



UNIVERSITY

GAD-RELATED POLICIES

- ***Anti-Sexual Harassment***
- ***Student Protection and Anti-Bullying***
- ***Creation of Committee on Decorum and Investigation (CODI)***
- ***Non-Expulsion of Students and Faculty due to Pregnancy***
- ***Scholarship Program for Marginalized Women-Students***

Message from the President

Republic Act No. 9710, better known as the Magna

Carta of Women which was signed into law on 14 August 2009 mandates mainstreaming Gender and Development in the Philippine educational system. It is "a comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of Filipino women, especially those in the marginalized sectors".

The advancement and mainstreaming of gender and development as a response of all government agencies and all sectors of society have been the global endeavor of the Philippine government.



Meanwhile, the Commission on Human Rights which is designated as the Gender and Development Ombud under the Magna Carta of Women (RA 9710) together with its Regional Offices has mandate to investigate violations of the law and to monitor jointly with the Philippine Commission on Women (PCW) its implementation. And as part of the Regional Offices' function as Gender Ombud, its task is to undertake monitoring of compliance with the Magna Carta of Women.

The Pangasinan State University in compliance with section 27 (**Right to Education and Training**) of the Implementing Rules and Regulations of the Magna Carta of Women have formulated and have it approved by the PSU Board of Regents (Board Resolution No. 12, s. 2016), the policy matters of the University on: *Anti Sexual Harassment, Student Protection and Anti-Bullying, Creation of Committee on Decorum and Investigation (CODI), Non-Expulsion of Students and Faculty due to Pregnancy, and Scholarship Program for Marginalized Women-Students.*

Coming out with the formulation and implementation of the above policies, and evaluation of GAD policies, plans, programs, projects and activities to assess the result is a way of achieving social and economic development and accountable gender-responsive governance.

The modest action of the University has responded the challenges in the promotion, implementation and evaluation of gender-responsive governance for a non-discriminatory and pro-gender equality and equity gender policies, plans and programs.

I am therefore elated about these policy matters which I consider a "*vade mecum*" containing the most basic information to help faculty, non-teaching and administrative staff, personnel and officials in the task of integrating gender and development in the four-fold functions of our University – instruction, research, extension and production. In addition, these policies remind us of our duty, responsibility and accountability in ensuring gender equality in overall academic and non-academic administration. It also seeks to equip everyone with the information, rules and regulations that protect individuals from gender-based biases and establish standards of dignity and respect for all.

DEXTER R. BUTED, DBA

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ANTI-SEXUAL HARASSMENT POLICY

Section 1. Legal Basis

Section 4, Republic Act No. 7877, An Act Declaring Sexual Harassment Unlawful in the Employment, Education, or Training Environment, and for Other Purposes, mandates employer or head of agencies, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment.

Pursuant to the above provision, the Pangasinan State University formulates and implements Anti Sexual Harassment policies and procedures as heretofore provided.

Section 2. Affirmation of Policy

The University affirms its commitment to provide a secure and conducive learning and working environment where students, faculty members and employees who participate in activities and programs of the University can work and learn together in an atmosphere free from sexual harassment and all forms of sexual intimidation and exploitation, henceforth, the University declares all forms of sexual harassment **unlawful**.

Section 3. Definition

As used in these Rules and Regulations

- a. **Student** means a person duly enrolled for a degree course in any academic unit of the University
- b. **Employee** means any person who holds an official appointment or designation in any unit or office (academic or administrative) of the University and includes casual or contractual employees.
- c. **Faculty Member** means any member of the teaching staff of the University regardless of academic rank or category and includes librarian, researcher and extension worker.

Section 4. Scope

All members of the University community – faculty, staff, students, at all PSU campuses, activities, programs, project offices/sites, or venues of official functions, or while representing the University in an official capacity and all others doing and/or transacting official transactions in the University.

Section 5. Sexual Harassment Defined

The Pangasinan State University has adopted, and its policy is based on the definition of sexual harassment set forth in Section 3 of RA 7877.

Sexual harassment as defined in this policy is committed by an officer, faculty member, employee, coach, trainer, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.

In a work-related or employment environment, either academic or administrative, sexual harassment is committed when:

1. The sexual favor is made as a condition in the hiring or employment or re-employment of the individual who is the object of sexual harassment; or in granting such individual favorable compensation or promotion or any other terms, conditions or privileges; or the refusal to grant the sexual results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him/her or diminish employment opportunities or otherwise adversely affect such faculty member or employee;
2. The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service Law, Rules and Regulations;
3. The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.

