

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Maynila

December 7, 1976

DEPARTMENT ORDER
No. 63, s. 1976

FRATERNITIES, SORORITIES AND OTHER
STUDENT ORGANIZATIONS

To: Bureau Directors
Regional Directors
Heads of State Colleges
and Universities
Schools Superintendents
Heads of Private Schools

1. Pursuant to the implementing Rules of Letter of Instructions No. 438, issued by the Honorable, the Secretary of National Defense, in his capacity as Chairman of the Executive Committee of the National Security Council of the New Society, dated August 31, 1976, the following guidelines on the establishment and operation of student organizations in all colleges and universities are hereby issued for observance and compliance.

RULE I - GENERAL POLICIES

Section 1. Scope. - All government as well as non-government schools in the Philippines, including the chartered state colleges and universities, are covered by these rules.

Section 2. Establishment of College Fraternities, etc. - Subject to the limitations provided for under these rules, the establishment and operation of student organizations in schools shall be allowed as a medium to afford students a forum for enriching student life as well as provide a vehicle for more productive endeavors toward the attainment of the goals of the school and that of society: provided, however, that the activities of such organizations shall be along economic, social or cultural areas; and provided, further, that such activities shall invariably be approved by the school head or his duly authorized representative.

Section 3. Authority to Operate. - The school head shall have the authority to regulate the establishment and operation of student organizations, upon compliance of the requirements prescribed under these rules; subject, however, to the supervisory and regulatory authority of the Secretary of Education and Culture over all government and non-government schools, and to revoke or cause the revocation of the authority to operate granted to a student organization for cause and upon the recommendation of the school head.

Section 4. Supervision of Organizations' Activities. - It shall be the responsibility of the school head to supervise and regulate the operations as well as activities of all duly recognized student organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts toward the attainment of their avowed and approved objectives: provided, however, that the authority herein indicated may be delegated to the Dean of Students of the school as called for in Section 5 hereof; and provided, further, that the school head shall exercise utmost care in allowing the use of school facilities, particularly by outside groups for any purpose, especially the use of facilities that are portable, submit monthly reports on the actual security situation in his school to the Secretary of Education and Culture, and avail of the assistance of the ROTC/CAT commandants and internal Security Officers on matters of school security.

Section 5. Dean of Students. - Each school shall have a full-time Dean of Students, appointed by its governing board, whose function shall be to coordinate the operation of units or departments in charge of student personnel services, student organizations and publications, student residences, and other co-curricular activities, and who shall be held responsible for any act of subversion, insurgency, or other similar illegal activities committed by students within his area of supervision, if circumstances so warrant. The Dean of Students shall be under the general supervision of, and under such regulations as may be promulgated by, the school head.

RULE II - DEFINITION OF TERMS

Section 6. Definition. - The use of the following terms in these implementing rules shall be understood and taken as defined or delimited in this section:

- a. Student organization - means a fraternity, sorority, or other like organizations of students whose membership in general comes from a college or department, or from different colleges or departments of a college or university.
- b. School - refers to the college or university as a school corporate organization.
- c. School Head - adverts to the chief executive officer of the school administration, who may be known as president, rector, chancellor, director, or other similar titles.

RULE III - ACCREDITATION

Section 7. Certificate of Recognition. - The authority to operate, or recognition of the student organization, as provided in Section 3 of these rules, shall be a pre-condition for its operation in the school. A corresponding certificate of recognition shall be issued to each student organization upon full compliance with the requirement herein prescribed: provided, however, that such certificate shall be effective for one school year only and may be renewed each time for a similar period; and provided, further, that the certificate may be revoked or cancelled for violations of Section 27 hereof and other school rules and regulations.

Section 8. Constitution and By-Laws. - Each student organization shall have a constitution and by-laws which shall be approved, upon recommendation of the Dean of Students, by the school head. No such student organization shall be allowed to function in a school without prior approval herein required.

