student is considered officially enrolled if his name appears in the Master List provided by the Office of the University Registrar. Regular attendance and punctuality must be observed at all times. Attendance is also required in extracurricular activities.
 - 32.1.1 TARDINESS
 - 32.1.1.1 A student is considered late if he arrives after the:
 - 32.1.1.1.1 First 15 minutes of a one hour class.
 - 32.1.1.1.2 First 25 minutes of a one and half-hour class.
 - 32.1.1.1.3 First 30 minutes of a two hour class.
 - 32.1.1.1.4 First 45 minutes of a three hour class
 - 32.1.1.2 A student who arrives late for class after the time schedule indicated three times shall be given 1 full absent mark.
 - 32.1.1.3 Students may leave the classroom only after the:
 - 32.1.1.3.1 First 15 minutes of a one-hour class
 - 32.1.1.3.2 First 25 minutes of a one and half hour class
 - 32.1.1.3.3 First 30 minutes of a two-hour class
 - 32.1.1.3.4 First 45 minutes of a three-hour class
 - 32.1.2 ABSENCES
 - 32.1.2.1 Valid Absences
 - 32.1.2.1.1 An absence is considered valid when a student representing the college or institution in academic, athletic, cultural contests/presentations and activities within or outside as recommended by the Faculty/Chair/OSA and with the Dean's approval.
 - 32.1.2.1.2 A valid absence is not charged against the student and no grade deduction should apply.
 - 32.1.2.2 Invalid Absences
 - 32.1.2.2.1 Absence due to sickness duly certified by a doctor, Parent, or guardian are not considered valid absences. However, the faculty member should give a special consideration to absences due to sickness before giving the student a failing grade of 5.
 - 32.1.2.2.2 A student is held responsible for all lessons and assignments missed during his absence.
 - 32.1.2.3 Maximum Number of Absences
 - 32.1.2.3.1 The maximum number of absences allowed a student per semester is 20% of the number of class hours. For instance, 20% of 54 hours is 10.8 or 11 hours. A student is given a grade of 5.00 (Failed) if he incurs absences more than the allowed percentage of class hours.

33. SECTION VIII: GRADING SYSTEM

- 33.1 Grading System
 - 33.1.1 The grading system for the undergraduate students at the end of every semester is as follows:
 - 33.1.1.1 97-100 = 1.00 Passed A
 - 33.1.1.2 94-96 = 1.25 Passed A+
 - 33.1.1.3 91-93 = 1.50 Passed B+
 - 33.1.1.4 88-90 = 1.75 Passed B
 - 33.1.1.5 85-87 = 2.00 Passed B-

- 33.1.1.6 82-84 = 2.25 Passed C+
- 33.1.1.7 79-81 = 2.50 Passed C
- 33.1.1.8 76-78 = 2.75 Passed C-
- 33.1.1.9 75-74 = 3.00 Passed P
- 33.1.1.10 Conditional Failure = 4.00
- 33.1.1.11 INC = Incomplete
- 33.1.1.12 Authorized Withdrawal = AW (6)
- 33.1.1.13 Unauthorized Withdrawal = UW (9)
- 33.1.1.14 A student is marked Dropped if he followed the Dropping procedure prescribed by the Office of the Registrar.
- 33.1.1.15 A grade of 5.00 (Failed) is given for the following reasons:
 - 33.1.1.15.1 Inability to satisfy the minimum requirements of the subject/s
 - 33.1.1.15.2 Excessive absences
 - 33.1.1.15.3 Cheating

33.2 Change of Grade

33.2.1 A change of grade by the instructor/professor may be allowed only if there is an error in the computation of the final grade within the prevailing academic year. However, the change must be supported by the necessary documents, namely - the class record, the final examination paper and other related documents upon final approval of the VPAA.

33.2.2 Only grades in the academic courses are included in the computation of the semestral Grade Point Average (GPA).

33.3 Grade Point Average (GPA)

33.3.1 The semestral Grade Point Average (GPA) refers to the weighted average of grades during the semester, whereas, the Cumulative GPA refers to the weighted average of grades for all completed semesters.

33.4 The GPA may be obtained through the following procedures:

33.4.1 Multiply the credit units for each course to the corresponding grade point to get the equivalent points.

33.4.1.1 Add all the equivalent points; and

33.4.1.2 Divide the total equivalent points by the total number of semestral units, then round off to two (2) decimal places.

33.4.2 Example:

33.4.2.1 The GPA and the cumulative GPA are computed up to three (3) decimal places only. The third decimal place is automatically dropped after rounding off.

33.4.2.1.1 Subject-Code	Units	Grade	Equivalent Point
HIS102	3	1.50	4.50
ITE201	3	1.50	4.50
ENG201	3	1.50	4.50
ITS201	3	1.50	4.50
ITE202	3	1.25	3.75
ITT201	3	2.50	7.50
PED201	2	1.50	3.00
VED201	3	1.50	4.50
	23		36.75

33.4.3 Formula

$$33.4.2.3 \text{ GPA} = \frac{\text{TGP}}{\text{TCP}} = \frac{36.75}{23} = 1.60$$

33.4.4 All enrolled College Subjects

33.4.4.1 All college enrolled subjects and the corresponding grades obtained by the students at the Pamantasan ng Lungsod ng Muntinlupa (PLMun) or any other University/College shall be reflected in the Official Transcript of Records. All grades shall be considered in the computation of the overall GPA.

33.4.4.2 An Incomplete Grade (Inc) is given after two weeks of the last day of the final special examination schedule. If the grade of the student is not encoded on the grading sheets submitted by the professor/instructor to the Office of the University Registrar, the student must have failed to take the final examination and/or accomplish other tasks prescribed in the course.

33.4.4.3 Grades in the National Service Training Program (NSTP) are not included in the computation of the semestral/graduation honors and academic scholarship. However, the grades in this subject must be PASSED.

33.4.4.4 The preliminary and midterm grades shall be distributed /submitted by the faculty two (2) weeks after the major examination

33.4.4.5 Grades shall be distributed to the students every semester on a specified day, time and room as determined by the College Dean

33.4.4.6 In case of a discrepancy between the grade recorded on the grading sheet and the grade distributed to the student, the grade reflected on the grading sheet shall be considered official and final.

33.5 Credit Units

33.5.1 [Secure from the OUR \(Office of the University Registrar\) the Credit Units Form](#)

34. SECTION IX: RETENTION POLICIES

- 34.1 The Pamantasan ng Lungsod ng Muntinlupa (PLMun) encourages students to maintain a high standard of academic performance. A student who fails to meet with the standards of the University because of poor health, irregular attendance, financial constraints, poor academic performance and other personal reasons may be placed on probation or may be dismissed as the case may be.
- 34.2 The following are the guidelines in implementing the rules on probation and dismissal from the University:
- 34.2.1 Probation
- 34.2.1.1 A student, who obtains final grades of 5.00 in two (2) subjects at the end of the semester, shall be placed on probationary status upon the recommendation of the Dean. The probationary status shall be lifted only after the student is able to pass all the subjects in the succeeding semester.
- 34.2.1.2 A student who is placed under probation for two (2) successive semesters shall be advised to transfer. He may be admitted to another college of the University if he qualifies.
- 34.2.1.3 Third/Fourth year students who fail in two major courses/subjects are advised to change their field of specialization and to enroll in not more than eighteen (18) units.
- 34.2.2 Dismissal
- 34.2.2.1 At the end of the semester, a student who obtains final grades of 5 in 75% of the total number of his academic units shall be dismissed.
- 34.2.2.2 Failure in non-credit courses shall not be considered in the unit count.
- 34.2.2.3 A student who fails twice in the same subject in his course shall not be re-admitted to the same program.
- 34.2.3 Unauthorized Withdrawal (UW)
- 34.2.3.1 A student is considered to have withdrawn when he stops attending classes and when he fails to apply for:
- 34.2.3.1.1 a Leave of Absence (LOA)
- 34.2.3.1.2 an Honorable Dismissal for a period of one academic year
- 34.2.3.1.3 an Authorized Withdrawal