In the academic, teaching or training and study environment, sexual harassment is committed:

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

Section 6. Where Sexual Harassment is Committed.

Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

1. in or outside the office building or training site;
2. at office or training-related social functions;
3. in the course of work assignments outside the office;
4. at work-related conferences, studies or training sessions, or
5. during work-related travel
6. over the telephone

Section 7. Forms of Sexual Harassment

Sexual harassment may be committed in any of the following forms:

1. overt sexual advances;
2. unwelcome or improper gestures of affections;
3. request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
4. Any other act or conduct of sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

Section 8. Examples of Sexual Harassment

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following are examples of sexual harassment, however, these are not exhaustive:

1. sexual violence, including sexual assault, rape, sexual battery and sexual coercion
2. threats or insinuations which lead the victim reasonably to believe that granting or denying sexual favors will affect her or his reputation, education, employment, advancement, or standing within the University.
3. sexual advances, sexual propositions, or sexual demands which are not agreeable to the recipient
4. sexually explicit emails or text messages
5. sexual misconduct such as stalking, cyberstalking, recording or transmitting sexual images, and voyeurism.
6. unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, course content, research, or other university programs or activities.
7. repeatedly using sexually degrading words or sounds to describe a person
8. unwanted or unnecessary touching, patting, hugging or other physical contact
9. recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior

Section 9. Inducement or Cooperation to Commit Sexual Harassment

Any person connected with the University as official, faculty member, employee or a student who directs or induces to commit any act of sexual harassment as herein defined or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulations.

Section 10. Policy Guidelines against Sexual Harassment

In furtherance of the Declaration of Policy affirmed in Section 2 hereof, the following guidelines shall be observed within the Pangasinan State University System:

1. The Pangasinan State University believes that all officials, faculty members, employees and students within its jurisdiction should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.
2. Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures or drawings. Such conduct/behavior has the effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment.
3. Sexual harassment may include incidents, but is not limited to cases involving abuse of authority or power but includes as well as those in peer relationship, such as faculty-faculty, employee-employee, or student-student relations, or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.
4. Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and

eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Policy Guidelines.

5. Sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or unmoral conduct, or conduct prejudicial to the best interest of the service, as each case may warrant.
6. All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the University authorities, within the consent of the victim and taking into account the integrity and other preponderant interests of the University.
7. University officials, faculty members, employees and students entrusted with duties and functions connected with the implementation or enforcement of these Policy Guidelines are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
8. The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
9. Retaliation against parties directly or indirectly involved in any accident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.
10. The Pangasinan State University will not tolerate any behavior that amount to sexual harassment and any official, faculty members, employee and student found to have committed sexual harassment shall be subjected to disciplinary action up to and including discharge for employees and dismissal for students.

Section 11. Procedure on Sexual Harassment Cases

1. The Pangasinan State University including its campuses shall provide facilities for both formal and informal procedures for resolving cases or dealing with incidents of sexual harassment.

- 1.1. Informal procedure refers to University initiative through proper authorities or committees, which does not involve formal investigation or filing of formal charges. It may consist of providing information, referral, counseling, and other means of support. Incidents of sexual harassment dealt within this manner will be documented to determine if patterns of sexual harassment are present, however, no informal procedure will be done without the consent of the complainant.
- 1.2. Formal procedure refers to the filing of a formal complaint by the complainant through subscribed sworn complaint to the proper authorities or committees. The committee shall, upon receipt of the complaint determines whether probable cause exists before giving due course to the complaint. However, complaint procedure must conform to the principles of due process.
2. An employee who believes that he/she has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to his/her immediate superior, Unit Head, the Committee on Decorum and Investigation (CODI). Any other party who is a victim of sexual harassment may report the incident to the Committee on Decorum and Investigation or any University Official who shall, in turn, refer the matter to the Committee on Decorum and Investigation.
3. Any immediate superior who receives a complaint/report of sexual harassment or related retaliation or witnesses such an incident is required to promptly report it to the Committee on Decorum and Investigation. Professionals, who due to the nature of their work become privy to such information, are exempted from this provision based solely on the confidentiality of all matters discussed between the doctor/counselor and patient/client.
4. Action/investigation of the sexual harassment complaint/report shall commence within fifteen (15) days from receipt of complaint/report. The investigation shall be concluded and reports including recommendations submitted to the President within ninety (90) days from receipt of complaint/report.