Section 9. Application. - Any group of fifteen (15) students of a school may apply with the Dean of Students to organize and operate a fraternity, sorority, or other similar student organizations: provided, however, that for the specific purpose of accreditation of such organizations, the total membership thereof shall not be less than fifty (50) students at the time of the issuance of its certificate of recognition; and provided, further, that the membership of such organizations shall be limited to bona fide students of the school. The Dean of Students shall forward such application, with his comment and recommendation, to the school head for his decision thereon.

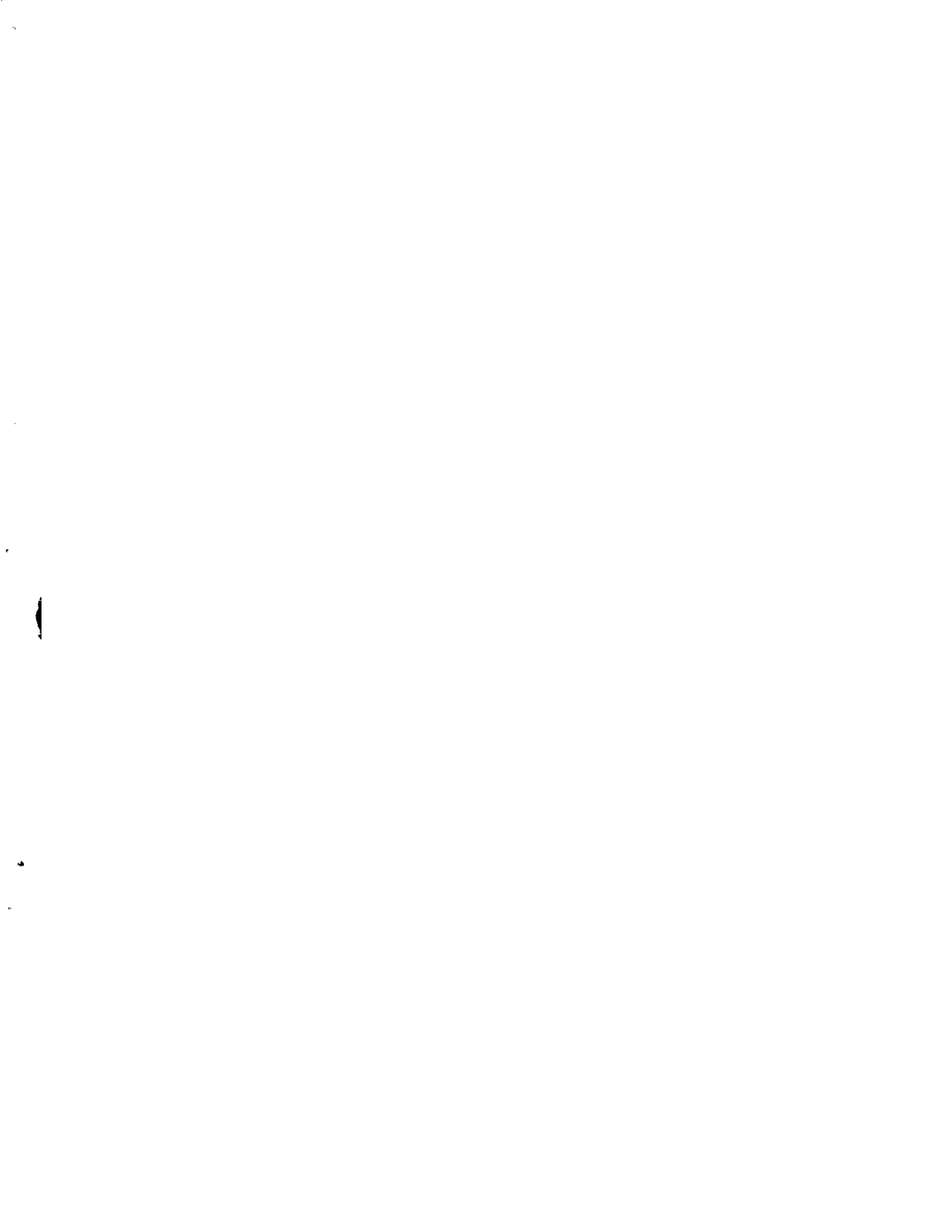
Section 10. Faculty Adviser. - Each student organization shall be assigned a faculty adviser, within five (5) days after the approval of the constitution and by-laws. The faculty adviser shall be appointed by the school head, upon recommendation of the Dean of Students. The faculty adviser of every student organization shall be employed on full-time status with the school at the time of his appointment and shall be under the supervision of the Dean of Students.

