



ATENEIO DE MANILA UNIVERSITY  
OFFICE OF THE VICE PRESIDENT  
FOR THE LOYOLA SCHOOLS

31 May 2019

MEMO TO: **The Loyola Schools Community**

FROM: **Maria Luz C. Vilches, PhD**  
*Vice President for the Loyola Schools*

SUBJECT: **EXPANSION OF THE STUDENT DISCIPLINE OFFICE AND  
STREAMLINING OF DISCIPLINE PROCESSES**

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In the effort to simplify and centralize grievance processes related to student disciplinary complaints, the following structural and procedural changes have been approved by the Vice President's Council, and are to take effect starting SY 2019-2020 (as of June 1, 2019):

1. **All student disciplinary complaints should be filed with the newly constituted *Office of Student Discipline (OSD)*.** The separate and expanded OSD will be headed by Ms. Carolyn Soledad P. Natividad, Ph.D.(Cand.) within the Student Formation Cluster under the Associate Dean for Student Formation (ADSF), Dr. Leland Joseph R. Dela Cruz.
2. **The expanded OSD will fulfill the following functions** previously handled by the *Office for Student Services (OSS)*:
  - Receipt and investigation of all student disciplinary complaints of possible misconduct (except for cases of Sexual Harassment which are mandated, by law, to be handled by the University-level Committee on Decorum and Investigation)
  - Processing of all violations of the *Code of Conduct*, and determination of subsequent actions necessary per complaint/incident
  - Assessment of sanctions appropriate for minor offenses vs the *Code of Conduct*
  - Issuance of *Certificates of Good Moral Character (CGMC)*
3. The following **services continue to be attended to by the *Office for Student Services (OSS)***:
  - Security-related services/requests, such as:
    - Temporary ID application
    - ID issuance/replacement
    - Temporary parking pass requests
    - Traffic/parking ticket appeal processing
    - Filing of loss reports, and loss investigation
    - Requests for CCTV footage

- General assistance for emergencies, urgent concerns and immediate action
  - Processing of security and order related regulations (up to 4 violations within 1 school year)
    - Failure to wear the LS Student ID
    - Failure to comply with traffic/parking regulations
    - Dress code violations
  - Specialized services for students with disabilities, international student assistance and student mobility services
4. **Individual ID violations, traffic/parking tickets, and dress code violations will no longer be considered “minor offenses” vs the *Code of Conduct*. Rather, they will be treated as violations of the rules and regulations of the OSS, to be settled with the OSS (similar to violations of the internal rules of the Rizal Library), up until 4 violations within one school year. Nonetheless, as currently practiced, on the *fifth violation within the same school year*, the student will be reported to the OSD for processing as a case of “repeatedly violating rules and regulations of the University or Auxiliary units,” with the OSS serving as complainant.**
  5. **No changes have been made to the decision-making process for major offenses** in the *Code of Conduct*. As practiced, the Committee on Discipline submits its recommendations to the Associate Dean for Student Formation (ADSF), who is the signatory of all major case decisions. Similarly, appeals of the decision of the ADSF remain with the VPLS (except in cases of dismissal or expulsion, which may be appealed to the University President).
  6. The **Student Discipline Office will be relocated** from Xavier Hall (room X102) to the lower ground floor of the MVP building within the first few months of the school year. In the meantime, CGMC requests may continue to be filed at Window 12 of OSS. A memo regarding the formal transfer of location will be forthcoming.
  7. The expanded Office for Student Discipline will have a **direct link to the Gender Hub** through its new *Coordinator for Gender and Special Concerns* (Ms. Maria Estrella V. Paulino, RGC), who will explicitly coordinate with the Director of the Gender Hub (Dr. Mira Alexis P. Ofreneo) **starting August 2019** when the Hub becomes operational.
    - The **Gender Hub will serve as a clearinghouse of all complaints related to the subject of gender, sexual misconduct, violence and harassment**, regardless of whether the subject of the complaint is a student or employee.

Appropriate edits to the *Code of Conduct* will be made in the upcoming 2020 version of the Student Handbook, to reflect these new and necessary organizational changes. In the meantime, this memo will be included in the distribution of the Student Handbook to incoming first year Ateneans of 2019, and among the list of important memoranda in the Loyola Schools webpage.

We appreciate the community’s support in our continuing efforts to effectively and speedily address increasingly complicated matters related to student discipline.