5. The Committee on Decorum and Investigation shall be responsible for coordinating and consulting with the Unit Head of the complainant/affected party and/or respondent to determine the most appropriate means for addressing the complaint/report as follows:
 - 5.1. Investigating the complaint/report in accordance with Procedure 7, 8 and 9 of this policy;
 - 5.2. With the agreement of both parties, attempt to resolve the complaint/report through the form of an alternative dispute resolution process (e.g., mediation);
 - 5.2.1 The Committee on Decorum and Investigation, in consultation with the Unit Head of the complainant may designate another individual from within or outside the University to conduct or assist in the investigation or to manage the alternative dispute resolution process.
 - 5.2.2 Anyone so designated must adhere to the provisions of the University's Anti-Sexual Harassment Policy and must confer with and inform the Committee on Decorum and Investigation about his/her progress. The designated party must submit a report within the timetables prescribed in this policy.
 - 5.3. If it is determined by the Committee on Decorum and Investigation and Unit Head that the complaint/report does not constitute sexual harassment, a summary report indicating the findings shall be submitted to the President while the complainant/reporter shall be duly informed of the result of the preliminary investigation.
6. All complaints or reports shall be made as promptly as feasible after its occurrence. A delay in complaining/reporting a sexual harassment incident may be reasonable under some circumstances on a case-to-case basis. However, an unreasonable delay in complaining about or reporting any

alleged sexual harassment incident shall be an appropriate consideration in evaluating the merits of the complaint/report.

7. When an investigation is conducted, both the complainant and respondent shall have the right to:
 - 7.1 Receive written notice of the complaint/report including a statement of these allegations; and
 - 7.2 Present relevant information to the body conducting the investigation.
8. The President, the respondent's Unit Head and immediate superior shall be notified that an investigation is ongoing. The Committee on Decorum and Investigation shall advise the respondent's Unit Head if there is a need to relieve the respondent of any duties and responsibilities or authority during the investigation. If the Unit Head declines, he/she shall submit a letter of explanation to the President detailing his/her reasons with a copy provided to the Committee on Decorum and Investigation.
9. The investigation shall be conducted by the Committee on Decorum and Investigation in consultation with the Unit Head. Whenever practicable, a peer from the same employment classification as the complainant shall be included in the committee.
 - 9.1. The Investigating Committee shall submit a recommendation to the President.
 - 9.2. Disciplinary action shall be imposed if warranted and only after compliance with the requirements of due process.
 - 9.3. All records and proceedings shall be considered as confidential.
 - 9.4. The complainant and respondent shall be informed of the results of the investigation and the resolution of the complaint/report.

Section 12. Annual Report

The Committee on Decorum and Investigation shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-à-vis the implementation of the University policy, rules and regulations contained herein, together with his recommendations.

Section 13. Effectivity.

These Rules and Regulations shall take effect upon approval by the PSU Board of Regents and the same shall be published within fifteen (15) calendar days from approval thereof to any official publications of the University.

STUDENT PROTECTION AND ANTI-BULLYING POLICY

Section 1. Legal Basis

This policy is adopted in compliance with Republic Act No. 10627 otherwise known as the "Anti-Bullying Act of 2013".

Section 2. Affirmation of Policy

The University values a healthy and peaceful learning and teaching environments. All members of the Pangasinan State University, which includes students, faculty, personnel, parents and guardians, and the community members should be aware of the negative effect that bullying and harassment can have on victims and the University in general, and shall work towards ensuring that everyone can work in environment without fear.

The PSU Administration is committed to providing an educational environment that promotes respect, dignity and equality. The Administration recognizes that students' ability to learn and to meet high academic standards and a school ability to educate its student are compromised by incidents of bullying or harassment. Such behavior affects not only the individuals who are its targets but also those who participate in or witness such acts.

The Pangasinan State University will do whatever is reasonably necessary and possible within its authority to prohibit and/or eradicate harassment and bullying in all its forms. Acts of bullying and harassment are prohibited, whether they are committed directly or indirectly, in person (face-to-face), function, or off school property where there is a sufficient nexus to the school environment. The University takes a strong stance against bullying and harassment.

Bullying and harassment are unacceptable in PSU and will not be tolerated.

Section 3. Scope and Coverage.

This policy applies to all students enrolled in the different degree programs at the Pangasinan State University, herein referred to as the School.