Section 11. Election of Officers. - The officers of each student organization, as provided for in its approved by-laws, shall be elected by the members thereof: provided, however, that every election of officers of the organization shall be under the supervision of, and subject to regulation by, the assigned faculty adviser; and provided, further, that any candidate for election, appointment or designation to any position of the organization shall submit to the faculty adviser a clearance issued by the school head.

RULE IV - REGISTRY OF ORGANIZATIONS

Section 12. Registration. - Every accredited or recognized student organization shall be registered with the Office of the Dean of Students of the school. For this purpose, the following shall be invariably required:

- a. A copy of the approved constitution and by-laws of the organization, signed by the initial set of officers and members of the organization;



- b. A list of the initial set of officers and members of the organization, including an indication of their respective positions, date of assumption to office, and their respective specimen signatures; and
- c. Such other documents as may be required under the school rules and regulations.

The Dean of Students shall maintain or cause the maintenance of an up-to-date records of each student organization, particularly those called in subparagraphs (a) and (b) hereof; he shall furnish the Secretary of Education and Culture, through the school head, with copies of such documents when so requested.

Section 13. Registry Book. - Each school shall provide and maintain a Registry of Student Organizations, under the Office of the Dean of Students, which shall consist of the following, among others:

- a. An entry book containing the names of the organizations, the date of registration, the date of filing of the constitution and by-laws, and the date of filing of the list of officers and their specimen signatures;
- b. A loose-leaf folder containing the constitution and by-laws filed by each organization, duly indexed according to name of the organization, together with all subsequent amendments;
- c. A loose-leaf folder containing the list of officers and members of the organizations with their respective specimen signatures; and
- d. A loose-leaf folder containing the list of names of faculty advisers duly appointed and assigned for each organization.

Section 14. Inspection of Registry Book. - Any member of the school administration, faculty, and

student body shall have the right to inspect and avail of any item of information in the Registry Book, during regular office hours, subject to the school rules and regulations.

