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By:

Dr. Florentino S. Cayco, III
Atty. Victor Carlo Antonio V. Cayco
Mr. Gregorio B. Salazar
Mr. Philipp S. Bautista
Ms. Erika Joy A. Saura
GENERAL INFORMATION

HISTORY

It all begun in 1913 through the efforts of Florentino Cayco, Sr. when the School of Law was established and formed the nucleus of Arellano University. Named after the first Filipino Chief Justice of the Supreme Court, Cayetano S. Arellano, the original school was located in historic Intramuros where classes were held until the 1945 Battle of Manila.

A few months after the cessation of hostilities, classes resumed in an old Spanish-type building along Legarda Street in Sampaloc, Manila. It was the first law school opened after World War II which boasted of a strong faculty lineup, among whom were Fred Ruiz Castro, who later became Chief Justice of the Supreme Court, and Ruperto G. Martin and Antonio Barredo, who were likewise appointed as Associate Justices of the same court. It also had an active student population that was in the thick of every burning national issue at the time.

In 1948, the School was moved to Plaza Guipit, along with the other colleges of Arellano University. In 1955, the school was relocated back to its old site in Legarda, but this time housed in a modern four-storey concrete building.
The first 40-years of existence of the Arellano University School of Law (AUSL) produced graduates who topped the Bar Examinations, including former Congressman Francisco Sumulong, Dean Mariano M. Magsalin, Sr., the late Congressman Jose Zafra, and businessman Augusto Syjuco. Other legal luminaries who graduated from the school were the late Court of Appeals Justice Ramon Gaviola, former Arellano University President Florentino Cayco, Jr., bankers/finance professionals Hermilo Rodis, Eliseo P. Ocampo, Manuel Abrogar III, and Antonio de Las Alas, Jr., insurance executive Domingo R. Sioson, Police General Manuel Roxas and Manila Police Chief Gerardo Tamayo.

The first AUSL Dean was Vicente Sinco, who served from 1938 to 1940, and later became the President of the University of the Philippines. Francisco Capistrano, a Civil Law expert who sat as member of the Civil Code Commission that revised the old Civil Code and later became a Justice of the Court of Appeals, served from 1940 to 1956. He was followed by Enrique Voltaire Garcia who held office from 1956 until 1963. Manila Councilor and bar placer Mariano M. Magsalin, Sr. then assumed the deanship in 1963, holding it until the Foundation took over in 1979. The first AUSL Dean under the Foundation management was bar first-placer and Harvard Law Master of Laws graduate Rodolfo O. Robles. Due to pressing business commitments, Dean Robles had to go on an indefinite leave of absence. In his place, Florentino Cayco Jr., then University Chairman and President, sat as Dean of the College of Law. He was later succeeded by Agriculture Undersecretary Dante Barbosa, who served until early 1986, to be followed by Mariano M. Magsalin, Sr., whose deanship was interrupted when he suffered an ailment that rendered him temporarily unable to continue with his work. Jose C. Vitug, retired Associate Justice of the Supreme Court, took the helm as Acting Dean in his stead. Mariano M. Magsalin, Sr. later re-assumed the post and held on until his death in 1992. Bar topnotcher Antonio Eduardo B. Nachura was tapped to succeed Magsalin. When Dean Nachura was appointed DECS Undersecretary in November 1994, he had to relinquish the deanship due to conflict of interest. He was replaced by his Assistant Dean, Mariano F. Magsalin Jr., who took over the realms of the Dean until he was forced to give up the position due to health reasons. He was replaced by Jose R. Sundiang Sr. who took over as Dean but had to give up the position due to health reasons in favor of his Assistant, Virgilio Gesmundo who remained as Dean up to the end of May 2016. Replacing him was Domingo M. Navarro who was appointed as Dean up to thy present.
In the early 70’s, enrollment in the School of Law took a sudden decrease due to the declaration of Martial Law. In 1978, the Securities and Exchange Commission granted a Certificate of Incorporation to Arellano Law Foundation, a non-stock, non-profit corporation established by alumni, faculty members and employees of Arellano University whose main purpose is the upgrading of the standards of the legal profession and the efficient, fair, and honest administration of justice. Also, among its purposes was the establishment and operation of a law school, so, on April 22, 1979, Arellano University turned the school over to the Arellano Law Foundation by virtue of a Memorandum of Agreement (MOA), whereby the school would be managed by the Foundation with the financial support of the University, and would remain academically as a college of the University. In 1997, the MOA between the Arellano University and the Arellano Law Foundation was amended to grant fiscal autonomy to the Foundation.

ADMINISTRATION

The members of the Board of Trustees and Officers of the Arellano University, of which the AUSL is an academic adjunct, are the following: Chairman and President - Francisco P. Cayco, a management professional and educator with a master’s degree from the Asian Institute of Management; Vice Chairman - Florentino S. Cayco III, a management graduate with a BSc degree and an educator with a doctorate degree in education; Treasurer – Alma C. Curato, a Maryknoll economics graduate with banking experience; Corporate Secretary – Manuel B. Curato, a banker/lawyer who has combined law practice (corporate and securities), with a career in management and financial marketing; Trustee Valente V. Cayco, a marketing major: and Trustee – Pedro S. Cayco, a management professional

