



Republic of the Philippines

DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, Philippines 8105

Website: www.dnsc.edu.ph; Tel. 63 84 6284301;

Email: dnscpanabo@gmail.com; jab@dnsc.edu.ph

STUDENT SERVICES

STUDENT DISCIPLINE SERVICES

PREFACE

This Unit provides services relative to the formulation and implementation of college policies, rules and regulations and investigation of cases. Student Discipline formulates resolutions on the verdict of cases to dispose justice and corrective measures. Thereafter, generate quarterly accomplishment report and annual inventory report. It is managed by a Chairperson.

Main Functions:

The OSS Student Discipline Program functions with the objectives as follows:

1. to maintain order and harmony among students for the efficient pursuit of success in their studies;
2. develop students' character, courtesy, and other desirable values;
3. provide an environment that is free from fear and violence;
4. impose improved information/communication system on immediate routine dissemination of the College policies, rules and regulations;
5. help promote environmental cleanliness within the College premises and within the community;
6. identify gray areas for improvement through development planning;
7. to resolve any conflict in which a student is involved (student vs. student, faculty vs. student, staff vs. student);
8. and to educate students on current legal issues related to student conduct.

Services Rendered:

1. Accepts filing of grievances and complaints against erring students;
2. prepares and facilitates sending of Notices of Summons to erring students;
3. conducts preliminary investigations on minor and major;
4. facilitates convening members of the Formal Inquiry Committee to conduct Formal Disciplinary Proceeding;
5. deliberates and recommends sanctions on investigated cases
6. releases confiscated ID's;
7. keeps records of cases of students with confidentiality;
8. coordinates with the Guidance Center for counseling referrals
9. facilitates issuance of temporary permits and gate passes;
10. advising students on their options in the disciplinary process;
11. conducting educational programmes for students in the residence halls and student organizations about the disciplinary process upon request;
12. and providing statistics on student judicial actions.



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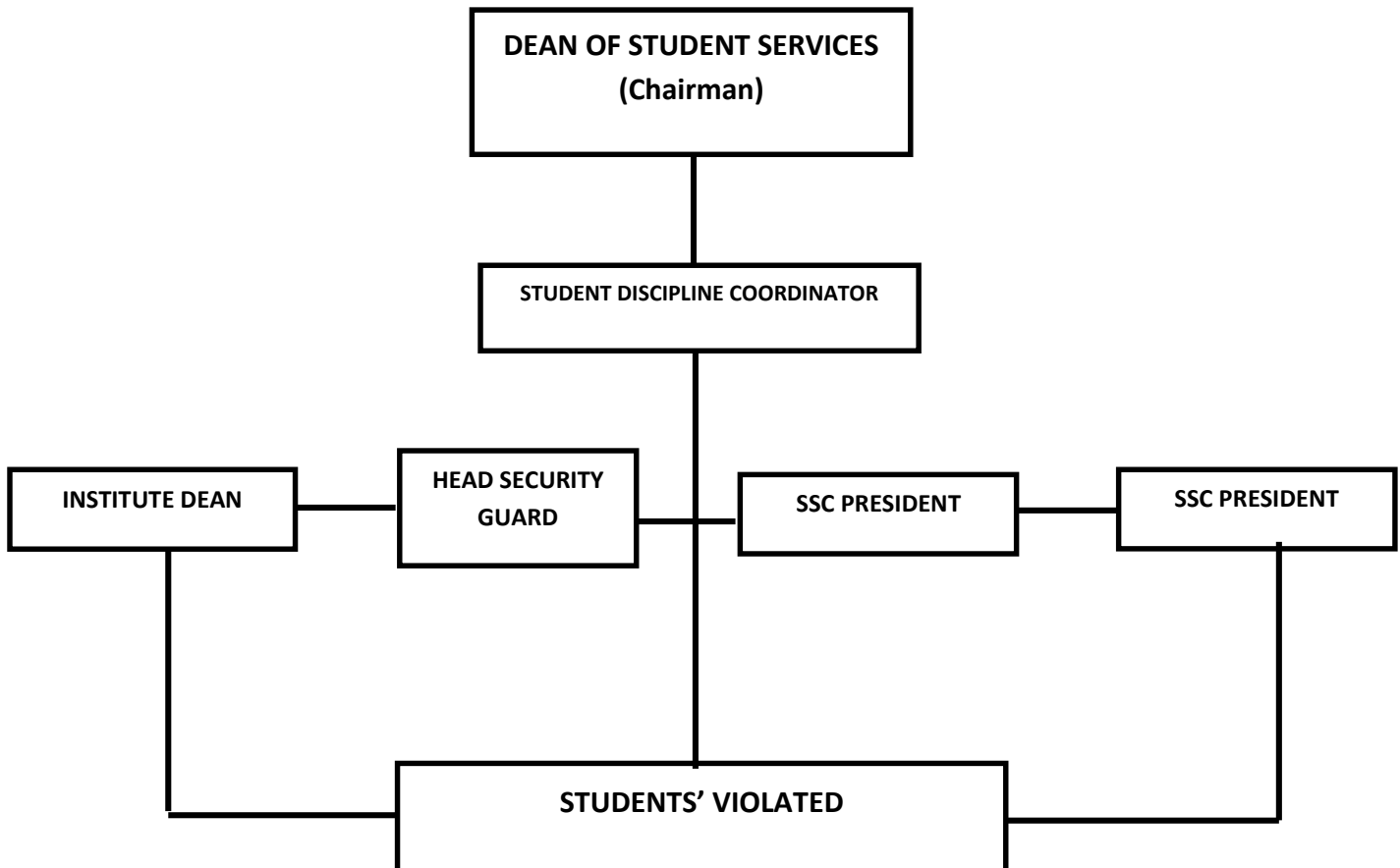
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STUDENT SERVICES