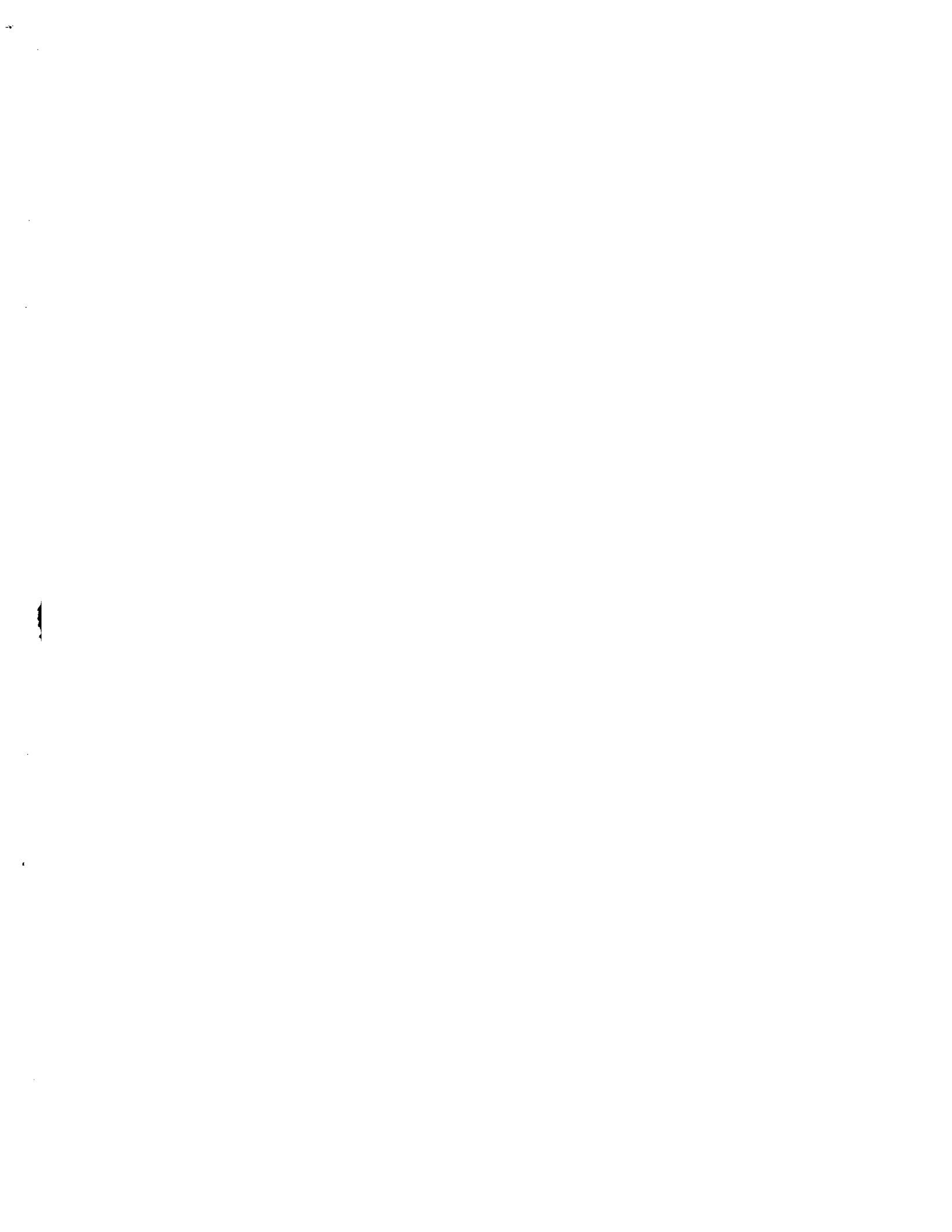
RULE V - ORGANIZATIONS FUNDS

Section 15. Membership Dues. - As may be provided for in the approved constitution and by-laws, each student organization may collect a reasonable amount of annual membership fee from its members: provided, however, that every collection shall be correspondingly covered by a receipt issued by the Treasurer of the organization; and provided, further, that any other amount as may accrue to the organization, whether from voluntary contributions of the members or otherwise, shall likewise be treated and accounted for in the same manner.

Section 16. Book of Accounts. - A Book of Accounts shall be maintained by each student organization, which shall indicate all collections and disbursements of the organization. The Book of Accounts may be inspected and shall be opened for inspection, during regular office hours, by any member of the organization and the assigned faculty adviser whenever the need for such inspection is warranted by circumstances.

Section 17. Disbursements. - Any disbursement from the funds of the student organization shall be effected only upon previous approval of its governing board, through resolution, and upon the concurrence of the assigned faculty adviser: provided, however, that the actual withdrawal from the depository of such amount as may be necessary each time, shall invariably be made by the President of the organization or by his representative, upon his written authorization; and provided, further, that when the organization maintains a checking account the corresponding check for each disbursement shall be signed jointly by the President and the Treasurer of the organization.

Section 18. Depository of Organization Funds. - The school treasurer shall be the official depository of the funds of all accredited student organizations. It shall be ministerial on the part of the school treas-



urer to release such amount from the funds of the student organization upon presentation of the resolution as provided for in Section 17 hereof.

Section 19. Audit and Report. - Each student organization shall submit a copy of its financial statement and a report of collection and disbursement of funds on or before March 15 of each year. Such financial statement, as well as the required report, shall be prepared by the organization Treasurer, approved by the President, and duly noted by the faculty adviser of the organization. The school head may cause the financial status of each student organization to be audited by a competent person employed by the school at least once every year, and to take such action as may be appropriate under the law or school rules, whenever there is a finding of misappropriation or defalcation of the funds of the organization.

RULE VI - USE OF SCHOOL FACILITIES

Section 20. Recognized Organization. - The use of available school facilities shall be limited to student organizations which are duly accredited under the school rules and regulations and as certified by the Dean of Students or his duly authorized representative.