Section 4. Definitions

"Bullying" and "Harassment":

1. "Bullying" and "Harassment" means the creation of a hostile educational environment:
 - a. by written, verbal or physical conduct, intimidation or abuse, including such behavior conducted via electronic communication, and/or postal mail; and
 - b. that has the effect of substantially interfering with a student's education or reasonably causes, or would be expected to cause, a person to fear for his or her physical safety.
2. "Bullying" and "Harassment" can take many forms including, but not limited to: slurs, rumors, jokes, innuendo, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, verbal, physical, or electronic actions.
3. The basis for such conduct may include, but is not limited to, a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, physical or mental ability or disability, sexual orientation, gender, sex, marital status, gender identity, socio-economic status, and familial status.
4. "Bullying" and "harassment" do not have to include the intent to harm, be directed at a specific target, or involve repeated incidents.
5. Gender-based bullying – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity

"Electronic communication" means a communication transmitted by means of an electronic device, including but not limited to, a telephone, cellular phone, computer, laptop, pager, or other hand-held device, communications transmitted through email, text message, instant message, voicemail, social networking sites, webpage, video, blogs and twitter.

Section 5. The following shall be parties and/or stakeholders in bullying incidents or defined in R.A. No. 10627 and this Policy:

1. **Bully** - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. **Bystander** - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.
3. **Bullied or Victim** – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. **Parent or Guardian** - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.
5. **School Personnel** - refers to all staff and employees of the School; regardless of rank or status; whether classified as academic, academic-support, or non-academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
6. **School** – refers to Pangasinan State University

Section 6. Statement of Policy

The School as a matter of policy prohibits bullying in all its forms, regardless of the means, place and time of its commission.

Section 7. Definition of Bullying

The school adheres to the definition n of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

"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 another 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:

1. 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;
2. Any act that causes damage to a victim's psyche and/or emotional wellbeing;
3. 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;
4. **"Cyber- bullying"** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s. 2012.

Section 8. Other Forms of Bullying

1. **Social bullying** – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group;

2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention or the level of threats is high, appropriate action shall be taken by the school within twenty four (24) hours from the time of the incident.
3. Inform the victim and the parents or the guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations on proper interventions, referrals and monitoring.

13.4. Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

1. The student and the parents or guardians shall be informed of the complaint in writing;
2. The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
3. The decision of the CODI shall be in writing, stating the facts and the reasons for decision; and
4. The decision may be appealed to the University President and ultimately to the Board of Regents

13.5. Observance of Procedures

1. In dealing with bullying cases, the procedures and reglementary period in filing complaints, affidavits, counter-affidavits, answers and replies as contained in the procedural mechanism of the Committee on Decorum and Investigation (CODI) shall be made applicable.

Section 15. Prevention Program

The program will include:

1. Training for administrators and staff to increase awareness of the prevalence, causes, and consequences of bullying and harassment, and sharing strategies for preventing such behavior;
2. Promoting student involvement in anti-bullying and anti-harassment efforts, peer support, mutual respect, and creating a culture which encourages students to report incidents of bullying and harassment, or similar behavior to an adult;
3. Collaborating with families and the community to inform parents about the prevalence, causes, and consequences of bullying and harassment;

Section 16. Intervention Program

The intervention program will include:

1. training for school staff on how to respond appropriately to students who engage in bullying or harassing behavior, are victims of such behavior, and are bystanders who report such behavior;
2. remedial measures designed to correct the bullying or harassing behavior, prevent another occurrence, and protect the victim;
3. development of nondiscriminatory instructional and counseling methods; and
4. thorough training of at least one Peer Mediation Advisor at every school to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, physical or mental ability or disability, sexual orientation, gender, sex, marital status, gender identity, socio-economic status, and familial status. Contact information will be included in the District Calendar, District Website and other appropriate school publications, and will be distributed to students and staff annually at the beginning of the school year.

Section 17. Disciplinary Measures

Where students resist or refuse to respond to intervention or prevention strategies; to address bullying, the School will resort to stringent action to deal with

persistent and violent bullying. Disciplinary actions may or may not be resort to by the school depending on the circumstances of each case with due consideration to the age of the student involved.

Section 18. Consequences

1. Discipline, including suspensions and expulsions consistent with the Student Code of Conduct and all rights under law and other applicable agreement; and
2. Recognition for positive behavior exhibited by students who take an active role in addressing prohibited behaviors.