35. SECTION X: LEAVE OF ABSENCE (LOA) AND HONORABLE DISMISSAL

- 35.1 Leave of Absence (LOA)
- 35.1.1 A LOA shall be requested in writing and shall be granted only upon the approval of the College Dean.
- 35.1.2 A LOA of one (1) year may be allowed and may be extended for another year if requested by the student.
- 35.1.3 If LOA exceeds two (2) academic years, the student loses his residency status.
- 35.1.4 Any student who withdraws from the University without a formal leave of absence must apply for readmission.
- 35.2 Honorable Dismissal
- 35.2.1 A Certificate of an Honorable dismissal is issued by the University Registrar, when a student voluntarily withdraws from the University to transfer to another school,
- 35.2.2 Students applying for a Certificate of Honorable dismissal must be cleared of all accountabilities before the certificate is issued.
- 35.2.3 Any student issued a Certificate of Honorable Dismissal cannot be re-admitted to the University.

36. SECTION XI: EXAMINATIONS / REMOVAL OF INCOMPLETE GRADES

- 36.1 Examinations
- 36.1.1 The schedule of examinations as specified in the University calendar for the school year, shall be observed unless otherwise changed to another date as authorized by the University Registrar or College Dean.
- 36.1.2 The maximum period for each examination is one and a half hours. An examination permit must be secured by the student from the Accounting Office and he must present this to the faculty/proctor before taking the examination.
- 36.1.3 Any form of cheating during an examination results to an automatic failure for that particular examination.
- 36.2 Removal of Incomplete Grades
- 36.2.1 A student shall not be charged a fee for the removal of a 4 or an INC (Incomplete) grade.
- 36.2.2 A student must complete an INC within one academic year. Failure to do so within the prescribed period results to an automatic failure or a grade of 5.0.
- 36.2.3 A student shall secure a Completion Form from the Registrar's Office and furnish a copy for the University Registrar, College Dean and Instructor.
- 36.2.4 A student should pay the corresponding fee for the completion of grades and in turn, present the Completion Form to the professor concerned who will ask the student to complete the requirements such as taking an examination and/or submission of a term paper. After having satisfactorily complied with the requirements, the professor shall complete the grades of the student and submits them immediately to the [Office of the University Registrar](#).

37. SECTION XII: FINAL GRADUATION REQUIREMENTS, HONORS AND AWARDS

- 37.1 Graduation
- 37.1.1 During the First Semester of the School Year, the Senior students shall fill up a form requesting for the evaluation of their subjects/grades from the Office of the Registrar.
- 37.1.2 [Exit Interview to be conducted by the Guidance Division and their respective Deans](#)

- 37.2 Honors and Awards
- 37.2.1 The following are the guidelines set for determining Latin Honors:
- 37.2.1.1 A month before graduation, the Registrar issues the list of candidates who have met the criteria for honors.
- 37.2.1.2 The Deans, upon seeing/receiving the Registrar's issuances, should issue recommendations for their respective students.
- 37.2.1.3 Students, whose grades qualify, upon the recommendation of their respective Deans, submit documentary requirements such as but not limited to Certificate of Grades (COG) from 1st Year to 4th year;
- 37.2.1.4 Registrar and Deans deliberate and findings are submitted to Academic Council for unanimous approval.
- 37.2.2 Latin Awards
- 37.2.2.1 Summa cum Laude ----- 1.00 - 1.19
- 37.2.2.2 Magna cum Laude ----- 1.20 - 1.44
- 37.2.2.3 Cum Laude ----- 1.45 - 1.75
- 37.2.3 Students, who are Latin awardees, must maintain grades not lower than the following:
- 37.2.3.1 Summa Cum Laude ----- 1.50
- 37.2.3.2 Magna Cum Laude ----- 1.75
- 37.2.3.3 Cum Laude ----- 2.00
- 37.2.4 Students, who graduate with honors, must not have any pending administrative case.
- 37.2.5 The Dean secures the grades of the qualified candidates from First Year to Fourth Year from the OUR, recommends them for approval to the Selection Committee and the Board of Regents.
- 37.2.6 The President's Award
- 37.2.6.1 The President's Award is given directly to students with outstanding performance in the academic and co-curricular activities.
- 37.2.6.2 Criteria:
- 37.2.6.2.1 Academic (50%)
- 37.2.6.2.1.1 A candidate for this award must have a four year residency and must not have a grade lower than 2.0 in any subject from the time of his admission to the Pamantasan ng Lungsod ng Muntinlupa (PLMun).
- 37.2.6.2.1.2 He must carry a minimum load of 18 academic units per semester.
- 37.2.6.2.2 Performance (30%)
- 37.2.6.2.2.1 The student must be actively involved in the co-curricular activities of the University.
- 37.2.6.2.2.2 He must have an exceptional display of talent or skill.
- 37.2.6.2.2.3 He must be a leader or member of any class or University organization.
- 37.2.6.2.2.4 He must participate in contests, conferences, trainings, and seminars.
- 37.2.6.2.2.5 He must be Involved in projects of the community.
- 37.2.6.2.3 Verbal Communication (10%)
- 37.2.6.2.3.1 The student must have the ability to express his views and opinions in clear and straightforward manner.
- 37.2.6.2.4 Personality Projection (10%)
- 37.2.6.2.4.1 The student must show a wholesome disposition during his admission interview.
- 37.2.6.3 Other Criteria:
- 37.2.6.3.1 He must show his loyalty to the Pamantasan ng Lungsod ng Muntinlupa (PLMun) by supporting its Vision, Mission and Goals.
- 37.2.6.3.2 He must possess good moral character.
- 37.2.6.3.3 A final interview shall be made by the University President and the result is final and executory.
- 37.2.7 The Leadership Award
- 37.2.7.1 Extraordinary feat 15%(an achievement that requires great courage, skill or strength)
- 37.2.7.1.1 National 3.00 pts.
- 37.2.7.1.2 Regional 2.50 pts.
- 37.2.7.1.3 City 2.00 pts.
- 37.2.7.1.4 University 1.50 pts.
- 37.2.7.1.5 College 1.00 pt.
- 37.2.7.2 Community Service 15%
- 37.2.7.2.1 Community Service 3.00 pts.
- 37.2.7.2.2 City-Organizer 3.00 pts.
- 37.2.7.2.3 Member 1.00 pt.
- 37.2.7.2.4 Barangay-Organizer 2.00 pts.
- 37.2.7.2.5 Member 1.00 pt.
- 37.2.7.2.6 University-Organizer 1.50 pts.