The members of the Board of Trustees and officers of the Arellano Law Foundation are: Chairman - Antonio Eduardo B. Nachura, bar topnotcher, former DECS Undersecretary, former Member of the House of Representatives of the Congress of the Philippines and a former justice of the Supreme Court; Co-Chairman - Francisco P. V. Cayco, Chairman and President, Arellano University, Vice Chairman and Treasurer - Florentino S. Cayco III; Executive Director - Gabriel P. dela Peña; Corporate Secretary - Erik C. Lazo; the other Trustees are, Victor Carlo Antonio V. Cayco, Alma C. Curato, Valente V. Cayco, Arnaldo M. Espinas, Vicente V. Canoneo, Judge Armando C. Velasco, Rodel V. Capule, Jose Sundiang, Domingo M. Navarro, and Manuel B. Curato.
The Administration of the Arellano Law Foundation consists of the following:

Gabriel P. dela Peña, Executive Director
Domingo M. Navarro, Dean
Florentino S. Cayco, III, Director for Administration and Personnel
Reynaldo G. Lopez, Assistant Dean;
Erik C. Lazo, Dean for Admissions;
Lorina P. Sta. Maria, Dean of Student Affairs;
Hector Danny D. Uy, Director, Center for Teaching and Learning;  
Ever Rose Y. Higuit, Executive Director, ISS;
Roberto Rafael Pulido, Executive Director, Legal Aid Office;
Roderick Villostas, Director, Center for Legal Education And Research (CLEAR);
David L. Ballesteros, Director, Special Projects Office;
Mary Jude V. Cantorias, General Editor, (ALPR) Arellano Law and Policy Review
Berne Guerrero, Director, Information Technology Center (ITC);
Victor Carlo Antonio Cayco, Special Assistant to the Executive Director; and
College Secretary
Patricia Gail Cayco, Director for Alumni Affairs;
Atty. Roland A. Niedo, Registrar;
Atty. Vicente V. Canoneo, Comptroller;
Ms. Jocelyn L. Doctor, Executive Assistant;
Dr. Arnulfo V. Lopez, Guidance Counselor;
Mr. Pedro S. Cayco, Director for General Services
Ms. Edna L. Pareño, Chief Librarian;
Ms. Flordeliza A. Salvador, Bursar;
Dr. Rodel V. Capule, School Physician;
Ms. Ma. Margarita Rodrigo, Asst. Registrar
Ms. Maria Alexa C. Roces, Bookstore Manager
MISSION STATEMENT

“We are an institution dedicated to educate and produce in a sublime manner individuals as adept counsels of law.”

“We will advocate respect for the rule of law, human rights and dignity, defend the oppressed, protect our ecology, strive to be equal with others, serve God, our country and fellowmen”

VISION STATEMENT

“We shall be the leading exponent of the Learner-Centered Method of teaching that integrates Ethics and Values in order to produce competent legal practitioners.”

“We shall advance the use of state-of-the-art technologies and methodologies to train our students to become effective partners in nation building and as future leaders of the country.

“We shall utilize modern strategies and innovative policies in our goal to promote social justice, equality and the rule of law.”
SERVICES, FACILITIES & PROGRAMS

Information Technology Center (ITC)

In 1997, the Foundation set up the Information Technology Center, ITC for short, thereby making the AUSL, the first Philippine law school to adequately and truly prepare for the advent of globalization, specialization and technology. At the end of Academic Year 2002-2003, more than eighty (80) computer workstations were connected to the Arellano server to service the Intranet and Internet needs of the Arellano law community.

The Lawphil Project

Lawphil is a legal indexing and database gathering project that aims to provide students, lawyers, legal researchers and practically anyone interested in the law across the Philippines and around the world with ready access to an efficient, comprehensive, reliable, and cost-effective website with online legal research service for free. It offers easy access to Philippine Supreme Court decisions in full and in digested form from 1901 to the present, permanent and general statutes, administrative regulations and decisions, treatises and legal articles on current issues, among others. The Lawphil project can be reached through http://www.lawphil.net

Institute for Special Studies

The Institute for Special Studies or ISS is a research center of the AUSL devoted to research and encouraging discussion in the field of international public law and international trade law. It offers services by way of assistance in research, opinions or in the conducting of seminars in international trade law and the World Trade Organization. It also supervises the publication of the Arellano Law and Policy Review (ALPR) and the holding of the Brownbag Lecture Series.
Center for Legal Education and Research (CLEAR)

This Office is the main research facility of the Arellano Law Foundation. It spearheads the annual bar operations and coordinates all research activities geared towards assisting graduates taking the bar examinations. It also handles the Mandatory Continuing Legal Education (MCLE) seminars and comes out regularly with case digests of Supreme Court decisions. It likewise supplies both faculty members and students with up-to-date cases.

Center for e-Law

The Center intends to be at the forefront of law and technology concerns and issues with a view to anticipating and preparing for the coming of the digital age.

Special Projects Office

This Office handles the preparation and publication of the Arellano Law Today (ALT), the official news publication of the Arellano Law Foundation. It also handles special projects that may be assigned from time to time.

Office of Student Affairs

The Office is in charge of coordinating or supervising all student co-curricular and extra-curricular activities. It is also responsible for student activities related to the training and development of Student Leaders. The Director of Student Affairs automatically acts as adviser of the Student Council.