Section 19. Confidentiality

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Committee on Decorum and Investigation (CODI), teacher concerned, and the Office of Student Affairs/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the Civil Service Law, Rules and Regulations

Section 20 .Effectivity

These Rules and Regulations shall take effect upon approval by the PSU Board of Regents and the same shall be published within fifteen (15) calendar days from approval thereof to any official publications of the University.

CREATION OF CODI (Committee on Decorum and Investigation)

Section 1. Legal Basis

The creation of Committee on Decorum and Investigation (CODI) in compliance with the Anti-Sexual Harassment Act of 1995 (R.A. 7877), Civil Service Commission (CSC) Memo Circular No. 17 and Anti-Bullying of 2013 (R.A.10627)

Section 2. Affirmation of Policy

The University shall ensure the necessary policies and mechanism to prevent and punish sexual harassment and other recorded sexual offenses, bullying and discrimination. The provision herein shall govern the creation of the Committee on Decorum and Investigation (CODI) at the Pangasinan State University.

Section 3. CODI and Its Functions

A CODI shall perform the following functions:

- a. Receive complaints of sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women;
- b. Investigate complaints of sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women;
- c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- d. Lead in the conduct of discussion about sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women within the institution to increase the community's understanding of, and prevent incidents thereof;
- e. Conduct such other activities that would engender safe environment for women in school campuses and training-related programs in HEIs.

When the delay in the disposition of case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the 90-calendar-day period of preventive suspension. Provided that should the respondent be on paternity/maternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

- j. Remedies from the Order of Preventive Suspension: The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to the CSC in the case of SUC's by way of an appeal within fifteen (15) days of receipt thereof.
- k. Conduct of Formal Investigation: A formal investigation shall be conducted by the CODI if it deems such investigation is necessary to decide the case judiciously, although the respondent does not request a formal investigation. It shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondents' answer.
- l. Pre-hearing Conference: At the commencement of the formal investigation, the CODI may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:
 - 1. Stipulation of facts;
 - 2. Simplification of issues;
 - 3. Identification and marking of evidence of the parties;
 - 4. Waiver of objection to admissibility of evidence;
 - 5. Limiting the number of witnesses, and their names;
 - 6. Dates of subsequent hearing and
 - 7. Such other matters as may aid in the prompt and just resolution of the case.
- m. Preliminary Hearing: At the start of the hearing. The CODI shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant.

- n. Request for subpoena: if a party desires the attendance of a witness or the production of documents or things, he/she shall make a request for the issuance of the necessary subpoena at least three (3) days before the scheduled hearing.
- o. Issuance of subpoena: the CODI may issue subpoena *ad testificandum* to compel the attendance of witnesses and subpoena *duces tecum* for the production of documents or objects.
- p. Formal Investigation Report: Within fifteen (15) days of the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendation, shall be submitted by the CODI to the disciplining authority. The complete records of the case arranged systematically and chronologically shall be attached to the report of investigation.
- q. Finality of Decisions: The disciplining authority of the University shall render the decision on the case within thirty (30) days of receipt of the report of investigation. A decision rendered by the head of the Institution where a penalty of suspension for not more than thirty (30) days or a fine in amount not exceeding thirty (30) days' salary is imposed, shall be final and executory. However, if the penalty imposed in suspension exceeding thirty (30) days or a fine exceeding 30 days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.
- r. Motion for reconsideration: the party adversely affected by the decision may file a motion for reconsideration with the disciplining authority within a non-extendible period of fifteen (15) days of receipt hereof. Only one motion for reconsideration shall be entertained.
- s. Appeal: For decision rendered by the disciplining authority of the University, the party adversely affected may file the appeal before the CSC.

Section 6: Responsibilities of the CODI

The CODI shall afford both parties due process required in administrative cases in all the proceedings. Upon receipt of the Report with findings and recommendations of the CODI, the GFPS shall ensure that the disciplining authority immediately review said Report and prepare its Decision in accordance, furnishing certified copies by the personal service or registered mail to the respondent/s and the complainant-victim in the case.

Section 7: Reportorial Requirements to CHED, CSC and DOLE

The Pangasinan State University shall report all complaints/cases of education- and training-related sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women and the status thereof to the CHED Regional Office and CSC and DOLE as may be applicable. The CHEDROs shall endorse a copy to the CHED GAD Focal Committee in the Central Office immediately upon receipt for appropriate action.

Section 8. Effectivity

These Rules and Regulations shall take effect upon approval by the PSU Board of Regents and the same shall be published within fifteen (15) calendar days from approval thereof to any official publications of the University.