	37.2.7.2.7	Member	0.50 pts.
	37.2.7.2.8	College-Organizer	0.75 pts.
	37.2.7.2.9	Member	0.25 pts.
37.2.7.3	Leadership Ability 25%		
	37.2.7.3.1	Major Organizations:	
	37.2.7.3.1.1	President	3.00 pts.
	37.2.7.3.1.2	Vice President	2.50 pts.
	37.2.7.3.1.3	Secretary/Treasurer	2.99 pts.
	37.2.7.3.1.4	Other Positions	1.00 pt.
	37.2.7.3.1.5	Member	0.50 pt.
	37.2.7.3.2	Minor Organizations:	
	37.2.7.3.2.1	President	2.00 pts.
	37.2.7.3.2.2	Vice President	1.50 pts.
	37.2.7.3.2.3	Secretary/Treasurer	1.00 pt.
	37.2.7.3.2.4	Other Positions	0.50 pt.
	37.2.7.3.2.5	Member	0.25 pt.
	37.2.7.3.3	Clubs/Societies	
	37.2.7.3.3.1	President	3.00 pts.
	37.2.7.3.3.2	Other Positions	2.00 pts.
	37.2.7.3.3.3	Member	1.00 pt.
37.2.7.4	Academic Background 20%		
	37.2.7.4.1	1.00-1.25	5.00 pts.
	37.2.7.4.2	1.26-1.50	4.00 pts.
	37.2.7.4.3	1.51-1.75	3.00 pts.
	37.2.7.4.4	1.76-2.00	2.00 pts.
	37.2.7.4.5	2.10-2.50	1.00 pt.
37.2.7.5	Professional Development 15%		
	37.2.7.5.1	International	5.00 pts.
	37.2.7.5.2	National	4.00 pts.
	37.2.7.5.3	City	3.00 pts.
	37.2.7.5.4	Barangay	2.00 pts.
	37.2.7.5.5	University/College	1.00 pts.
37.2.7.6	Other Criteria for leadership Award 10%		
	37.2.7.6.1	Must at least be a University resident for one academic year.	
	37.2.7.6.2	Must possess good moral character.	
	37.2.7.6.3	For the Recognition Program, each College is entitled to one Leadership Award. However, the College where the USC President belongs is entitled to two (2) Leadership Awards. The selection uses the same criteria listed.	
	37.2.7.6.4	The names of the students who are given the Leadership Award during the Recognition Program are submitted to the person-in-charge of the program.	
37.2.8	Special Award for Literary, Cultural and Sports		
	37.2.8.1	Literary	
	37.2.8.1.1	Criteria	
	37.2.8.1.1.1	Academic	30%
	37.2.8.1.1.2	Quality of work	20%
	37.2.8.1.1.3	Published/Unpublished Work	30%
	37.2.8.1.1.4	Extra Ordinary Achievements	20%
	37.2.8.2	Cultural	
	37.2.8.2.1	Criteria	
	37.2.8.1.1.1	Academic	50%
	37.2.8.1.1.2	Attendance	25%
	37.2.8.1.1.3	Performance	25%
	37.2.8.3	Sports	
	37.2.8.3.1	Criteria	
	37.2.8.3.1.1	Academic	30%
	37.2.8.3.1.2	Attendance	20%
	37.2.8.3.1.3	Performance	20%
	37.2.8.3.1.4	Extra-Ordinary Achievements	30%
37.2.9	The Dean's List		
	37.2.9.1	Students Qualifications:	
	37.2.9.1.1	A resident student of PLMun for one (1) year.	

- 37.2.9.1.2 A bona fide student of his respective college from Second Year to Fourth Year only.
- 37.2.9.1.3 Must not have grades lower than 1.75 in his major subjects, and Incomplete grades as attested by the professors in the previous semesters.
- 37.2.9.1.4 Must carry a full load for the semester.
- 37.2.9.1.5 Must be a full time student during the semester and no derogatory records filed in the Guidance Division.
- 37.2.9.2 Requirements:
 - 37.2.9.2.1 The required Grade Point Average (GPA)
 - 37.2.9.2.2 A Certificate of Good Moral Character.

38. SECTION XIII: UNIVERSITY DISCIPLINARY MEASURES

- 38.1 The Student Code of Conduct
 - 38.1.1 All students of the Pamantasan ng Lungsod ng Muntinlupa are expected to conduct themselves properly, to respect the rights of their fellow students, faculty members, school administrators, school authorities and employees. They must preserve the human dignity and uphold the good name of the University at all times.
- 38.2 Dress Code
 - 38.2.1 All students shall wear the appropriate attire. They should be properly groomed at all times. The prescribed attire is clean, safe, modest, and non-disruptive. Wearing of inappropriate attire is subject to disciplinary actions.
 - 38.2.2 The Proper School Attire
 - 38.2.2.1 The prescribed University uniform upon entering the school premises.
 - 38.2.2.2 The College shirt should be worn only on Wednesdays and Org. shirt/civilian clothes on Saturdays.
 - 38.2.2.3 The PE uniform during Physical Education classes or in-campus games but NOT during academic classes.
 - 38.2.2.4 NSTP uniform during their NSTP day and community immersion activities only
 - 38.2.3 Inappropriate School Attire
 - 38.2.3.1 Mini-skirts and Short pants.
 - 38.2.3.2 Display of bare skin between shirt and pants/ shorts/ skirts.
 - 38.2.3.3 Backless, strapless or spaghetti strap dresses
 - 38.2.3.4 See-through clothing where under garment/body shows
 - 38.2.3.5 Slippers, flip flops, open/jelly shoes or bare feet
 - 38.2.3.6 "Tokong" or pants worn below underwear (low waist / underwear shown)
 - 38.2.3.7 Clothing that shows gang membership, contains obscene messages that depict racial discord, or promote illegal activities, drugs, and alcohol or tobacco products.
 - 38.2.3.8 Tattered (Ripped Jeans), Leggings (Jeggings) or other seductive skin fit clothing's and the like.
 - 38.2.4 Change of Uniform
 - 38.2.4.1 Any change in prescribed University uniform, Course Program/Practicum uniform, stakeholders such as students, parents, and faculty shall be consulted. The representatives (University Student Council, Faculty Association, and Parents Association) shall consult, discuss and present the following:
 - 38.2.4.1.1 Rationale of change in uniform
 - 38.2.4.1.2 Simple cost-benefit analysis
 - 38.2.4.2 If approved by the stakeholders through majority vote, the proposal shall be elevated to the University Executive Committee for evaluation and deliberation.
 - 38.2.4.3 If approved by the University Executive Committee, the proposal shall be presented to the Board of regents for deliberation and approval.
- 38.3 Hair Code
 - 38.3.1 Clean cut, decent hair styles, and must be in its natural color, **NOT DYED**.
 - 38.3.1.1 For Masscom students, dark color shades (mahogany, medium brown, burgundy) are allowed.
 - 38.3.2 CCJ Students
 - 38.3.4.1 Male (Two by Three White Side Wall)
 - 38.3.4.2 Female (Pony tail for 1st year to 3rd year and Hair Net "Boknay" for 4th year)
 - 38.3.3 Mohawk (Horse Back hairstyle), Mushroom Hairstyle and Head Top pony tail (for male students) are not allowed,
- 38.4 **MINOR OFFENSES**
 - 38.4.1 Not wearing the proper uniform
 - 38.4.2 Not following the hair code
 - 38.4.3 Not wearing the proper ID or wearing the ID of someone else or lending out one's ID.
 - 38.4.4 Wearing a cap or hat inside the building
 - 38.4.5 Piercing the tongue, the nose and other parts of the body and putting earrings or pins and body tattoos
 - 38.4.6 Wearing of earrings among male students
 - 38.4.7 Disturbing the normal flow of the school activities
 - 38.4.8 Littering within the school premises
 - 38.4.9 Creating intrigues and malicious gossips to fellow students and other persons