Library

The newly opened facility can house at least 400 students, thus making it one of the biggest law school libraries in the country. It has a respectable collection of law books and reference materials for the use of over 1,000 students, plus the electronic library component provided by the ITC such as the Lawphil Project and West Law, a foreign based internet provider of US cases.
Guidance and Counseling

The Guidance Office, apart from undertaking its usual counseling duties, offers services in the areas of testing, time management and related fields. To assist the Guidance counselor are Peer Counselors who take up the cudgels of acting as middlemen between the student body and management. A suggestion box is located in the said office for proposals on any matter involving the school. A recent project is the creation of a group of peer counselors for law students.

Dormitory

A fully air-conditioned dormitory, which can house at least 95 students, is located on the third floor of Heilbronn Hall. Socialized rates are offered to students and reviewers. Laundry services are offered by the “Labada Shop”, likewise at socialized prices.

Chapel

Located beside the Bar Review Room is a space allotted for worship and contemplation. Here, almost anybody can relax and converse with God for advice and guidance. At the end is what we refer to as an Ecumenical Prayer Room where a member of any religious sect may use the air conditioned room for prayer and worship.
EXTENSION PROGRAMS

Office of Legal Aid

The Office of Legal Aid was created in 1999 after the Supreme Court approved the Clinical Legal Education program of the school. The Office shall be in charge of supervising the actual courtroom practice of senior law students. Under the program, said student volunteers may appear as lawyers under the direct supervision of lawyers. Likewise, it renders free legal assistance to indigents in adjoining communities. To date, the free legal aid program has won quite a number of court cases in favor of pauper litigants of Pasay City.

Pre-Bar Review

The AUSL annually conducts a 6-month pre-bar review course to adequately prepare candidates for the bar examinations. Under the program, a number of speakers considered experts in their own fields, are invited to speak before a crowd of prospective bar examinees which serve as a review for the actual bar examinations. Quite a number of who attended the review class managed to pass the bar examinations because of these review.

Mandatory Continuing Legal Education (MCLE)

Pursuant to Supreme Court Bar Matter No. 850, all lawyers must complete at least 36 credit unit hours of continuing legal education seminars every three years. The Foundation has been duly accredited as an MCLE provider and regularly offers MCLE courses for lawyers.

Brownbag Lectures

The ISS holds regular Saturday noon lectures on varied topics featuring legal luminaries as guest speakers. Students partake of the lunch they bring while the speaker lectures.
REGULAR SCHOOL PUBLICATIONS

Arellano Law and Policy Review (ALPR). This is the official journal of the AUSL, which is published under the auspices of the ISS. It is distributed worldwide and is subscribed to by some of the better law schools in the world.

Arellano Law Today. This is the official news publication of the Arellano Law Foundation that features the latest developments in the school, the members of the faculty, administration, and alumni, including school policies and future plans.

Arellano Law Briefs. This is a sister publication of the ALPR that includes articles, case digests and other law-related materials.

Arellano Law Gazette. This is the official student publication of Arellano Law Foundation managed and edited by AUSL students.

IT Law Journal. This is the official publication of the AUSL e-Law Center and IT Law Society.

CURRICULAR OFFERINGS

The AUSL offers the following degree programs:

1. A four-year program leading to the degree of Bachelor of Laws (LLB) where required subjects are chronologically spread over a period of four years, and

2. A five-year program (Executive Class) leading to the degree of Bachelor of Laws (LLB) where required subjects are likewise chronologically spread over a period of five years to make up for the lighter schedule of classes which have turned out to be more convenient for working students. For more information on course outlines and descriptions, visit http://www.arellanolaw.edu.

3. Published hereunder is a curricular offering leading to the degree of Bachelor of Laws, LLb, together with their corresponding course description.
Section 55.1. Bachelor of Laws (LIB), 165 units

First Year

<table>
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<th>COURSE</th>
<th>UNIT</th>
<th>COURSE</th>
<th>UNIT</th>
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<td>Persons and Family Relations</td>
<td>5</td>
<td>Obligations and Contracts</td>
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<td>Constitutional Law I</td>
<td>4</td>
<td>Constitutional Law II</td>
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<td>Criminal Law I</td>
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<td>Criminal Law II</td>
<td>4</td>
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<td>Legal Writing</td>
<td>2</td>
<td>Legal Technique and Logic</td>
<td>2</td>
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<tr>
<td>Legal Research</td>
<td>2</td>
<td>Basic Legal Ethics</td>
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<td>Statutory Construction</td>
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<td>Agrarian Laws Soc. Leg.</td>
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<td>English for Lawyers 2</td>
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<td><strong>TOTAL</strong></td>
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Second Year

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<th>COURSE</th>
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<td>Property</td>
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<td>Civil Procedure</td>
<td>5</td>
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<tr>
<td>Sales</td>
<td>2</td>
<td>Negotiable Instruments</td>
<td>3</td>
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<tr>
<td>Criminal Procedure</td>
<td>3</td>
<td>Credit Transactions</td>
<td>4</td>
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<tr>
<td>Labor Law I</td>
<td>3</td>
<td>Labor Law II</td>
<td>2</td>
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<tr>
<td>Public International Law</td>
<td>3</td>
<td>Natural Resources &amp;</td>
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<td>Environmental Law</td>
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<tr>
<td>Human Rights Law</td>
<td>2</td>
<td>Land Title and Deeds</td>
<td>2</td>
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<tr>
<td>Alternative Dispute Resolution</td>
<td>2</td>
<td>Insurance</td>
<td>2</td>
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<tr>
<td>Administrative &amp; Election Laws</td>
<td>3</td>
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<td><strong>TOTAL</strong></td>
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Summer