POLICY ON NON-EXPULSION OF STUDENTS AND FACULTY DUE TO PREGNANCY

Section 1. Legal Basis

Pursuant to the provision of Republic Act 9710 otherwise known as the Magna Carta of Women (MCW), the following policies and procedures are hereby formulated by Pangasinan State University to prevent expulsion of women students and faculty due to pregnancy in its workplace and college environment, and to provide the procedure for the settlement and/or elimination of discrimination in education, scholarships, and training, particularly on non-expulsion of women due to pregnancy.

Section 2. Affirmation of Policy

In affirmation of the provision of Magna Carta of Women, (Republic Act 9710) the Pangasinan State University shall establish and maintain a learning and working environment for all, particularly for women students and faculty, that is fair, humane and happy – an environment that seeks to eliminate discrimination in education, scholarships and training. Thus, expulsion, non-readmission, prohibition of enrolment and other related discrimination of women students and faculty due to pregnancy is condemned and considered illegal.

The University affirms its commitment to provide equality for all its students and faculty; recognizes, protects and promotes the rights of women, especially those belonging in the marginalized sectors of the society, hence, it discourages and ultimately eliminates discrimination to exist and prevail in the University.

Section 3. Definition

As used in these Rules and Regulations:

1. **Students.** These are female students duly enrolled in any academic unit of the University who are on their pregnancy stage.

2. **Faculty.** These are female members of the teaching staff of the University regardless of academic rank or category and includes librarian, researcher and extension worker who are on their pregnancy stage.
3. **Non-expulsion.** It refers to the process of allowing a female student to continue pursuing her chosen degree program notwithstanding her pregnancy or the non-deprivation or non-dismissal of women-faculty or personnel from leaving her station of work solely due to pregnancy.
4. **Non-readmission.** It refers to the process of not allowing a female student, faculty or personnel of the University to enter or be admitted again in school or workplace due to pregnancy.

Section 4. Scope

All pregnant women students and faculty at all PSU campuses, activities, programs, project offices/sites, or venue of official functions, or while representing the University in an official capacity.

Section 5. Declaration of University Policies for the Elimination of Women Discrimination and Promotion of Women's Rights

1. Provision for equal access and elimination of discrimination in education, scholarship, and trainings.
2. "Expulsion", non-readmission, prohibiting enrolment, and other related discrimination of women students and faculty-due to pregnancy out of marriage shall be outlawed.
3. Increasing the number of women in important University positions to achieve a fifty-fifty(50-50) gender balance;
4. Provision for Leave benefits of two (2) months with full pay based on gross monthly compensation for women employees who undergo surgery caused by gynecological disorders, provided that they have rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months;

5. Non-discriminatory and non-derogatory portrayal of women in media and film to raise the consciousness of the general public in recognizing the dignity of women and the role and contribution of women in family, community, and the society through the strategic use of mass media.

Section 6. Policy Guidelines against Non-Expulsion and Non-readmission of Students and Faculty solely due to Pregnancy

In furtherance of provisions of Magna Carta of Women affirmed in Section 2 hereof, the following guidelines shall be observed within the Pangasinan State University system:

1. The Pangasinan State University recognizes, protects and promotes the rights and human dignity of women, particularly pregnant and parenting students and faculty and those who are most vulnerable including low income women;
2. The University ensures that no woman student and faculty is discriminated against in the school/workplace because of pregnancy, parenting or the ability to become pregnant;
3. The University observes the following policies in the admission, readmission of **woman-students** in the recruitment, hiring and promotion of **woman-faculty**:
 - 3.1. Non-expulsion, non-readmission and non-prohibition of enrollment of woman-student solely due to pregnancy-related conditions in any degree programs enrolled in;
 - 3.2. Non-refusal to hire women-applicant in the teaching job because of pregnancy-related conditions;
 - 3.3. Non-demotion nor denial of promotion nor non-dismissal from work of woman because they are pregnant or may become pregnant;
 - 3.4. Non-use of pregnancy-related conditions for special procedures to determine one's ability to work, to screen one's ability to work; or to force one to stop working or to take pregnancy leave during pregnancy if one is still willing and able to perform ones job.

4. The University considers and treats its woman – faculty who are temporarily unable to perform their job due to pregnancy-related condition in the same manner as any other temporarily disabled employee, by providing modified task, alternative assignment, disability leave, or leave without pay.
5. The University allows and gives its woman-faculty the same level of rights, benefits and reinstatement privileges given to other faculty who are temporarily disabled.
6. The University adheres to the provision that pregnancy-related benefits cannot be limited to married employees.