- 38.4.10 Using or charging of electronic equipment, toys, games or other disruptive items during class or school activities such as Cell phones, CD/DVD players, Game Boys, IPODS, MP3 players, video games and portable electronic devices
- 38.4.11 Posting unauthorized announcements on bulletin boards and other areas within the school campus
- 38.4.12 Improper use of comfort rooms, such as throwing of napkins inside the toilet bowl, not flushing the toilet, stepping on the bowl, etc.
- 38.4.13 Cross-dressing (wearing of female attire by men and vice versa)
- 38.5 **MAJOR OFFENSES** (Violations of these major offenses may result to dismissal from the University.)
 - 38.5.1 Harassment
 - 38.5.1.1 Inflicting harm physically, mentally and emotionally especially with the use of profane obscene language to other person/s
 - 38.5.2 Immoral Acts
 - 38.5.2.1 Such as petting, necking, and pre-marital sex and possession of obscene or pornographic materials within the school premises.
 - 38.5.3 Verbal Abuse
 - 38.5.3.1 Inflicting verbal harm on another person.
 - 38.5.4 Unauthorized possession of deadly weapons or objects. (PD 1866)
 - 38.5.5 Possession or use of **prohibited** drugs, alcohol, or any controlled substance inside the school premises
 - 38.5.5.1 Illegal possession, distribution or use of **prohibited** drugs, chemicals, alcohol or any controlled substance such as marijuana, shabu, LSD, heroine, ecstasy pill and hallucinogenic drugs, inhalants such as rugby, acetone or thinner
 - 38.5.6 Plagiarism
 - 38.5.6.1 Using the work of another student and any work of other persons without proper acknowledgment or credits given. The **RA 8293** otherwise known as the IP Code of the Philippines must be adhered to.
 - 38.5.7 Falsification of school documents
 - 38.5.7.1 Engaging in the forgery of signatures of persons in authority: school officials, faculty, heads and staff and falsification of official documents and school records.
 - 38.5.8 Theft/Stealing
 - 38.5.8.1 Taking of any item which belongs to another person without the latter's consent
 - 38.5.9 Malicious mischief/Vandalism
 - 38.5.9.1 Intentionally damaging the personal property of other person (restitution required)
 - 38.5.10 Gambling
 - 38.5.10.1 Any form of gambling and smoking within **15 m.** radius distance from the University premises while in uniform.
 - 38.5.11 Organizations that are contrary to objectives of PLMun
 - 38.5.11.1 Formation, membership, recruitment or affiliation with prohibited Organizations. These are fraternities and sororities whose aims and behavioral patterns are contrary to the adhered values and norms of the University.
 - 38.5.12 Disrespect, disobedience, or defiance of school authorities
 - 38.5.12.1 Non-compliance with the instructions of persons in authority; assaulting persons in authority
 - 38.5.13 Arson
 - 38.5.13.1 Starting a fire that would damage school property
 - 38.5.14 Sexual assault
 - 38.5.14.1 Sexual harassment / rape (Refers to RA 7877 otherwise known as Anti-Sexual harassment Law.)
 - 38.5.15 Manslaughter
 - 38.5.15.1 Homicide/murder
 - 38.5.16 Bullying/Cyber Bullying
 - 38.5.16.1 Refers to [the provision in R.A. 10175\(Cybercrime Prevention Act of 2012\)](#). Using the Internet and Social network to malign co-students and person/s in authority
 - 38.5.17 Malversation of funds
 - 38.5.17.1 Using organization funds for personal use/tampering of receipts / using funds without consultation with the members and adviser of the organization.
 - 38.5.18 Hazing - refers to the provisions mandated in Anti-hazing Law or otherwise known as RA 8049.
 - 38.5.19 Possession, distribution, borrowing, or lending of pornographic materials, immoral pictures or any electronic optical media materials, indecent books, objects in the school or in any recognized school activity held inside the university premises.
 - 38.5.20 Failure or refusal to comply with school safety rules and regulations;
 - 38.5.21 Direct or indirect physical threats, physical violence, commission on any form of physical injury;
 - 38.5.22 Bomb threat;
 - 38.5.23 Threat or intimidation using any pointed or sharp object;
 - 38.5.24 Instigate or lead strikes or similar concerted activities resulting in disruption of classes;
 - 38.5.25 False accusation against the administration;
 - 38.5.26 Disregard disciplinary code/Board Discipline directives;

- 38.5.27 Joining strikes and rallies without the permission from proper authorities;
 - 38.5.28 Entering the campus while under the influence of alcohol or drugs;
 - 38.5.29 Cheating of any sort;
 - 38.5.30 Possession and distribution of political campaign materials, brochures, leaflets without prior approval from the Office for Student Affairs or administration
- 38.6 **Classifications of Corrective Measures for Minor and Major Offenses:**
- 38.6.1 Minor offenses
 - 38.6.1.1 **First Offense**—verbal reprimand and community service;
 - 38.6.1.2 **Second Offense** - written reprimand and community service;
 - 38.6.1.3 **Third Offense** - written summon for parents or guardian of the students;
 - 38.6.1.4 **Fourth Offense** - suspension for a prescribed period;
 - 38.6.1.5 **Fifth and Final Offense** - undergo the process under major offense. (Note: Habitual Offenses of Minor violations are considered major offenses.)
 - 38.6.2 Major offenses
 - 38.6.2.1 **Suspension:** A penalty allowed by CHED: The University penalizes a student who violates a major offense with suspension which does not exceed **twenty percent (20%)** of non-attendance in class for the entire semester.
 - 38.6.2.2 **Exclusion/Dropping/Dismissal:** The University refuses a student admission to the University due to the violation of a major offense which is still subject to review and evaluation.
 - 38.6.2.3 **Expulsion:** The approval of the Commission on Higher Education (CHED) and court proceedings are required for the expulsion of a student.

39. SECTION XIV: PREFECT OF DISCIPLINE, PROCEDURE FOR THE SETTLEMENT OF COMPLAINTS AND GRIEVANCES

- 39.1 Prefect of Discipline (c.f. OSA Manual 8.1.5 p. 20) - The Prefect of Discipline of each college ensures that the ideal learning environment is observed by the students where Filipino values are integrated in their daily stay in the campus and act according to professional/ethical standard of the University. The Prefect officer shall do the following duties and responsibilities:
 - 39.1.1 Oversee the over- all maintenance of proper decorum and discipline of all students in their respective colleges.
 - 39.1.2 Make daily rounds to ensure prompt start and end of classes.
 - 39.1.3 Call the attention of the class to maintain room-cleanliness.
 - 39.1.4 Check on classrooms which are noisy while waiting for the professor.
 - 39.1.5 Call the attention of the students who loiter and disturb other classes.
 - 39.1.6 Direct students who sit along the stairs to go to the library instead.
 - 39.1.7 Ensure that students who stay in the college lounges do worthwhile activities while waiting for their class.
 - 39.1.8 Check the behavior of students making use of the CRs, library, laboratories, and other such facilities in the campus.
 - 39.1.9 Ensure that students participate in important/required activities of their respective colleges.
 - 39.1.10 Make a report to the Dean regarding important observations/ findings in aid of policy-formulation relative to teacher and student discipline and decorum.
 - 39.1.11 Impose/recommend violations for further action of the authorities.
 - 39.1.12 Do related tasks as requested by the OSA/College Dean.
- 39.2 **Procedure for Complaints and Grievances** (See also OSA Manual.)