| Apprenticeship             | 2    |
### Third Year

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<th>COURSE</th>
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<th>2nd SEMESTER</th>
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<tr>
<td>Succession</td>
<td>4</td>
<td>Evidence</td>
</tr>
<tr>
<td>Agency, Trust and Partnership</td>
<td>3</td>
<td>Corporation Law</td>
</tr>
<tr>
<td>Taxation I</td>
<td>3</td>
<td>Taxation II</td>
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<td>Transportation Law</td>
<td>2</td>
<td>Special Proceedings</td>
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<tr>
<td>Torts and Damages</td>
<td>2</td>
<td>Copyright &amp; PIL</td>
</tr>
<tr>
<td>Conflict of Laws</td>
<td>2</td>
<td>Legal Forms</td>
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<td>Legal Medicine</td>
<td>1</td>
<td>Problem Areas in Legal Ethics</td>
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<tr>
<td>Public Corporation</td>
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### Fourth Year

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<th>COURSE</th>
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<tr>
<td>Constitutional Law Review</td>
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<td>Remedial Law Review II</td>
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<tr>
<td>Civil Law Review I</td>
<td>4</td>
<td>Civil Law Review II</td>
</tr>
<tr>
<td>Criminal Law Review</td>
<td>5</td>
<td>Commercial Law Review</td>
</tr>
<tr>
<td>Remedial Law Review I</td>
<td>3</td>
<td>Legal Counseling and Social Responsibility</td>
</tr>
<tr>
<td>Labor Law Review</td>
<td>3</td>
<td>Practice Court II</td>
</tr>
<tr>
<td>Practice Court I</td>
<td>2</td>
<td>Tax Law Review</td>
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# COURSE DESCRIPTION

## First Year - First Semester

<table>
<thead>
<tr>
<th>Course Name/ Number of Units/ Contact Hours/ Prerequisites</th>
<th>Description</th>
</tr>
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</table>
| **PERSONS AND FAMILY RELATIONS**  
*Cases, recitations and lectures; 5 hours a week; 5 units* | A basic course on the law of persons and the family which first views the effect and application of laws, to examine the legal norms affecting civil personality, marriage, property relations between husband and wife, legal separation, the matrimonial regimes of absolute community, conjugal partnership of gains, and complete separation of property; paternity and filiation, adoption, guardianship, support, parental authority, surnames, support and emancipation, including the rules of procedure relative to the foregoing. |
| **CONSTITUTIONAL LAW 1**  
*Cases, recitation and lectures 4 hours a week; 4 units* | A survey and evaluation of basic principles dealing with the structure of the Philippine Government. |
| **CONSTITUTIONAL LAW 1**  
*Cases, recitation and lectures 4 hours a week; 4 units* | A detailed examination into the characteristics of criminal law, the nature of felonies, stages of execution, circumstances affecting criminal liability, persons criminally liable; the extent and extinction of criminal liability as well as the understanding of penalties in criminal law, their nature and theories, classes, crimes, habitual delinquency, juvenile delinquency, the Indeterminate Sentence Law and the Probation Law. The course covers Articles 1-113 of the Revised Penal Code and related laws. |
| **LEGAL WRITING**  
*Lectures, reading and practical work; 2 hours a week; 2 units* | An introduction of legal writing techniques; it involves applied legal bibliography, case digesting and reporting analysis, legal reasoning and preparation |
**LEGAL RESEARCH**  
*Lectures, reading and practical work;*
2 hours a week;  
2 units;  
The course will introduce structures to the methodology of legal research and the preparation of legal opinions, memoranda, or expository or critical paper on any subject approved by the faculty member teaching it.

**STATUTORY CONSTRUCTION**  
*Cases, recitations and lectures;*
2 hours a week;  
2 units  
A course that explores the use and force of statutes and principles and methods of their construction and interpretation.

**First Year - Second Semester**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours and Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OBLIGATIONS AND CONTRACTS</strong></td>
<td>An in-depth study of nature, kinds and effect of obligations and their extinguishment; contracts in general, their requisites, form and interpretation; defective contracts, quasi contracts, natural obligations, and estoppels.</td>
<td>5 hours a week; 5 units</td>
</tr>
<tr>
<td><strong>CONSTITUTIONAL LAW II</strong></td>
<td>A comprehensive study of the Constitution, the bill of rights and judicial review of the acts affecting them.</td>
<td>3 hours a week; 3 units</td>
</tr>
<tr>
<td><strong>CRIMINAL LAW II</strong></td>
<td>A comprehensive appraisal of specific felonies penalized in Book II of Revised Penal Code, as amended, their nature, elements and corresponding penalties.</td>
<td>4 hours a week; 4 units</td>
</tr>
<tr>
<td><strong>LEGAL TECHNIQUE AND LOGIC</strong></td>
<td>A course on the methods of reasoning and syllogisms, arguments and expositions, deductions, the truth table demonstrating invalidity and inconsistency of arguments. It also includes the logical organization of legal language and logical testing of judicial reasoning.</td>
<td>2 hours a week; 2 units</td>
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<tr>
<td><strong>LEGAL ETHICS</strong></td>
<td>A course that focuses on the canons of</td>
<td></td>
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<tr>
<td>Cases, recitations and lectures;</td>
<td>legal ethics involving the duties and responsibilities of the lawyer with respect to the public or society, the bar or legal profession, the courts and the client.</td>
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<tr>
<td>3 hours a week;</td>
<td>A study of Presidential Decree No. 27, the Comprehensive Agrarian Reform Program and related laws AND REGULATIONS, AND THE Special Security Act and the Government Service Insurance Act.</td>
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<tr>
<td>3 units</td>
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**Second Year - First Semester**