Section 7. Procedures on Pregnancy Discrimination

1. Document each instance of pregnancy discrimination as soon as after the incident is reported/witnessed/observed. In as much detail as possible, write down a description of the situation, when and where it happened, what was said, who said it, and who else was there.
2. Discuss the problem with the personnel of human resource unit or the University's equal employment officer.
3. File a formal complaint to the University's Grievance Committee or the Committee on Decorum and Investigation.

Section 8. Observance of Due Process and Procedures

In dealing with all cases of discrimination against women, the procedures and reglementary period in filing complaints, affidavits, counter-affidavits, answers and replies as contained in the procedural mechanism of the Committee on Decorum and Investigation (CODI) shall be made applicable.

Section 9. Effectivity

These Rules and Regulations shall take effect upon approval by the PSU Board of Regents and the same shall be published within fifteen (15) calendar days from approval thereof to any official publications of the University.

SCHOLARSHIP PROGRAM FOR MARGINALIZED WOMEN-STUDENTS

Section 1. Legal Basis

Pursuant to pertinent provisions of the Higher Education Act of 1994 and the Women in Development and Nation Building Act (Republic Act No. 7192), Pangasinan State University shall create a Scholarship Program for Marginalized Women-Students to address the gender disparities in male-dominated programs and female-dominated programs, and ensure that women empowerment is achieved.

Section 2. Affirmation of Policy

In affirmation of the Declaration of Policy stipulated in Section 2 of the Republic Act No. 7192 and specific provisions of the Magna Carta of Women, Pangasinan State University shall provide and/or create scholarship grant for its marginalized women-students.

Studies show that the intellectual capacity of women has a direct correlation to societal development. This is being manifested in part by the fact that educated mothers can ensure that her children would learn the basic literacy skills needed for a productive life. Hence, lack of opportunity not only stunts the educational and social growth of woman but inevitably contributes to a country's slow development.

The Pangasinan State University offers several scholarships for academically talented students and financial grants sponsored by public and private organizations for poor and deserving students in furtherance of its commitment enshrined in its Vision and Mission.

The University affirms its commitment to provide better opportunities for marginalized women-students in education, to improve and educate themselves, thus creating more scholarships and grants from either within or outside of the University, can only help them.

Section 3. Scope and Coverage

This program applies to all marginalized women-students enrolled in the different CHED priority degree programs at the Pangasinan State University, herein referred to as the School.

Section 4. Definitions

1. **Marginalized.** It refers to the basic, disadvantaged, or vulnerable persons or groups who are mostly living in poverty and have little or no access to land and other resources, basic social and economic services such as health care, education, water and sanitation, employment and livelihood opportunities, housing, social security, physical infrastructure, and the justice system (MCW).
2. **Scholarship.** It refers to the financial aid provided to a student on the basis of academic merit, and economic status.
3. **Pangasinan State University (PSU).** It is a chartered public higher education institution established by law, administered, and financially subsidized by the government.
4. **Magna Carta of Women (Republic Act No. 9710).** It refers to the Philippine's comprehensive women's human rights law and seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of women, especially those in the marginalized sector.

Section 5. Qualification Requirements for Scholarship

The following are the qualification requirements for student-applicants:

1. Must be a Filipino citizen;
2. Must be a high school graduate or candidate for graduation; with earned units in college; passers of ALS/PEPT;
3. Must be a woman-student belonging to marginalized groups, or those mostly living in poverty and have little or no access to land and other resources, basic social and economic services such as health care, education, water and

sanitation, employment and livelihood opportunities, housing, social security, physical infrastructure, and the justice system.

4. Must be a woman-student living in "especially difficult circumstances" or those "victims and survivors of sexual and physical abuse, illegal recruitment, prostitution, trafficking, armed conflict, women in detention, victims and survivors of rape and incest" and such other related circumstances which have incapacitated them functionally;
5. Must be a woman-student affected by disasters, calamities, and other crisis situations;
6. Must have a combined annual gross income of parents/guardian not to exceed the existing gross annual income as indicated on the prevailing NSO poverty index;
7. Must avail of only one CHED scholarship or financial assistance program, and
8. Must not be a graduate of any degree program.

❖ *In highly exceptional cases where income exceeds the prevailing NSO poverty index, the PSU Scholarship Committee shall determine the merits of the application.*

Section 6. Application, Procedures and Documentary Requirements

Student-applicants should submit the accomplished PSU Scholarship Application Form to the Office of the Student Affairs, or other offices concerned.