Any complaint recorded against a student is best settled through a dialogue between the two parties, in the presence of the professor and an immediate superior and some witnesses who may present evidences. The initial investigation may be conducted by the Office for Student Affairs.

 - 39.2.1 A complaint should be made in writing duly signed by the aggrieved party and addressed to the College Dean.
 - 39.2.2 The College Dean shall instruct the Prefect of Discipline to investigate the case and to make appropriate recommendations.
 - 39.2.3 The Committee on Decorum and Investigations (CODI) shall deliberate on the merits of the case, meet with the College Dean regarding its findings and recommends the final action taken on the case to the VPAA.
 - 39.2.4 The VPAA shall make the appropriate recommendation of the decision to the Office of the President. The President shall immediately implement the decision made.
 - 39.2.5 As much as possible the CODI, which conducts the deliberation of the case, shall amicably settle the conflict between the parties. If the case prospers, the CODI shall refer the case to the Legal Department of the City where a legal opinion is arrived at and forwarded to the University President. The decision of the University President shall be final and executory.
- 39.3 Committee on Discipline (CODI)
 - 39.3.1 The Committee on Discipline is composed of the following:
 - 39.3.1.1 Chairman – to be designated by the University President
 - 39.3.1.2 The Head of Office for Student Affairs
 - 39.3.1.3 The Head of the Guidance Office
 - 39.3.1.4 The Legal Counsel representative of the City
 - 39.3.1.5 The Dean of the college where the student belongs

- 39.3.1.6 The USC President
- 39.3.1.7 The Student President of the college where the student belongs
- 39.4 The formal flow of hearing the case
 - 39.4.1 Preparation
 - 39.4.1.1 The respondent is notified of the complaint.
 - 39.4.1.2 A copy of the complaint is furnished against his/her and parent or guardian is informed in writing.
 - 39.4.1.3 Respondent is given an opportunity to file his/her answer and/or comment to the complaint with the supporting documents, if any, within five (5) days from receipt thereof. If a minor, he/she cannot be questioned or examined without the presence of the parent/guardian.
 - 39.4.2 Actual Hearing of the Case
 - 39.4.2.1 The date of hearing is set
 - 39.4.2.2 CODI convenes, hears and deliberates the case
 - 39.4.2.3 Outcome is recommended to VPAA
 - 39.4.2.4 VPAA reviews the recommendation of CODI for a maximum of 15 days and makes appropriate recommendation to the Office of University President
 - 39.4.1.5 The University President makes final approval.
 - 39.4.3 Post Hearing of the Case
 - 39.4.3.1 Case is promulgated in writing
 - 39.4.3.2 The accused and aggrieved party is notified
 - 39.4.3.3 If either of the party is not satisfied he/she can request for reconsideration and appeal to the University President
 - 39.4.3.4 If the appeal is granted, the case will go back to "39.4.2.2". If not, the decision is final and executory.
 - 39.4.4 If the USC President and/or officials are the ones involved, there shall be a representation of the presidents of the major organizations.

40. SECTION XV: LEARNING RESOURCE CENTER(LRC)

- 40.1 The LRC is open from 8:00am to 7:00pm Monday to Saturday. (Note: for more information, you may get the "Information Brochure" from the University Library.
 - 40.1.1 Classification of LRC Users
 - 40.1.1.1 Bona fide students of the University
 - 40.1.1.2 Members of the administration, faculty, and staff of the University
 - 40.1.1.3 Alumni of the University
 - 40.1.1.4 Visitors who have referral letters
 - 40.1.2 Identification
 - 40.1.2.1 The LRC ID is required of users in all library transactions. The LRC ID issued to a particular user is not transferrable.
 - 40.1.2.2 The LRC ID is registered to PLMun Computerized Library management System
 - 40.1.2.3 A lost LRC ID card must be reported immediately to the Librarian for replacement and pay Php20.00 to the Accounting Office.
 - 40.1.2.4 The LRC ID card is forfeited if the holder makes any alteration or erasure on it.
 - 40.1.3 Use of LRC Materials
 - 40.1.3.1 Use of General Reference Books and Periodical Collections
 - 40.1.3.2 All general reference materials are strictly for LRC use only.
 - 40.1.3.3 Use of Theses and Research Materials
 - 40.1.3.4 Theses and research materials are used only in the LRC and no photocopying of these materials.
 - 40.1.3.5 Use of Reserved Books
 - 40.1.3.6 Reserved books are generally for LRC use only. However, these books may be borrowed for photocopying for 30 minutes only.
 - 40.1.3.7 Use of the Filipiniana Collections
 - 40.1.3.8 The Filipiniana collections can be borrowed for overnight use and may be renewed for another day depending on their availability.
 - 40.1.3.9 Use of Main Collections
 - 40.1.3.10 Books from the Graduate Studies, Arts & Sciences, Business Administration, Computer Studies, Criminal Justice and Teacher Education Collection and other references may be borrowed by a student for one or two days and may be renewed for another one or two days depending on the availability of these materials. Faculty members, likewise, may borrow these materials for one week and may renew them for another week.
 - 40.1.3.11 Use of Special Collections
 - 40.1.3.12 Special materials like rare books, government publications, United Nations' materials and other collections are for LRC use only.
 - 40.1.3.13 Use of Periodical Collections

- 40.1.3.14 Periodicals are used inside the LRC only.
- 40.1.4 Borrowing Privileges:
 - 40.1.4.1 A student is allowed to borrow one (1) book at a time for a period of one (1) day from the Filipiniana Circulation and Main Circulation sections.
 - 40.1.4.2 Faculty and Administrators
 - 40.1.4.2.1 Faculty members and school officials may borrow two (2) books at a time for a period of one (1) week and may renew these for another week when no one is scheduled to borrow them.
 - 40.1.4.2.2 However, reserved books borrowed for a day or one week is not renewable.
 - 40.1.4.2.3 Faculty members may borrow reference books for one week only.
 - 40.1.4.3 Outsiders with a referral letter from their institutions are allowed to use books only in the library.
 - 40.1.4.4 Violations
 - 40.1.4.4.1 Loss of Book/Periodicals
 - 40.1.4.4.2 A student should report a lost book/periodical and accomplish the Lost Book Form (LBF). He is given a grace period of one (1) week to pay or replace the lost book/periodical. The Technical Section determines the current price to be replaced, including the processing charges.
 - 40.1.4.4.3 Failure to Return Books for Circulation
 - 40.1.4.4.4 A student who fails to return a circulation book on time is charged P 5.00 a day excluding Sundays and holidays.
 - 40.1.4.4.5 Materials Taken Without Permission
 - 40.1.4.4.6 Taking LRC materials without permission is considered stealing and shall be dealt with accordingly under the major offense of this handbook.
 - 40.1.4.4.7 Penalty for the Use of another LRC ID card
 - 40.1.4.4.8 LRC ID cards are non-transferable. Anyone found using an LRC ID card not his own shall be subjected to disciplinary action under major violation of this handbook.
 - 40.1.4.4.9 Disorderly and Disruptive Behavior
 - 40.1.4.4.10 Unnecessary noise, loud conversation, sleeping and eating within the library premises are strictly prohibited. Courtesy must be practiced inside the LRC.
 - 40.1.4.4.11 Refusal to Pay Fine
 - 40.1.4.4.12 A student who refuses to settle the LRC obligations for books will not be allowed to borrow books unless his obligations are settled.
 - 40.1.4.4.13 Fines and Penalties, Violation of LRC rules and regulations shall be a sufficient ground for reprimand or suspension of the LRC privileges.
 - 40.1.4.4.14 Books on loan for one (1) week (fiction) or one (1) week, when not returned on time, shall make the student borrower pay a fine of P5.00 a day, excluding Sundays and holidays.
 - 40.1.4.4.15 A book on loan from the Circulation Section is intended for classroom use only. Students who do not return the books on their due date shall pay a fine of five pesos (P 5.00).
 - 40.1.4.4.16 [A fine of five pesos \(P5.00\) per day shall be paid on overdue RESERVED BOOKS. The LRC privileges of a student with unsettled accounts are temporarily suspended until such time that accounts are settled. Reports on delinquent student borrowers are submitted to the Office of the University Registrar and Accounting Office.](#)