<table>
<thead>
<tr>
<th>PROPERTY</th>
<th>The study of the different kinds of property, the elements and characteristics of ownership, possession, usufruct, easements or servitudes, nuisance, and the different modes of acquiring ownership.</th>
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<tbody>
<tr>
<td>Cases, recitations and lectures;</td>
<td></td>
</tr>
<tr>
<td>4 hours a week;</td>
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<td>4 units</td>
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<table>
<thead>
<tr>
<th>SALES</th>
<th>An in-depth consideration of the provisions of the Civil Code on the contract of sale, its nature and form, the obligations of the vendor and the vendee, warranties, contract, and conventional and legal redemption. The course includes assignment of credits and incorporeal rights, the Bulk Sales Law, and the Nationalization Law.</th>
</tr>
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<tbody>
<tr>
<td>Cases, recitations and lectures:</td>
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<tr>
<td>2 hours a week</td>
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<td>2 units</td>
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<table>
<thead>
<tr>
<th>CRIMINAL PROCEDURE</th>
<th>A study of the procedural rules governing the trial And disposition of criminal cases in court including jurisdiction of courts in criminal cases.</th>
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<tbody>
<tr>
<td>Cases, recitations and lectures;</td>
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<tr>
<td>3 hours a week;</td>
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<td>3 units</td>
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<table>
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<tr>
<th>HUMAN RIGHTS LAW</th>
<th>Study focused on the aspects of protecting, defending and seeking redress for</th>
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<tbody>
<tr>
<td>Cases, recitations and lectures;</td>
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<td>Course Title</td>
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<tr>
<td>ADMINISTRATIVE LAW, LAW ON PUBLIC OFFICERS, AND ELECTION LAW</td>
<td>2 h</td>
</tr>
<tr>
<td>PUBLIC INTERNATIONAL LAW</td>
<td>3 h</td>
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<tr>
<td>ALTERNATIVE DISPUTE RESOLUTION</td>
<td>2 h</td>
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</tbody>
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## Second Year - Second Semester

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<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>NATURAL RESOURCES AND ENVIRONMENTAL LAW</strong>&lt;br&gt;Case, recitations and lectures; 3 hours a week; 3 units;</td>
<td>A study of the constitutional provisions and special laws governing natural resources and their use. The study includes existing laws protecting the environment and the ecosystem and prevailing rules against despoliation of the environment.</td>
</tr>
<tr>
<td><strong>CIVIL PROCEDURE</strong>&lt;br&gt;Case, recitations and lectures; 5 hours a week; 5 units</td>
<td>A study of the law jurisdiction of courts in civil actions and Rules 1 to 71 of the 1997 Rules of Civil Procedure. These rules cover ordinary Civil Actions. Provisional Remedies and Special Civil Actions. The study of the rules is supplemented by a study of applicable jurisprudence.</td>
</tr>
<tr>
<td><strong>NEGOTIABLE INSTRUMENTS</strong>&lt;br&gt;Case, recitations and lectures; 3 hours a week; 3 units</td>
<td>The course is a study of the statutory provisions governing negotiable instruments which is mainly the Negotiable Instruments Law, as well as the applicable provisions of the Code of Commerce.</td>
</tr>
<tr>
<td><strong>CREDIT TRANSACTIONS</strong>&lt;br&gt;Case, recitations and lectures; 3 hours a week; 3 units</td>
<td>A study of the laws governing loans and deposits, including mortgages, pledge, antichresis, guaranty, sureties and other securities or collaterals.</td>
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<td>Course Code</td>
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<tr>
<td>LABOR LAW II</td>
<td>Cases, recitations and lectures; 3 hours a week; 3 units</td>
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<tr>
<td>LAND TITLES AND DEEDS</td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units</td>
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### Summer