Section 21. School Charges for Use of School Facilities. - Subject to the applicable school rules and policies, the use of school facilities by a student organization shall be upon payment of such reasonable fee or charges as may be deemed necessary for depreciation and/or maintenance, and upon execution of a contract by and between the school head, or his duly authorized representative, and the President or the officers of the organization.

Section 22. Property Responsibility. - The officers of the student organization concerned shall be jointly and severally responsible for any damage or injury to the school property or facilities arising from the use thereof by the organization.

RULE VII - RENEWAL OF AUTHORITY AND DISSOLUTION
OF ORGANIZATION

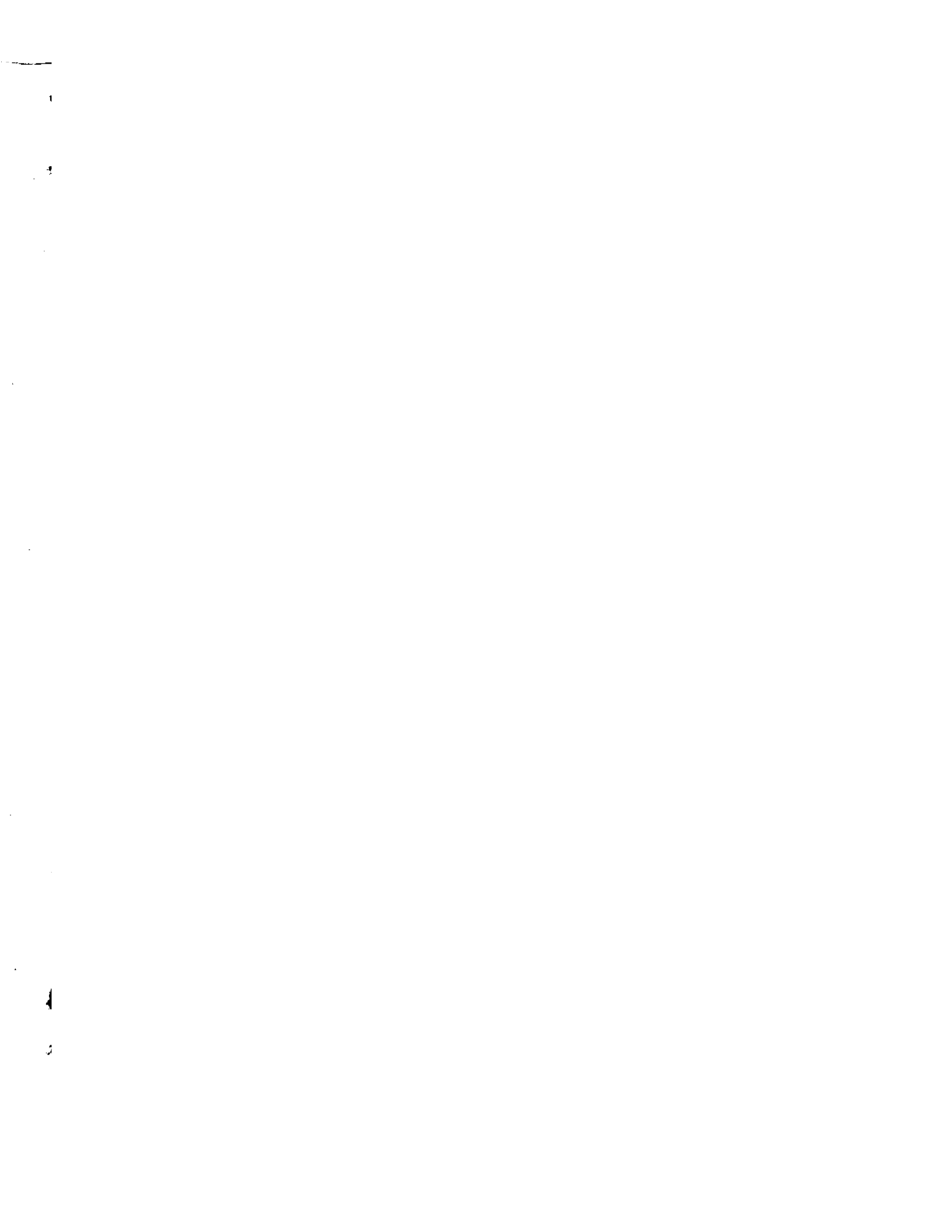
Section 23. Renewal of Authority. - Each accredited student organization shall renew its authority to operate within thirty (30) days after the start of the regular classes of each school year. The failure of the organization to secure a renewal of its authority to operate as provided herein shall be considered a sufficient cause for the cancellation of the name of the organization from the Registry Book of Student Organizations of the school.