41. SECTION XVI: STUDENT SERVICES AND FACILITIES

- 41.1 The Office of Student Affairs supervises all the non-academic program offerings of the University. (Note: For more details please refer to OSA Manual 2013-2014).
- 41.2 Non-academic Services include:
 - 41.2.1 Guidance and Counseling Services
 - 41.2.1.1 Information and Orientation Services
 - 41.2.1.2 Testing Services
 - 41.2.1.3 Counseling Services
 - 41.2.1.4 Follow-up Services
 - 41.2.1.6 Career and Placement Services
 - 41.2.2 Scholarships and Financial Assistance (SFA)
 - 41.2.2.1 The Scholarship and Financial Support Service Office manages the scholarship provisions and the financial aid given to poor but deserving students of the University.
 - 41.2.3 Economic Enterprise Development
 - 41.2.4 Student Leadership Development Programs
 - 41.2.5 Alumni Relations
 - 41.2.5.1 Each college has its own Alumni Association.
 - 41.2.5.2 [The Alumni Office establishes a continuing relationship between the University and its alumni. All Pamantasan ng Lungsod ng Muntinlupa \(PLMun\) graduates are automatically members of the Alumni Association. The Office provides Alumni activities such as Homecoming and Community Services.](#)

- 41.2.6 Cultural Programs
- 41.2.6.1 The Cultural Affairs Section is non-academic; it is a socio-cultural section which aims to develop the talents of the Pamantasan ng Lungsod ng Muntinlupa (PLMun) students to ensure quality performance in its offered programs and services. It aims to preserve and strengthen the rich indigenous customs and traditions, cultural and artistic values of the Filipino.
- 41.2.6.2 The Cultural programs provide opportunities for the students to develop their talents, abilities and values for appreciation, promotion and conservation of culture and the multi-cultural heritage.
- 41.2.6.3 Talented students are encouraged to join the following:
- 41.2.6.3.1 Performing Arts Groups are:
- 41.2.6.3.1.1 PLMun Chorale
- 41.2.6.3.1.2 PLMun Pop Idol Organization
- 41.2.6.3.1.3 Kasibulan Theatrical Ensemble
- 41.2.6.3.1.4 Kalinangan Dance Troupe
- 41.2.6.3.1.5 KPD (Kultura PLMun Dancers)
- 41.2.6.3.2 CASAA (Cultural Affairs Section's Alumni Association)
- 41.2.6.4 Participation of the Cultural Affairs Section in outside campus activities should have prior approval by the OSA Head/OIC or the VPAA.
- 41.2.7 Sports and Development Programs
- 41.2.7.1 The University designs programs for the physical fitness and wellness of its students. Among the activities that are conducted are the inter-college competitions in basketball, volleyball, cheering and field demonstrations.
- 41.2.7.2 Student organizations, including the athletic teams, are allowed to use the school facilities free of charge. This is to encourage student participation in co-curricular and extra-curricular activities.
- 41.2.7.3 Talented students are encouraged to join the in-door and out-door sports.
- 41.2.7.4 Participation of the Sports Section in outside campus activities should have prior approval by the OSA Head or the VPAA.
- 41.2.8 Rules on the Use of the University Facilities
- 41.2.8.1 The President of an organization should prepare a letter of request addressed to the Director of the OSA to sponsor academic, cultural, athletic and social activities.
- 41.2.8.2 All requests for campus equipment (LCD, OHP, blackboards, whiteboards, sound system, microphones, etc.) are coursed through the Director of OSA and approved by the VPAF. Requests should be made one (1) week prior to the conduct of the said activity to avoid overlapping and confusion in the schedule.
- 41.2.8.3 The Administrative Officer gives the final approval for the use of the University facilities.
- 41.2.8.4 The users of the campus facilities and equipment should maintain their upkeep and cleanliness.
- 41.2.8.5 Equipment must be returned immediately after an activity. Equipment should not be in the possession of the borrower for more than a day.
- 41.2.8.6 Overlapping of activities in the same venue should be avoided. The request for the use of a place should be made 10 working days before the actual activity/program happens.

42. SECTION XVII: STUDENT RIGHTS, DUTIES AND RESPONSIBILITIES

- 42.1 Student Rights
- 42.1.1 The PLMun recognizes and implements the [Batas Pambansa Bilang 232 or otherwise known as Education Act of 1982 Ch. II: Rights, Section 9.](#)
- 42.1.2 Rights of Students in School. — In addition to other rights, and subject to the limitation prescribed by law and regulations, students in all schools shall enjoy the following rights:
- 42.1.2.1 The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity.
- 42.1.2.2 The right to freely chose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- 42.1.2.3 The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his potentialities.
- 42.1.2.4 The right of access to his own school records, the confidentiality of which the school shall maintain and preserve.
- 42.1.2.5 The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
- 42.1.2.6 The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
- 42.1.2.7 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution.
- 42.1.2.8 The right to form, establish, join and participate in organizations and societies recognized by the University to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join

- and maintain organizations and societies for purposes not contrary to law.
- 42.1.2.9 The right to be free from involuntary contributions, except those approved by their own organizations or societies.
- 42.2 Duties and Responsibilities of students [under Education Act of 1982, Ch 3, Sec 15](#):
- 42.2.1 Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.
- 42.2.2 Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
- 42.2.3 Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
- 42.2.4 Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.
- 42.2.5 Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