Committee on Student Disciplinary Tribunal





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STUDENT SERVICES

DISCIPLINARY PROCEDURES/SANCTIONS

Excerpt from the Student Handbook (revised 2016) pp. 58-71

V. RULES AND REGULATIONS OF STUDENT CONDUCT AND DISCIPLINE

The provisions of this Code shall apply to all bonafide students of the College for offenses committed within the College jurisdiction; the provisions of this Code shall apply whenever applicable, otherwise, the laws of the land shall apply.

For the guidance of all concerned, the following Norms of Conduct and Discipline of students are hereby promulgated.

A. Norms of Conduct

Section 1. Moral Character. A student is imbued with moral character if among other qualities:

- a. He has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and approved levels of conduct in the society where he lives;
- b. He is honest to himself, accepting his shortcomings, striving to improve and change;
- c. He is fair and just in his dealings with his fellowmen;
- d. He lives by the precepts of love, justice, compassion and concern for others; and
- e. He respects the right of others as he would want his rights to be respected.

Section 2. Personal Discipline. A student is imbued with personal discipline, if among other qualities:

- a. He devotes himself to the fulfillment of his obligations and considered rights as means to or rewards for the same;
- b. He learns to forego the enjoyment of certain rights and privileges that others more needy may be benefited and for the greater good of society;
- c. He resolves his problems and conflicts without prejudicing others;
- d. He is tolerant of others, and humble to accept what is better than his;
- e. He has developed temperance and propriety in words and in action, especially against vices, e.g., gambling, drinking liquor, drugs, sexual excesses and aberrations, etc.; and
- f. Right reason guides and controls his life, actions and emotions.

Section 3. Civic Conscience and Patriotism. A student is imbued with civic conscience and patriotism, if among other qualities:

- a. He devotes himself to the growth and development of the Philippines;
- b. He puts the welfare of the entire country above his personal family and regionalistic interest;
- c. He respects and obeys all duty constituted authorities and laws, rules and regulations;
- d. He settles all disputes, problems, and conflicts through the channels provided by law and society;
- e. He strives to bring about necessary changes through peaceful means;
- f. He respects the Philippine flag as the symbol of the country.

B. Basis Of Discipline

Section 1. At all times, every student must observe/follow/abide by all the laws of the land all the policies and regulations adopted by the College. The investigation, disposition and corresponding sanction on a student disciplinary cases shall follow procedures set in this Code.

Every student shall observe at all times the pledge of loyalty and discipline to the Institution.



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STUDENT SERVICES

The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the College as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall be exercising substitute authority.

All school personnel are mandated to enforce and supervise overall compliance to the Code in their respective areas of responsibility. For the purpose of implementing College policies, rules and regulations and the provisions of this Code, the President, Vice-Presidents, Deans, Directors, Chairpersons, members of the faculty and the security force are all deemed agents of persons in authority.

Section 2. Guidelines on Appropriateness of Appearance for DNSC Students

I. School Uniform

A. Mondays/Tuesdays/Thursdays/Fridays

Male:

- a. Plain polo with undershirt
- b. Slacks and black shoes.