**APPRENTICESHIP**

250 Hours during the summer break; 2 units

<table>
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<tr>
<th>250 Hours during the summer break; 2 units</th>
<th>As a condition for graduation, students are required to undergo apprenticeship for a minimum period of 240 hours. Apprenticeship may be undertaken in one or two summers after a student has completed his second year in the Law School. Existing rules of the apprenticeship program allow students to perform apprenticeship work in accredited law firms, government agencies, public or private legal assistance agencies and in courts. The apprenticeship program requires qualified attorneys who shall assist the students in the actual practice of law. The supervising attorney evaluates the performance of the students and recommends to the Dean whether academic credits can be granted on the basis of such evaluation. Students must earn a total of four (4) academic credits from apprenticeship work to be eligible for graduation. Students participating in the Human Rights and Legal Aid programs may earn academic credits for apprenticeship, subject to fulfillment of certain conditions.</th>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td><strong>SUCCESSION</strong></td>
<td>A detailed examination and analysis of the law on testate and intestate succession, including wills, Institution of heirs computation of legitimes of compulsory heirs, disinheritance, and partition and distribution of the estate. The course also takes up rules of procedure on the settlement and administration of the estate of deceased persons.</td>
</tr>
<tr>
<td><strong>AGENCY TRUST AND PARTNERSHIP</strong></td>
<td>A course combining the laws on Agency (Title X), Partnership (Title IX) and Trusts (Title V) of the Civil Code.</td>
</tr>
<tr>
<td><strong>TAXATION I</strong></td>
<td>The general principles of taxation and statutory provisions on income taxation, including pertinent revenue regulations.</td>
</tr>
<tr>
<td><strong>TRANSPORTATION LAW</strong></td>
<td>A study of the general principles and basic regulations governing carriers (land, air, and sea) of persons and goods.</td>
</tr>
<tr>
<td><strong>CONFLICT OF LAWS</strong></td>
<td>A course dealing with legal transactions with emphasis on the choice of law, including problems on jurisdiction and the recognition and enforcement of foreign judgments.</td>
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<td>Course Title</td>
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<tr>
<td><strong>LEGAL MEDICINE</strong></td>
<td>Recitations and lectures; 1 hour a week; 1 unit An overview of the principles relating to medico-legal cases, including the procedure of presenting and examining a medical experts witness.</td>
</tr>
<tr>
<td><strong>TORTS AND DAMAGES</strong></td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units An analysis of the law on quasi-delicts as well as the nature, classes and extent of damages.</td>
</tr>
<tr>
<td><strong>PUBLIC CORPORATION</strong></td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units The study of Local Government Code and general principles governing municipal corporations: the laws affecting the creations, organization and government of provinces, cities, municipalities, municipal districts and barangays: the scope and application of the powers of municipal corporations, including municipal ordinances, contracts, liabilities and enterprises.</td>
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## Third Year - Second Semester

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>EVIDENCE</strong></td>
<td>A course which looks into the rules of presentation, admissibility, and weight and sufficiency of evidence, including burden of proof and presumptions.</td>
</tr>
<tr>
<td>Cases, recitations and lectures; 4 hours a week; 4 units</td>
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</tr>
<tr>
<td><strong>CORPORATION LAW</strong></td>
<td>A study of the Corporation Code and other special laws governing private corporations, including foreign corporations and the concept of doing business in the Philippines. The course includes in depth analysis of the applicable common law and commercial principles underlying the various relationships in the corporate setting, with emphasis on the corporation being a medium for business enterprise and a means of providing for the equity investment market. The course includes the study of the pertinent provisions of The Securities Regulation Code.</td>
</tr>
<tr>
<td>Cases, recitations and lectures; 5 hours a week; 5 units</td>
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<tr>
<td><strong>TAXATION II</strong></td>
<td>A study of the concepts and general principles of transfer (estate and donor’s), tax, specific, business, percentage, amusement, and miscellaneous taxes provided for in the National Internal Revenue Code, including general principles on tariff and customs duties.</td>
</tr>
<tr>
<td>Cases, recitations and lectures; 3 hours a week; 3 units</td>
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<tr>
<td>Course</td>
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<tr>
<td><strong>SPECIAL PROCEEDINGS</strong></td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units A study of Rules 72-109 of the Revised Rules of Court dealing with the procedural rules on the settlement of estate, will, letters, testamentary and administration, escheats, guardian-ship, appointment of trustees, adoption change of name, cancellation and correction of entries in the Civil Registry and appeals in special proceedings.</td>
</tr>
<tr>
<td><strong>LEGAL FORMS</strong></td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units A course which trains students in the drafting of various legal documents and deeds, as well as judicial pleadings and briefs.</td>
</tr>
<tr>
<td><strong>PROBLEMS AREAS IN LEGAL ETHICS</strong></td>
<td>Cases, recitations and lectures; 3 hours a week; 3 units A course aimed at examining and resolving specific ethical problems and dilemmas which may confront Lawyers in the exercise of the legal profession.</td>
</tr>
<tr>
<td><strong>COPYRIGHT &amp; IPL</strong></td>
<td>Cases, recitations and lectures; 2 hours a week; 2 units A study of the Laws on Trademark, Patent, Copyright and intellectual Creation.</td>
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<tr>
<td>Course</td>
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</tr>
<tr>
<td><strong>PRACTICE COURT I</strong></td>
<td>Training on the preparation and drafting of complaints, petitions, answers and other pleadings, motions, briefs and other legal papers which are submitted to the court or other tribunals. It also deals with the art of effective oral advocacy.</td>
</tr>
<tr>
<td><strong>CRIMINAL LAW REVIEW</strong></td>
<td>A general review of the Revised Penal Code and its latest amendments, and the interpretative decisions of the Supreme Court as well as the other relevant penal statues.</td>
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<tr>
<td><strong>Fourth Year - Second Semester</strong></td>
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</tr>
<tr>
<td><strong>REMEDIAL LAW II</strong></td>
<td>A review of Criminal Procedural, Evidence and Special Proceedings and pertinent cases.</td>
</tr>
<tr>
<td><strong>CIVIL LAW REVIEW II</strong></td>
<td>A general integration of the principles in civil law relating to obligation and contracts, sales, lease, quasi-contracts, quasi-delicts and damages, and other related subjects.</td>
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## Fourth Year - First Semester