43. SECTION XVIII: STUDENT ORGANIZATIONS

- 43.1 The university creates a friendly environment for the students to develop their ability, skills and creativity and to guide them to become responsible citizens of the community. Student organizations are part of the co-curricular and extra-curricular activities that will cater to student's social, cultural, educational, moral and spiritual development.
- 43.2 Student activities form part of the informal learning process in the University. They should not interfere with academic studies but should instead contribute to the total balanced formation of students.
- 43.3 Student organizations principles and philosophy should align with that of the University Student Council (USC), which is the highest student organization in the University, which takes care of the needs of both the major and minor organizations.
- 43.4 Student groups shall have the right to seek accreditation/recognition subject to standards set by the Office for Student Affairs (OSA) of the Pamantasan ng Lungsod ng Muntinlupa.
- 43.5 Student Organizations shall enjoy their own leadership structure, set their own directions and goals and shall plan and manage their resources. They shall have adviser/s who shall guide them in the right directions.
- 43.6 The Director/Dean of the Office for Student Affairs (OSA) sets the parameters within which the organizations shall operate and sits as ex-officio adviser of the highest student organization.
- 43.7 Student Organizations shall be recognized upon the submission of objectives, constitution and by-laws and profile of officers.
- 43.8 Renewal of terms of all organizations is done every start of the school year upon submission of Financial Statements and list of new officers. Failure to submit the necessary documents shall be considered a ground for non-renewal of the organization.
- 43.9 There shall be no duplication of objectives among student organizations.
- 43.10 Students who are running for positions in the University Student Council, Major and Minor Organizations must:
- 43.10.1 be of good moral character
- 43.10.2 have shown leadership capabilities
- 43.10.3 not hold any major position in other Organizations
- 43.10.4 have a two-semester residency prior to his application with the exception of First Year Level Representative.
- 43.10.5 have a Grade Point Average (GPA) of 2.0
- 43.10.6 have no failing grades, INC, UW in all academic semesters
- 43.10.7 must not be under any form of probation upon his application
- 43.10.8 must be favorably recommended by his adviser.
- 43.11 The UNIVERSITY STUDENT COUNCIL (USC)
- 43.11.1 The USC is the official representative of the entire student body and is given recognition by the PLMun. It is democratic and autonomous.
- 43.11.2 The USC has its own set of officers, both elected and / or appointed.
- 43.11.3 The USC has the right to determine the policies and programs on matters within its jurisdiction guided by its duly ratified Constitution and policies.
- 43.11.4 The USC President shall automatically be a member of the Board of Regents (BOR).
- 43.11.5 The USC President/student leaders shall be assured of a security of tenure in their positions for the duration of their term unless removed due to academic cases, disciplinary cases or impeachment.
- 43.12 COLLECTION OF STUDENT FUNDS AND MEMBERSHIP FEES
- 43.12.1 The University Student Council and other student organizations shall collect membership fee and other student activity fees in accordance with their existing Constitution and By Laws subject to the approval of the University President and other higher regulating bodies of the University.
- 43.12.2 Funds shall be subjected to auditing procedures of the Office of Student Affairs.

44. SECTION XIX: MULTI FAITH ORGANIZATION

- 44.1 As a MULTI FAITH learning University, the Office for Student Affairs is charged with providing programs and a venue for the religious, spiritual,

ethical and character development of the University.

44.2 To strengthen social unity, promote greater trust through appreciation of diversity in faiths and beliefs across Multi Faith Groups.

45. SECTION XX: POLICIES AND GUIDELINES OF THE STUDENT PUBLICATION

- 45.1 The Student Publications Office publishes an official organ which features the latest developments in the Campus. It serves as a vehicle of information of the University. Students are given the opportunity to develop their writing skills and expression of opinion and journalism using a constructive approach. A faculty adviser serves as the student publication consultant. The Editorial Board and the faculty adviser shall review the articles written by the Editorial staff prior to publication.
- 45.2 The Student Publication of PLMun adopts the policies of the Campus Journalism Act of 1991, under Republic Act No. 7079, which upholds the students' freedom of the press and expression of ideas anchored in the University's vision and mission.
- 45.3 The Student Publication is a sub-unit of the Student Development Section of the Office for Student Affairs (OSA).
- 45.4 SPECIFIC GUIDELINES
- 45.4.1 The Student Publication has only one (1) adviser chosen by the Office for Student Affairs and Human Resource Office. The adviser shall provide the technical and ethical guidance in the publication procedures. The students who passed the selection process shall compose the Editorial Board.
- 45.4.2 The Editorial Board is composed of the following:
- 45.4.2.1 Students who pass the technical examination
- 45.4.2.2 Students who are interviewed by a Panel composed of a representative of the school administration, faculty member, a mass media practitioner who is acceptable to both (school administrator and editorial board) and two past editors to be chosen by the outgoing editorial board.
- 45.4.3 Since the Student Publications Office is part of the Office for Student Affairs, Director of the OSA serves as the overall Publication consultant.
- 45.4.4 The funds of the Student Publication make part of the students' miscellaneous fees.
- 45.4.5 The Student Journalist
- 45.4.5.1 Must be a bona fide student enrolled during the current semester or term. He/She has passed the qualifying standards for the position of the Student Publication's Editorial Board.
- 45.4.5.2 Must maintain a very satisfactory academic standing;
- 45.4.5.3 Has acquired one (1) semester apprenticeship under the Editorial staff;
- 45.4.5.4 Has not been subjected to any disciplinary action or has never been under probation;
- 45.4.5.5 Must strictly adhere to the policies of the University and the Office for Student Affairs.
- 45.4.6 The Student Publication strictly observes the following policies and guidelines:
- 45.4.6.1 It adheres to the ethical standards of balanced journalism.
- 45.4.6.2 It carries the constructive views and opinions of the students.
- 45.4.6.3 It serves as a medium of communication for the students to keep them abreast of the current academic and co-curricular programs and activities of the institution.
- 45.4.6.4 It refrains from publishing articles that cause students to go against any staff, faculty and administrator of the University.
- 45.4.6.5 The Student Publication staff should stay in the office during office hours. Time spent beyond the regular office hours is supervised by the Adviser.
- 45.5 STEPS IN THE ORGANIZATION OF A STUDENT PUBLICATION STAFF
- 45.5.1 The outgoing editorial board convenes a Screening Committee composed of representative of the school administration, faculty member, a mass media practitioner who is acceptable to both (school administrator and editorial board) and two past editors to be chosen by the outgoing editorial board.
- 45.5.2 A Selection Committee is organized to pre-qualify the Adviser and the Editorial Board.
- 45.5.3 The Editorial Board is organized to create the editorial policies under the supervision of the Adviser.

46. SECTION XXI: CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

- 46.1 The University provides students with the opportunity to participate in any of the following activities:
- 46.1.1 Co-Curricular Activities (Academic related activities)
- 46.1.2 Extra Curricular Activities (Non-academic activities)
- 46.2 The PLMun provides students the opportunity to participate in well-balanced and properly coordinated co-curricular programs with the following guidelines:
- 46.2.1 Action Plan for one year or semester shall be submitted in the Office for Student Affairs by all student organizations.
- 46.2.2 No student activity shall be held two (2) weeks before the start of final exam to enable students enough time to review for their final exam. As much as possible there shall be no disruption of classes.
- 46.2.3 All extra and co-curricular activities that will be held inside the University must be registered with the OSA as follows:
- 46.2.3.1 Secure from the Office for Student Affairs an application form/permit to hold an activity
- 46.2.3.2 Indicate the nature of the activity and ways to implement the same, in consultation with the faculty advisers.
- 46.2.3.3 Have the application form signed by the organization president and endorsed by the faculty adviser.
- 46.2.3.4 Submit the accomplished form in duplicate at least five (5) working days prior to said activity to the Dean and

- OSA for approval.
- 46.2.4 For co-curricular activities to be held outside the University, the following procedures shall apply:
- 46.2.4.1 The President of the Organization secures permit from the Office for Student Affairs
- 46.2.4.2 Accomplishes the application form in duplicate and submits the same to the Office for Student Affairs
- 46.2.4.3 A waiver/parents consent shall be required of students who wish to join the activities outside the university as well as overnight activities
- 46.2.4.4 The faculty adviser accompanies the students.
- 46.2.4.5 The University recognized activities or gatherings sponsored/conducted by students and held after 5pm within the University premises, and those scheduled during non-class days must always be attended by the faculty adviser.
- 46.2.5 Materials or written announcements shall be approved by the Office for Student Affairs and shall be posted on bulletin boards. Remove posters when the activity is over. Avoid posting materials on walls.
- 46.2.6 Evaluation shall always be a part of an activity.