Female:

1. A-line cut skirt below the knee, collared blouse with necktie.
2. Black closed shoes.

4th year students:

1. Prescribed OJT Uniform or Regular School Uniform

Color and design shall be finalized upon consultation with the designer.

B. Wednesdays

Male: Any appropriate civilian clothes with shoes except the following:

- a. Male sando
- b. Torn or tattered shirt and pants
- c. Shorts (jersey or purontong)
- d. Slippers
- e. High heeled sandals
- f. Wearing make up

Female: Any civilian clothes, shoes with or without heels, or sandals with heels, and sandals with straps if not heeled

Prohibitions:

- a. Blouses/dresses with spaghetti straps, backless, tube, transparent, and with plunging neckline
- b. Midriff blouses, tank tops
- c. City shorts, pedals, tights, micro minis, and purontong
- d. Slippers

II. Identification Card

1. Use of official ID cards for old students duly validated by the OSS Dean
2. Use of temporary cards for new students until replaced with official cards
3. Use of DNSC Official ID strap



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STUDENT SERVICES

Prohibitions:

- a. Use of phony IDs
- b. Use of another student's ID other than the student's own

Note: Those students not wearing prescribed uniform/school ID will not be allowed to enter the College premises.

For students residing in the Dormitory:

Prohibitions: Wearing of all prohibited attires stipulated above during school days including house clothes, sleeping clothes, bathrobes, towel wrapping or going topless (males) within the school premises.

- a. Penalties/Sanctions for violating the Appropriateness of Appearance

The chairperson of the Student Discipline will dispose and supervise the following Penalties/Sanctions to the student who violates the aforementioned guidelines:

1 st offense	Verbal Reprimand
2 nd offense	Counseling
3 rd offense	Suspension for 3-5 days
Subsequent offenses	Suspension for 6-10 days

- b. Mechanisms in Calling the Attention of the Student Violator

Faculty and other persons in authority may call the attention of the Student Violator by observing the following mechanisms:

- Politely call the attention of any student within the school premises who violates the aforementioned guidelines;
- Politely talk to the student and make him/her aware of his/her violation;
- Politely direct the student to surrender his/her DNSC school ID in exchange for a student violation report form.
- Tell him/her to claim it from the Office of Student Discipline.

- c. Student Violator is given 48 hours (excluding holidays, Saturdays & Sundays) to claim his/her confiscated ID at the Office of the Student Discipline. He/she will temporarily use the Student Violation Report Form as his/her "Entrance Permit" in entering the college gate and in the classroom as well. In case, the Student fails to claim his ID in the allotted period of time, he/she will be given a notice of appearance.

Section 3. A student shall be subjected to disciplinary action after due process for any of the following offenses with corresponding penalties. These offenses are classified into Minor/Light Offenses, Less Grave Offenses, and Major/Gave Offenses.



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STUDENT SERVICES

Classifications of Offenses

Minor/Light Offenses. These are acts that unfavorably affect the teaching-learning environment and PARTLY endanger the offender and other individual's well-being in the college. Under this category are also acts that partly damage school or other's property. Falling under this category are the following:

- a.1) Climbing/jumping over the boundary fence of the college
- a.2) Unauthorized entry to any office in the College
- a.3) Undue noise or disturbance in the classroom, library, and in any public places within the campus
- a.4) Littering or scattering of trash in public places
- a.5) Smoking in any place within the campus
- a.6) Breaking Curfew Hour
- a.7) Deliberate nonattendance of required school activities
- a.8) Using abusive language and making indecent gesture
- a.9) Bringing intoxicating beverages/liquor inside the campus
- a.10) Willful disobedience to lawful order including refusal to submit to safety requirements, such as search and seizure procedures
- a.11) Public display of affection (e.g. hugging, kissing)
- a.12) Any offense of more or less the same gravity as Minor/Light Offense

The sanctions imposed for the commission of these offenses are:

- | | |
|---------------------|--|
| First Offense: | Documented Verbal Reprimand |
| | Written apology with a promise of future exemplary conduct |
| Second Offense: | Undergo counseling session with the College Guidance Counselor |
| Third Offense: | Suspension for 3-5 days |
| Subsequent Offense: | Suspension 6-10 days |

Less Grave Offenses. These are acts that unfavorably affect the teaching-learning environment and CONSIDERABLY endanger the offender and other individual's well-being in the college. Under this category are also acts that considerably damage school or other's property. Falling under this category are the following:

- b.1. Drinking intoxicating beverages/liquor and drunkenness
- b.2. Gambling inside the campus (with or without cash)
- b.3. Connecting or disconnecting electrical wires and plumbing devices without permission from authorities concerned
- b.4. Vandalism, destroying or defacing a college property or the property of others
- b.5. Cutting/uprooting/picking of fruits/trees, ornamental plants and unauthorized fishing within the campus
- b.6. Marring legally posted signs and notices
- b.7. Acts of getting sexual pleasure as peeping tom
- b.8. Any offense of more or less the same gravity as Less Grave Offense

The sanctions imposed for the commission of these offenses are:

- | | |
|----------------|--|
| First Offense: | Written apology with a promise of future exemplary conduct |
|----------------|--|



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STUDENT SERVICES

	Undergo counseling session with the College Guidance Counselor
	Suspension for 3-to 5 days
Second Offense	Undergo counseling session with the College Guidance Counselor
	Suspension for 6-10 days
Third Offense	Subject to Disciplinary Probation
Subsequent Offenses:	Suspension for 1 semester

Note. In case damage of property is incurred, the respondent is obliged to repair the damaged property or pay the expenses in repairing the property.

Major/ Grave Offenses. These are acts that unfavorably affect the teaching-learning environment and GREATLY endanger the offender and other individual's well-being in the college. Under this category are also acts that do not just damage school or other's property but degrade the school and other's dignity, and the dignity of the offender himself/herself. Falling under this category are the following:

- c.1 Insulting/uttering derogatory remarks or flagrant indecency in language directed against another student, visitors, staff, faculty and any person in authority
- c.2 Scandalous disturbance of public order
- c.3 Immorality like acts of lasciviousness, engaging in illicit relations, sexual intercourse.
- c.4 Drunken behavior resulting to physical injuries to other persons
- c.5 Fighting or resorting to physical force or violence to settle disputes resulting to physical injuries to other person (the party who acted in self-defense shall be exempted from any penalties/sanctions)
- c.6 Robbery/Theft
- c.7 Membership to unrecognized organization such as gangs and the like
- c.8 Blatant disrespect to or assault upon a person in authority
- c.9 Forging signatures, falsification of public document, perjury, impersonating or giving names and misrepresentation of facts
- c.10 Acts of bribery to gain favour in violation of the standard of instruction
- c.11 Act of exposing in a public or semi-public context those parts of one's body that are not normally exposed – for example, the breasts, genitals or buttocks.
- c.12 Malversation of college or student funds or property
- c.13 Publishing or circulating false or malicious information against another student, a teacher, any college personnel, or the college itself.
- c.14 Any act which tarnishes the name of the college, such as shoplifting or violations of the laws of decency
- c.15 Brutal and cruel acts as hazing or any form of conduct which tend to threaten and endanger the health and safety of any person inside the school premises or which adversely affect the student's suitability as member of the community.
- c.16 Bringing "outsiders" within the school premises for the purpose of committing crime or felony
- c.17 Use, possession and/or peddling of dangerous regulated drugs or paraphernalia
- c.18 Illegal possession of firearms and other deadly weapons or explosives within the premises of the college
- c.19 Sexual harassment, Rape
- c.20 Any offense of more or less the same gravity as Major/Grave Offense

The sanctions imposed for the commission of these offenses are:



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STUDENT SERVICES

For items c.1 to c.8

First Offense: Undergo counseling session with the College Guidance Counselor

Written apology with a promise of future exemplary conduct

Suspension for 10 days

Second Offense : Disciplinary probation

Third Offense: Suspension for 1 month

Subsequent Offense: Expulsion from the College

For items c.8 to c.13

First Offense: Undergo counseling session with the College Guidance Counselor

Suspension for 1 month to 1 Semester

Second Offense: Expulsion from the College

For items c.14 to c.18

First Offense: Expulsion from the College

NOTE.

1. In case damage of property is incurred, the respondent is obliged to repair the damaged property or pay the expenses in repairing the property.
2. In cases of robbery or theft the culprit is duty bound to pay the value or replace the items taken with another of the same value, quality and/or quantity with that of the items taken.

Section 4. The above classifications of offenses are not all inclusive; therefore, students may be given disciplinary sanctions other than those listed above. The Office of the Student Discipline/Committee on Student Disciplinary Tribunal reserves the right to impose lighter or stiffer penalties/sanctions for other offenses committed depending on the attending circumstances of the case.