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td><strong>CONSTITUTIONAL LAW REVIEW</strong></td>
<td>A general survey of constitutional law, including political law, administrative law, law on public officers and other related subjects.</td>
</tr>
<tr>
<td><em>Cases, recitations and lectures:</em></td>
<td>5 hours a week; 5 units</td>
</tr>
<tr>
<td><strong>CIVIL LAW REVIEW I</strong></td>
<td>A general integration of the principles in civil law covering the effects and application of laws, the law of Human Relations, Persons and Family Relations, Property, Ownership and its Modification, the Different Modes of Acquiring Ownership, including Succession; pertinent provisions of special laws are also reviewed.</td>
</tr>
<tr>
<td><em>Cases, recitations and lectures:</em></td>
<td>4 hours a week; 4 units</td>
</tr>
<tr>
<td><strong>REMEDIAL LAW REVIEW I</strong></td>
<td>A general review of the laws on jurisdiction of courts and rules on Civil Procedure (Rules 1-71) of the Rules of Court and pertinent jurisprudence.</td>
</tr>
<tr>
<td><em>Cases, recitations and lectures:</em></td>
<td>3 hours a week; 3 units</td>
</tr>
<tr>
<td><strong>LABOR LAW REVIEW</strong></td>
<td>A general review of all labor law and related jurisprudence.</td>
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<tr>
<td><em>Cases, recitations and lectures:</em></td>
<td>3 hours a week; 3 units</td>
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<td>COURSE</td>
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<tr>
<td><strong>COMMERCIAL LAW REVIEW</strong>  &lt;br&gt; <em>Cases, recitations and lectures; 5 hours a week; 5 units</em></td>
<td>A comprehensive survey and review of laws on partnership, agency, trusts, corporations, securities, secured transactions, negotiable instruments, insurance and transportation, and other related subjects.</td>
</tr>
<tr>
<td><strong>LEGAL COUNSELLING AND SOCIAL RESPONSIBILITY</strong>  &lt;br&gt; <em>Lectures, reading and practical work; 2 hours a week; 2 units</em></td>
<td>An introduction to the art and technique of legal counseling as well as consideration of the responsibilities of the lawyer as counselor.</td>
</tr>
<tr>
<td><strong>PRACTICE COURT II</strong>  &lt;br&gt; <em>2 hours a week; 2 units</em></td>
<td>Holding of court trials as if in Regional Trial Court, where the pertinent provisions of Rules Court as strictly observed. The professor prepares a complaint, an answer and reply. These pleadings shall constitute the records upon which the trial shall be conducted. The lawyers, litigants, and witnesses are all members of the class and the professor acts as judge. It is made obligatory upon the students acting as lawyers, to argue their cases orally immediately after the evidence is closed. This phase of the subjects is important, because it cultivates in the students the habit of noting down or remembering the important facts and trains them in the art of arguing cases off hand on the basis of the evidence presented.</td>
</tr>
</tbody>
</table>
The judge renders his decision in writing. The class assumes that the case tried previously is brought to the Appellate Court. The professor in charge act as lawyers for the appellant and appellee who shall argue their case orally on the basis of the records prepared previously. The judge renders his decision.

**TAXATION LAW REVIEW**
*Cases, recitations and lectures; 3 hours a week; 3 units*

A general integration of principles of tax laws, including income, transfer, value-added and other business taxes. It also includes a review local and real property taxation, as well as remedies available to both taxpayer and taxpaying authorities, and the basic principles of the Tariff and Custom Code. (Prerequisite: Taxation I and Taxation II).

**SUGGESTED ELECTIVES (DESCRIPTION)**

**BACHELOR OF LAWS (LL.B) PROGRAM**

**ADIMIRALTY**
The course cover the history or the genesis of the Carriage of Goods by the Sea up to the advent of the contentious Hague Rules of 1924, Hague Visby Rules of 1968 and Hamburg Rules of 1978, including aspects of Bills Lading, Charter Parties, Collision, Salvage, Towage Pilotage, and Ship Mortgage Act. (2 units)

**ADVANCED CONSTITUTIONAL LAW SEMINAR**
This seminar concerns a series of interrelated and unresolved problems in constitutional theory that cut across the usual divisions between different constitutional rights. Topics to be discussed include the state action doctrine, the problem of unconstitutional conditions, and legislative motive. (2 units)

**ADVANCED LEGAL WRITING**
A supervised writing course involving the preparation of legal materials including opinions or memoranda, and pleadings. (1 unit)
ADVANCED TAXATION
This seminar is designed for students who are seriously considering tax practice. It examines the procedural requirements of the Internal Revenue Code. This includes a detailed look at the audit process from the examination of a return, and ending with a consideration of the questions surrounding the choice of a forum when litigation seems appropriate. It also exposes students to some of the intellectual rigors of a high level tax practice. Each student is assigned two hypothetical cases on audit. In one of these cases the student represents the taxpayer and prepares a full-scale protest; in the other, the student represents the Bureau of Internal Revenue. (Pre-requisites: Taxation I and Taxation II) (2 units)

APPELLATE PRACTICE AND BRIEF MAKING
This is designed to provide students with skills necessary to successfully litigate appeals before the Court of Appeals and Supreme Court. Emphasis will be placed on practical training including appellate procedure, oral and written presentation and methodology. Brief writing and other aspects of modern appellate practice will also be covered. (2 units)

ARBITRATION SEMINAR
A seminar on arbitration procedure and techniques, including other modes of alternative dispute resolutions. This will also include Republic Act 875 and the ICC rules on arbitration. (2 units)

BANKING LAWS
Study on the rules and regulations governing banks and non-bank financial intermediaries including major Bangko Sentral Rules and those of the Civil Aeronautics Board. (1 unit)