The following are the documentary requirements:

6.1. Academic Requirements

- A. For Incoming First Year College Students
 1. For fourth year high school applicants – third year grades and first three grading periods of fourth year
 2. For high school graduates – Form 138
- B. For Applicants with earned units in College
 1. Certificate of grades in all subjects in completed semesters

C. For Other Applicants

1. ALS – Accreditation and Equivalency Test Passer Certificate
2. PEPT – Certificate of Advancing to the Next Level

6.2. Income Requirements

Any one of the following:

1. Latest Income Tax Return (ITR) of parents/guardian of the applicant;
2. Certificate of Tax Exemption from the Bureau of Internal Revenue (BIR);
3. Certificate of Indigency from their Barangay;

6.3. Other Requirements (if applicable)

1. Case Study from Department of Social Welfare and Development (DSWD), or Affidavit of No Income
2. Certificate of Good Moral Character from the last school attended and/or Barangay Captain
3. Certificate of Psychological Assessment/Psychiatric Evaluation/Debriefing and Intervention Reports/ and such other corresponding equivalent documents.

Section 7. Selection Criteria

In the selection of qualified scholars/grantees, the following percentage distribution shall be used in the ranking:

Criteria	Percentage
1. Academic Performance <ul style="list-style-type: none"> ❖ GWA – for high school graduates and for graduating high school, average of GWAs for third year level and average of first three grading periods of fourth year level ❖ At least a passing grade (for those with earned units in college) in all subjects in the last two(2) semesters ❖ ALS – Accreditation and Equivalency Test Passer Certificate (maximum of 80%) ❖ PEPT – Advancing to College Level Certificate (maximum of 80%) 	50%
2. Annual Gross Income	50%
Total Points	100%

Section 8. Validation Mechanism

The Office of the GAD Coordinator and Student Services Coordinator in the campus level shall perform the necessary steps to ensure that applicants claim under this policy are qualified in accordance with the criteria and requirements as well as actual validation done in the community where the applicant resides.

The Campus GAD Coordinator and Student Services Coordinator shall submit the validation report to the Office of the Director for Student Services who shall conduct a careful evaluation of the validation report. The qualified applicant shall be jointly endorsed by the Executive Director for Gender and Development and Director for Student Services to the campus where the grantee shall enroll before the availment of the scholarship grant.

Section 9. Financial Benefits

The scholars/grantees under the scholarship for marginalized women-students shall cover full tuition fee waiver subject to continued compliance with Section 10 of this policy and further subject to the discretion of the University to review continuous legal entitlement of the grantee. The University retains the exclusive right and discretion to discontinue the grant in the event of non-compliance and/or violation of the terms of the scholarship.

Section 10. Rules to be observed by Scholars/Grantees

1. Enroll in identified CHED priority courses in PSU;
2. Maintain a weighted average grade of at least 2.00 or 85%;
3. Carry a normal academic load and finish within the duration of the course or curricular program;
4. Request approval from PSU to defer enrolment during the semester for meritorious reasons for not more than one (1) AY in the whole duration of the academic program

Section 11. Grounds for Termination of Scholarship

1. Failure to maintain at least a weighted average grade of 2.00 or 85%;
2. Dropping out from school without notifying the PSU;
3. Deferment of scholarship without approval from PSU;
4. Carrying academic load below the normal number of units prescribed by the PSU for the term;

Section 12. Separability Clause

If any part or provision of this Policy and/or Program is declared void or unconstitutional by operation of law, rules and regulations the same shall apply only to that specific provision and the remaining clauses/provisions shall remain valid and enforceable.

Section 13. Effectivity

This Scholarship Program for Marginalized Women-Students shall take upon approval by the PSU Board of Regents and the same shall be published within fifteen (15) calendar days from approval thereof to any official publications of the University.

GENDER & DEVELOPMENT (GAD) OFFICE

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GUIDING PHILOSOPHY

The Pangasinan State University's leadership adheres to the Filipino educational philosophy that education is geared towards better citizenship and livelihood and the United Nation's declaration that EDUCATION IS FOR ALL giving ACCESS to quality education.

CORE VALUES

- A**ccountability and Transparency
- C**redibility and Integrity
- C**ompetence and Commitment to Achieve
- E**xcellence in Service Delivery
- S**ocial and Environmental Responsiveness
- S**pirituality