Bullying. Bullying "refers to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim's psyche and/or emotional well-being;



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STUDENT SERVICES

- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means". (Sec 2 of RA 10627)

Section 6. Cases of bullying maybe filed and initially investigated in the Office of the Student Discipline and if determined to have a probable cause, the chairperson of the Student Discipline will endorse the case to the Committee on Student Disciplinary Tribunal for further investigation and decision. Sanctions depend on the gravity of the offense and shall be decided by the members of the Tribunal.

Section 7. Academic Misconduct. Academic Misconduct means the violations of policies involving academic integrity. Among the common violations committed are cheating during quizzes and periodic examinations and plagiarism. The sanctions imposed for the commission of these offenses are automatic grade of "5" on the subject (1st Offense), automatic grade of "5" on the subject and suspension for one semester (2nd offense), automatic grade of "5" on the subject and expulsion from the college (third offense).

Section 8. Students may be accountable both to civil and criminal authorities and to the College for behavior that constitute violations of the law and the Rules and Regulations on Student Conduct and Discipline. Since the action of civil and criminal authorities is independent from the college action, the college may decide whether to initiate investigation or consider an alleged violation of the Rules and Regulations On Student Conduct and Discipline while criminal charges are pending or before they are filed or after they are resolved.

C. Sanction and Operative Effects

Section 1. During suspension the student is neither allowed to attend his classes nor participate in any school-related activities. Should there be emergency suspension of classes on the date of suspension for whatever reason, such penalty will take effect on the following school day. Where the suspension is for one month or one semester, the student shall move out of the College jurisdiction within 72 hours after the suspension order took effect; in the case of those students who reside inside the College campus, they shall not be allowed to freely roam around the academic area during class hours within the period of suspension. Any student whose suspension covers the periodic examinations, the decisions shall be made after the student takes the examination. In all cases of suspension, a written promise of future exemplary conduct by the student and countersigned by his parents or guardians is required as a condition for readmission.

Section 2. Disciplinary Probation Conditions. Probation is a means of letting the students know that his/her behavior must be corrected within a specified period of time or severe disciplinary sanctions will follow. Probationary maybe lifted or retained based on the performance of the student subject to it and or upon the recommendation of the chairperson of the student discipline. If significant progress is made the probation is lifted; otherwise, longer days of suspension may be invoked. Student under probation shall not be eligible for any elective and/or appointive positions in any club or organization. Student under probation shall be monitored by the respective program chairperson of the program/course where the student belongs, by the chairperson of the Student Discipline, and by the Dean of the Student Services. While subjected to disciplinary probation, the student will do/perform the task assigned to him/her to do as decided by the members of the Committee on Student Disciplinary Tribunal.

Section 3. When a penalty of expulsion is meted out, the student cannot re-enroll in any program in the College.

Section 4. Failure to comply to any imposed sanctions shall be considered an another violation of the Rules and Regulations on Student Conduct and Discipline and may result in a more severe disciplinary action to be decided by the members of the Committee on Student Disciplinary Tribunal upon the recommendation of the Chairperson on Student Discipline. Imposition of penalties on mitigating and aggravating circumstances shall be considered as determined by the Tribunal.



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STUDENT SERVICES

Section 5. Committee on Student Disciplinary Tribunal. There shall be a student disciplinary tribunal composed of the OSS Dean as the Chairman; the Head of Security Unit as Member; the Dean, where the student belong, as Member and two (2) student council representatives, who shall sit as members. For valid reason, in case a member of the tribunal inhibits, the college president shall designate for replacement. There shall be Secretary that shall be designated by the Chairman to keep all records of the tribunal. The Student Disciplinary Tribunal decides over cases involving student.

Section 6. The College shall not take any action on complaints regarding misconduct committed by student(s) outside the College premises. However, the College shall take the necessary disciplinary action if:

1. The violation of college policies or regulations was committed in connection with a school sponsored activity, or,
2. The case involves his status as a student or affects the good name or reputation of the college.

Section 7. Complaints. Any complaint against a student may be filed with the Office of the Student Discipline who shall:

- a. determine the nature of the case;
- b. conduct preliminary evaluation to establish whether there is a probable cause to warrant the filing of the case;
- c. determine the violation committed;
- d. recommend cases to the tribunal.

The complaint shall be in writing and must contain the following:

- a. Name of the complainant/or one who file the report and his personal circumstances;
- b. Name of the person(s) complaint of;
- c. Witnesses, if any;
- d. Violation or circumstances of the complaint.

Any complaint filed by the student shall be under oath. In this regard, the Chairperson of the Student Discipline is deputized to administer the student oath;

Upon receipt of the complaint the Chairperson of the Student Discipline shall serve Notice Of Appearance to the offender or/ to personally answer the complaint filed against him/her not later than five school days after receiving the complaint.