47. SECTION XXII: COLLECTION OF FEES AND FUND-RAISING ACTIVITIES

- 47.1 Collection of Fees and Fund-Raising Activities
- 47.1.1 Student Organization fees imposed by the student council and its sub organizations are used to fund legitimate student activities. Fund raising activities are subject to the following rules and regulations:
- 47.1.1.1 An Organization intending to undertake any form of fund drive shall file a formal application endorsed by the Faculty Adviser with the Office for Student Affairs at least two (2) weeks before the activity date. The letter of request/application shall contain the following:
- 47.1.1.1.1 Nature and purpose of the Activity
- 47.1.1.1.2 The date, time and venue of the activity
- 47.1.1.1.3 Permit from the Department of Social Welfare with the list of beneficiaries
- 47.1.1.1.4 The manner by which the funds shall be used.
- 47.1.1.1.5 All recognized student organizations are allowed to sponsor one fund raising activity per semester
- 47.1.1.1.6 A financial statement shall be submitted two (2) weeks after an activity to the Office for Student Affairs
- 47.1.1.1.7 Fees for dramatic/cultural presentations and athletic competitions are allowed if sold to the general public
- 47.1.1.1.8 Whatever fees that are collected as permitted herein, must be properly accounted for and recorded. Furnish the Office for Student Affairs a copy of the audited statement of income and expenditures.
- 47.1.1.1.9 All collections and donations as well as savings made from any fund drives, shall be deposited with co-depositor in the bank where it shall be kept in a trust fund. Any form of withdrawals could be made for authorized activities.

SECTION XXIII: AMMENDMENTS

- 47.1 The University Council through the Office of Student Affairs is mandated to review the Student Handbook for possible amendments of any part as needs arise. Any amendment is subject for approval by the Board of Regents.

48. SECTION XXIV: ANG PAMBANSANG AWIT, PANUNUMPA SA WATAWAT, MUNTINLUPA MARCH, PLMUN HYMN, CITY VISION

- 48.1 All students shall memorize all the songs mentioned below, for they do not just embody the ideals and the tradition of Muntinlupenos but also create strong Filipino nationalism and pride which distinguishes a PLMunian from the rest of the students in this country, the region and the world.

48.1.1 LUPANG HINIRANG

Bayang Magiliw, perlas ng silanganan
 Alab ng puso sa dibdib mo'y buhay
 Lupang hinirang duyan ka ng magiting
 Sa manlulupig 'di ka pasisiil
 Sa dagat at bundok sa simoy at sa langit mong bughaw
 May dilag ang tula at awit sa paglayang minamahal
 Ang kislap ng watawat mo'y tagumpay na nagniningning
 Ang bituin at araw niya kailan pa may 'di magdidilim
 Lupa ng araw ng luwalhati't pagsinta
 Buhay ay langit sa piling mo
 Aming ligaya na 'pag may mang-aapi
 Ang mamatay ng dahil sa'yo.

- 48.1.2 PANUNUMPA SA WATAWAT NG PILIPINAS
Ako ay Pilipino
Buong [katapatang](#) nanunumpa
Sa watawat ng Pilipinas at sa bansang kanyang sinasagisag
Na may dangal, katarungan at kalayaan
Na pinakikilos ng [sambayanang](#)
Maka Diyos, [Makatao](#), [Makakalikasan](#) at [Makabansa](#)

- 48.1.3 MUNTINLUPA MARCH
(Renato "Atong Balatong" Dilig)
Muntinlupa ang bayan kong mahal
Dakilang bayang makasaysayan

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PAMANTASAN NG LUNGSOD NG MUNTINLUPA
Poblacion, City of Muntinlupa

STUDENT HANDBOOK 2016
PLEDGE OF ALLEGIANCE

Date: _____

I have read and fully understood the contents of the Student Handbook.
by the [policies](#), [guidelines](#) and sanctions stated therein.

I promise to abide

(Write name in full and then sign)
Student

(Write name in full and then sign)
Parent

(Student Copy)

PAMANTASAN NG LUNGSOD NG MUNTINLUPA
Poblacion, City of Muntinlupa

STUDENT HANDBOOK 2016
PLEDGE OF ALLEGIANCE

Date: _____

I have read and fully understood the contents of the Student Handbook.
by [the policies, guidelines](#) and sanctions stated therein.

I promise to abide

(Write name in full and then sign)
Student

(Write name in full and then sign)
Parent

Office for Student Affairs Copy
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City Government of Muntinlupa
PAMANTASAN NG LUNGSOD NG MUNTINLUPA
Poblacion, City of Muntinlupa

STUDENT HANDBOOK
(Revised: 2016)

www.plmun.edu.ph

Member: Association of Local Colleges and Universities (ALCU)

Message

Mayor Fresnedi—Chairman, Board of Regents

Sa piling niya'y kay tamis mabuhay
Kasama ng mga kababayan

Chorus I:
Muntinlupa, Muntinlupa
Muntinlupang minumutya
Ang layunin kung dakila
Maglingkod sa Muntinlupa

Muntinlupa ang bayan kong hirang
Dito sumilang ang aming angkan
Muntinlupa'y lagi kong mahal
Pagkat ito'y handog ng [Maykapal](#)

Chorus II
Muntinlupa, Muntinlupa
Bayan kong pinagpala
Sa puso ko at sa diwa
Kailan may di mawawala

Repeat Chorus I
Muntinlupa ang bayan kong hirang
Dito sumilang ang aming angkan
Muntinlupa'y lagi kong mahal
Pagkat ito'y handog ng [Maykapal](#)

Repeat Chorus II

Lakas talino't buhay sa bayan ko'y alay
Lakas talino't buhay sa bayan ko'y alay

48.1.4

PLMUN HYMN

(Prof. Felicidad M. Perez)

Ilaw kang tanglaw namin
Mga puso't damdamin
PLMUN ikaw parin
Tangkilikin walang maliw

Koro

PLMUN ay mahal namin (2x)
Ikaw lamang ang pag-asa
Sinusunod, iginagalang habang buhay

PLMUN ay mahal namin (2x)
Paaralang may karangalan
Haligi ng kabataan

Kapit bisig na tayo
Tungo sa pagbabago
Mga magulang umaasa
Lahat ay magtagumpay
(Repeat Chorus)

STUDENT HANDBOOK REVIEW COMMITTEE

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Engr. Hernando B. Napa	-	OIC, Administration
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Mr. Christian Paul A. dela Vega	-	Student Regent, USC President
Mr. Mark Anthony Bangate	-	Admission Officer (OUR)
Mr. Jan Vincent D. Aranza	-	CBA Evaluator (OUR)

48.1.5

CITY VISION

We envision Muntinlupa City as one of the leading investment hubs in the country, with educated, healthy and God-loving people living peacefully and securely in a climate change-adaptive and disaster-resilient community, under the rule of transparent, caring and accountable leadership.

10.1