Section 24. Formal Dissolution. - When the dissolution of the student organization is through voluntary action of its members, it shall be the responsibility of its President to formally issue a corresponding written notice to the school administration, through the Dean of Students, and the proper notation of such dissolution shall be indicated on the Registry Book of the School.

Section 25. Certificate of Clearance. - Whether the dissolution of the student organization is voluntary or otherwise, it shall be the right of the school head to require the officers of such organization to secure a clearance from money and/or property responsibilities from the school authorities concerned as may be called for under existing school rules.

RULE VIII - CONDUCT AND DISCIPLINE

Section 26. General Behavior. - Every student shall observe the laws of the land, the rules and regulations of the school, and the standards of good society; shall be courteous and considerate on all occasions as befitting men and women of refinement and good breeding; and shall always act with fairness, tolerance, moderation, and respect for the opinions and feelings of others, bearing in mind that education stands for broadness and views and for appreciation and understanding of principles and values.



Section 27. Prohibited Activities. - Any student activity which partakes of the nature of subversion or insurgency, or which are deemed to be unlawful under existing legislations, or under the school rules and regulations are strictly prohibited and disallowed.

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

Section 28. Administrative Sanction. - In addition to the revocation of the authority to operate the student organization as provided under Section 3 of Rule I of these rules, the violator/violators as well as the officers of the organization may either be reprimanded, suspended, or dropped from the rolls of students of the school, or expelled from all government and non-government schools, depending on the seriousness of the violation or offense committed: provided, however, that the school administration's action on penalties of expulsion, or suspension against a student which involves the loss of school credit for one school term shall conform with the prescribed rules of the Department of Education and Culture for validity and effectivity.

Section 29. Investigation of Cases. - The school head shall investigate or cause the immediate investigation of all violators of rules and regulations and shall furnish copies of the final decision of each case to the student and/or his parent or guardian; provided, however, that violations of the Revised Penal Code and other applicable laws shall be immediately referred to the appropriate law enforcement agency which shall be responsible for investigation of the same.

Section 30. Preventive Suspension. - A student facing administrative charges involving subversion, insurgency, or other similar illegal activities may be preventively suspended from attending his classes, or from entering school premises, upon

written order of the school head if in his considered view as a person in loco parentis the presence of the student in the school is a threat to the peace and harmony of the academic community: provided, however, that the evidence of guilt of the student is strong as to warrant his expulsion from the school; provided, further, that the period for preventive suspension of students shall not exceed thirty (30) per centum of the total number of school days during the school term; and provided, finally, that the complaint against the student shall be commenced and terminated within thirty (30) days after the commission of the illegal act complained of.

Section 31. Other Misconduct. - Any charge against a student other than those involving subversion, insurgency, or other similar illegal activities shall be treated and acted on in accordance with the requirements of the administrative due process as provided for under the existing school rules and regulations.

RULE IX - MISCELLANEOUS PROVISIONS

Section 32. Functional Relationship. - In the interest of national security, the school heads shall coordinate closely with the Secretary of Education and Culture and the Secretary of National Defense, or their duly authorized representatives, toward the proper implementation of these rules and Letter of Instructions No. 438.

Section 33. Repealing Clause. - Any policy, rules, or regulations which are contrary to or inconsistent with the provision of these implementing rules are deemed revoked or modified accordingly.

Section 34. Date of Effectivity. - These rules shall take effect as of date.

Manila, Philippines, November 8, 1976.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture



Reference:

Department Order: No. 30, s. 1972

Allotment: 1-2-3-4--(D.O. 1-76)

To be indicated in the Perpetual Index
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