After hearing the side of the respondent, the chairperson of the Student Discipline will serve another notice to both the complainant and the respondent indicating the schedule for preliminary evaluation.

Section 8. Preliminary Evaluation. The Chairperson of Student Discipline may proceed his evaluation even without the presence of parties concerned; provided, the notice was served. However, the preliminary evaluation may be postponed for valid reason upon the request of any party concerned. After the evaluation, the Chairperson of the Student Discipline may proceed to do the following.

- a. settle the case amicably;
- b. dismiss the case if no probable cause;
- c. impose the corresponding sanction or penalty for offenses classified under minor/light offenses.



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STUDENT SERVICES

- d. recommend for filing a formal charge for offenses classified under less grave or Major/Grave offenses.

The Chairperson of the Student Discipline shall formally inform both parties of the result/decision of the evaluation not later than five school days after the conduct of the preliminary evaluation. A Notice of Disciplinary Action/Sanction is served to the respondent if he/she is held responsible for committing an offense.

Section 9. Filing of Charges. Formal charges maybe filed moto-proprio by the college or at the instance of the complainant. Disciplinary proceedings shall commence upon filing of the formal charges.

Section 10. Formal Charge. Upon receipt of the recommendation of the Chairperson on Student Discipline, the Chairman of the Student Disciplinary Tribunal shall send notice to the respondent(s) and the parent(s)/guardian for hearing. The Chairperson on Student Discipline shall present the case during hearing.

Section 10. Hearing. The hearing should begin not earlier than three (3) days or not later than six (6) days after receipt of the notice.

Section 12. Duration of Hearing. No hearing on any case shall last beyond two (2) calendar months.

Section 13.Failure to Appear at Hearing. Failure of one or both parties to appear in scheduled hearing of serious charges despite of due notice and without justification, the investigation may be rescheduled. Succeedingly, if the complainant fails to appear during the hearing in spite of due notice, the complaint may be dismissed. In the case of the respondent, the hearing shall proceed.

Section 14.Postponement. Request or motion for postponement may be granted for good cause however not more than two (2) postponements per party is allowed.

Section 15.Decision of the Tribunal. The Tribunal shall decide on each case within fifteen (15) days after final hearing. The decision shall be in writing through resolution substantiated with complete records and proceedings of the case. It shall be signed by at least a majority of all its members. It shall contain a brief statement of background, analysis, findings, and sanction(s) and the prescribed regulation(s) on which the decision is based. The Chairman shall transmit the report and resolution together with the decision to the Vice-President for Academic Affairs, for his/her action in 10 school days to one month suspension and on subjecting the offender to disciplinary probation and to the College President for his/her action on one semester suspension, and expulsion from the college.

Section 16. Appeal to the President. The respondent may file an appeal to the President of the College within ten (10) days upon receipt of the decision. Only on cases where the sanction is expulsion is appealable. Decisions of the President may be appealed to the Board of Trustees within ten (10) days after the respondent has received a copy of the decision.

Section 17.Decision by the Board of Trustees. The Board of Trustees shall review the appeal and decisions of the President of the College when the penalty is expulsion.

Section 1. Rights of Respondents. Every respondent shall enjoy the following rights:

- a. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied;
- b. To be convicted only on the basis of substantial evidence/s the burden of proof being on the person filing the charges.
- c. To be convicted only on the basis of evidence introduced at the proceeding ofwhich the respondents have been properly appraised and given the opportunity to rebut the same;
- d. To enjoy, pending final decisions on the charge, all his rights and privileges as a student, subject to the power of the Chairman of the Tribunal, to order the preventive suspension if necessary, to maintain the security of the College, and;



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STUDENT SERVICES

- e. To defend himself personally, or by counsel. If the respondent desires, and he is unable to secure the services of a counsel, he shall manifest the fact at least two (2) days before the date of hearing and request a counsel from among the members of the College Faculty and Staff.

Section 19. Effectivity of Decision. Decision shall take effect as provided in the aforementioned rule; provided that the final decision of suspension or dismissal shall be rendered prior to any periodic examination, and shall take effect during the semester immediately subsequent to the semester/summer in which such decision was rendered, provided further, that if the respondent is graduating in which case the penalty shall be effected immediately.

Section 20. Records. All proceedings before the Tribunal Committee shall be taken down in writing by a competent secretary/stenographer. Original records pertaining to student discipline shall be under the custody of the Chairperson of student Discipline. Such records are hereby declared confidential and no person shall have access to the case for inspection or copying unless he is officially involved therein or unless he has a legal right which cannot be protected or vindicated without access to such record. Any employee of the College who shall violate the confidential nature of such records shall be subject to disciplinary action.

Note: For the offences of non-student and non-campus residents and where the provisions of this Code cannot be applied, the case shall be brought to the appropriate court of justice



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STUDENT SERVICES

PROGRAM SERVICE AREA QUALITY

Staffing:

NAME	POSITION/DESIGNATION	NATURE OF APPOINTMENT	EDUCATIONAL ATTAINMENT	SIGNATURE
Prof. Ma. Kristine I. Arriola	Instructor I Student Discipline Coordinator	Temporary	CAR for MAEd BSEd major in T.L.E	

Citizen's Charter:

STUDENT DISCIPLINE

Title of Frontline Service: Filing of Complaint Against a Student/s

Schedule of Availability: Monday – Friday, 8:00am-5:00pm

Who may avail of the service: Anyone aggrieved or offended by a student/s

What are the requirements:

1. Accomplished Incident Report Form also referred to as complaint form.
2. Full name of the student complained of & full name of person complaining;
3. A narration of relevant facts that show the offense allegedly committed by the student complained of.
4. Evidence and testimonies of a witness/es

Duration (total processing time) : 50 minutes

HOW TO AVAIL OF THE SERVICE

Step	Applicant/ Client Activity	Service Provider Activity	Duration of Activity Under Normal Circumstances	Person In Charge	Fees	Forms	Output from the Service Provider
1	Orally reports complaint to Office of Student Discipline	OSD discusses complaint with complainant	10 mins.	Coordinator, Student Discipline	None	None	Complaint is adequately discussed & clarified.
2	Accomplishes & submits Incident Report Form	OSD receives accomplished Incident Report Form	20 mins.	Coordinator, Student Discipline	None	Incident Report Form	Incident Report received & entered into OSS official file.
3	Confirms venue, date & time of fact-finding dialogue /hearings to be conducted by the OSS Dean	OSD informs complainant on venue, date and time of dialogues / hearings	5 mins	Coordinator, Student Discipline	None	None	Date, venue and time of fact-finding dialogue / hearings are confirmed and duly calendared.



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STUDENT SERVICES

4	Conduct Hearing	OSD makes Disciplinary Report	30 mins	Coordinator, Student Discipline	None	None	Submission and Endorsement of Disciplinary Report to the Dean of Student Services. End of Transaction.
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Title of Frontline Service: Affidavits for Lost ID / Exam Permits / Official Receipts / Printouts of Study Loads

Schedule of Availability: Monday – Friday, 8:00am-5:00pm

Who may avail of the service: Students

What is the requirement: Affidavit of Loss

Duration (total processing time) : 15 minutes

HOW TO AVAIL OF THE SERVICE

Step	Applicant/ Client Activity	Service Provider Activity	Duration of Activity Under Normal Circumstances	Person In Charge	Fees	Forms	Output from the Service Provider
1	Gets Affidavit of Loss Form	OSD gives Affidavit of Loss Form to Students & instructs them on the procedure	5 mins	Coordinator, Student Discipline	none	Affidavit of Loss Form	Student is guided on the procedure involved.
2	Pays of the lost item	Cashiering Unit receives & acknowledges payment	5 mins.	Cashier	P100	For Lost of ID Only	Issuance of official receipt of payment.
3	Present Official receipt of payment to the OSS	OSS receives & acknowledges payment	5 mins.	Dean OSS	none	Official receipt	Issuance of ID. End of Transaction.



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STUDENT SERVICES

Title of Frontline Service: Request for Temporary Exemption from Wearing the School Uniform

Schedule of Availability: Monday – Saturday, 8:00am-5:00pm

Who may avail of the service: Students

What are the requirements:

1. ID
2. Excuse letter

Duration (total processing time) : 10 minutes

HOW TO AVAIL OF THE SERVICE

Step	Applicant/ Client Activity	Service Provider Activity	Duration of Activity Under Normal Circumstances	Person In Charge	Fees	Forms	Output from the Service Provider
1	Secure non-wearing of school uniform form	OSD evaluates issues Temporary Exemption Slip	10 mins.	Coordinator, Student Discipline	none	Temporary Exemption Slip	Grant of temporary exemption.
2	Shows temporary exemption slip to teacher / security guard	Teacher / guard examines authenticity of exemption slip	3 mins	Teacher / Guard	none	none	Implementation of temporary exemption. End of Transaction.

STUDENT DISCIPLINE SERVICES ACTION PLAN

S.Y.: 2016-2017

DELIVERABLES	TARGET	STRATEGIES/ACTIVITIES	TIME FRAME	BUDGET	PERSON(S) INVOLVED
Conduct Values Orientation Seminar once every semester	All DNSC students	Invite resource speakers to conduct values-related orientation seminars.	First and Third Quarter	Php 10,000.00	OSD Chairperson, SSC & all students
Conduct investigations of complaints endorsed promptly	Dependent on the number of complaints endorsed to the OSD	Receive complains and call the attention of the persons concerns and execute procedures in investigation and resolving conflicts	First to Fourth Quarter	None	OSD Chairperson, complainants, accused & witnesses
Facilitate the SSC	SSC Officers	Ask the SSC officers to	Second	None	OSD



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STUDENT SERVICES

for the revisit of the policy on the appropriateness of appearance of DNSC students and make resolutions if ever there are amendments to be made		call for a meeting for the revisiting of the policy, make resolution in case of some changes that need to be amended	and Fourth Quarter		Chairperson & SSC Officers
Anti-Fraternity and Sorority Campaign	All DNSC students	Administer affidavit of non-participation to unrecognized student organization to all freshmen and transferees	Second Quarter	None	OSD Chairperson & all students
Campus Security and Safety Information Drive	All DNSC students	Conduct symposium, distribute leaflet/flyers/brochure regarding campus security and safety measures	Second Quarter	Php 10,000.00	OSD Chairperson, SSC and all students
Conduct seminar-workshop on Parliamentary Procedure	SSC and all recognized organizations officers	Invite resource speakers regarding the parliamentary procedure and proper de quorum	First Quarter	Php 10,000.00	OSD Chairperson, SSC and all officers of recognized organizations



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STUDENT SERVICES

OSS Form 08

INCIDENT REPORT FORM

INSTRUCTIONS: Kindly fill-in necessary information/s below not later than the day following the incident.

NAME :	
____ Student ____ Faculty ____ Others	Date Accomplished:
Course/Year and Section:	Contact #:

FACTS

DATE OF INCIDENT		TIME OF INCIDENT	
LOCATION OF INCIDENT		NATURE OF INCIDENT	

DETAILS

I HEREBY CERTIFY that my statements above are true and correct.

Signature over Printed Name

-----To be filled-up by the Office of the Student Discipline and Office of the Student Services-----

REMARKS/ACTION TAKEN

Prepared by:

PROF. MA. KRISTINE I. ARRIOLA
Coordinator, Student Discipline

NOTED:

DR. JO MARK M. LIBRE
Dean, Office of the Student Services



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STUDENT SERVICES

APOLOGY LETTER FORM

OSS Form 10

DATE : _____

FACTS

NAME OF STUDENT		COURSE/ YEAR & SECTION	
DATE OF INCIDENT		TIME OF INCIDENT	
LOCATION OF INCIDENT		NATURE OF INCIDENT/CASE	

I HEREBY CERTIFY that my statements above are true and correct.

[Signature over Printed Name of the Student]

Noted:

Recommending Approval

Department Chair/Coordinator
Signature-Over-Printed Name

PROF. MA. KRISTINE I. ARRIOLA
Coordinator, Student Discipline

APPROVED:

DR. JO MARK M. LIBRE
Dean, Office of the Student Services

Copies for Distribution:

Guidance Office	
Student Discipline	
Office of the Student Discipline	
Concerned Student	



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STUDENT SERVICES

GUIDANCE REFERRAL FORM

Date : _____ FOR : **CONCERNED GUIDANCE COUNSELOR**
This College

In order for the Office of the Student Services to promptly and judiciously act on the incident report/ complaint/ case, is hereby advice the student for referral to your respective office for proper guidance and counseling.

FACTS

NAME OF STUDENT		COURSE/ YEAR SECTION	
DATE OF INCIDENT		TIME OF INCIDENT	
LOCATION OF INCIDENT		NATURE OF INCIDENT	

PROF. MA. KRISTINE I. ARRIOLA
Coordinator, Student Discipline

DR. JO MARK M. LIBRE
Dean, Office of the Student Services

To be filled-up by the Guidance Counselor

REMARKS/ACTION TAKEN

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NAME OF STUDENT	
COURSE/YEAR & SECTION	

Signature over Printed Name of the Guidance Counselor

Date

Note: Attach the Incident Report (if necessary).