CLINICAL LEGAL EDUCATION
Supervised student practice under Rule 138-A (Law Student Practice Rule) of the Rules of Court including conference with the clients, preparation of pleadings and motions, appearance in court, handling of trial, preparation of memorandum. Use of video equipments and computers will enhance training in direct and cross examination techniques. This course may be taken in lieu of Practice Court I and II. (total of 4 units)

COLLECTIVE BARGAINING
An introduction to the collective bargaining process, negotiations, mediation, and arbitration as experienced in both the private and government sectors, with emphasis on practice. (2 units)

COMPUTERS FOR LAWYERS
Basic knowledge of the computer, its various capabilities and limitations, and its special application as research tool to the study of law and its practice. (2 units)

CONTRACT DRAFTING
Training on practical skills of drafting commonly use contracts; how to avoid litigation as well as how to fully express and protect the true intent of the parties.
CONSUMER PROTECTION
Study of pertinent laws intended to protect the consuming public as well as the various judicial proceedings that may be brought to enforce its rights. (2 units)

COPYRIGHT AND INTELLECTUAL PROPERTY
A study of Laws on Trademark, Patent, Copyright and Intellectual Creation. (2 units)

CORPORATE PRACTICE
This is intended for the student who intends to apply the knowledge of corporation law to actual corporate organizations, problems, strategies, meetings, preparation of minutes and dissolutions. It also focuses on the functions of a house or internal counsel of corporations. (2 units)

CRIMINAL JUSTICE SYSTEM
A study of the five pillars in the administration of criminal justice system, namely: public, police, prosecution, judiciary and reformation. (2 units)

CUSTOMS AND TARIFF LAWS
A study of general principles of customs and tariff, including dumping and remedies available to importers. Pertinent Bangko Sentral Circular on Importation will also be included in the study. (1 unit)

FORENSICS
Clinical exercises for advocacy, oral argumentation and persuasion. (2 units)

PROVISIONAL REMEDIES
An intensive study of provisional reliefs under Rules 57-61 of the Rules of Court, including a survey of pertinent decision of the Supreme Court. (2 units)

INTERNATIONAL BUSINESS LAW
Studies the major legal issues in international business in the private and public sectors. The principal areas of attention are: the movement of goods, including private techniques of contract and financing, national controls such as tariffs, quotas, export licensing, and the international trade agreements; the problems of international investments, including relations between transnational enterprises and the local governments in developing countries. (2 units)
INVESTMENT LAWS OF THE PHILIPPINES
A study of investment and incentives code, the Board of Investment, relevant Bangko Sentral rules and tax regulations covering foreigners doing business in the Philippines. (2 units)

JURISDICTION
A survey and analysis of the laws, principles and cases of the different jurisdictions of courts and quasi-judicial agencies of government. (2 units)

LAW ON PUBLIC CORPORATION
This is a study of the general principles governing municipal corporations: the laws affecting the creation, organization, and government of provinces, cities, municipalities, municipal; districts, and barangays: the scope and application of the powers of municipal corporations, including municipal ordinances, contracts, liabilities, and enterprises. (1 unit)

LEGAL ACCOUNTING
This course is designed to teach the law student the basic principles of accounting to enable him to understand the principal books used by the merchants and the financial status of business organization. (1 unit)

PRACTICUM I
Interviews, police and other investigations, out-of-court settlements, pre-trial negotiations, and plea bargaining in criminal cases. (2 units)

PRACTICUM II
Formulation of theories of the case, legal logic including analysis of questions of fact and law. (1 unit)

PRACTICUM III
The theory and application of trial techniques, survey of trial techniques in foreign jurisdiction and court demeanor; appellate practice including writing of different petitions and briefs and oral argument before collegiate courts. (2 units)

PRACTICUM IV
The study of ballistics, questioned documents, forensic chemistry, voice print identification, polygraph, fingerprints and other related subjects; how to present and cross-examine experts. (2 units)
PRACTICUM V
Actual observation of court trials and administrative hearings (related to labor, corporate and patent practices), integration of rules of procedure and evidence with trial technique for application in moot court and/or legal aid practice. Method of presenting testimonial, documentary and real evidence. (2 units)

PRACTICUM VI
Continuation of Practicum V. (2 units)

REAL ESTATE TRANSACTIONS
This treats of the legal, financial and operational aspects of subdivisions and condominiums. The objective of the course is to provide an in-depth analysis of the development process as well as some practical exposure to real estate development practicum. Also examined are the effects of zoning and environmental laws and regulations on the development process. (2 units)

SECURITIES ACT AND SECURITIES EXCHANGE COMMISSION
This course covers the Securities Act and the SEC, its jurisdiction, powers and its role in the regulation of the issuance, sale and trading of securities. (2 units)

SPECIAL PENAL LAWS
The study includes related offenses provided for in special laws. (1 unit)

TRIAL TECHNIQUE
This is a practical instruction in the preparation of cases and trial briefs before actual trial of cases, both civil and criminal. It includes practical suggestions on effective methods of gathering the facts of the cases, the formulation of the theory of the case, search for legal authorities, construction of pleadings, interview of witness and examination of witnesses in the course of the trial, with particular emphasis on Section 1 to 19, Rule 132 of the Rules of Court. Outstanding cases illustrating the effective and efficient utilization of procedural rules in enhancing successful litigation are analyzed in detail and, where appropriate, hypothetical cases are presented for solution by the students. (2 units)

The school reserves the right not to offer any of the foregoing elective subjects especially if enrollment in that particular subject is less than 20 students. The Dean may allow cross enrollment for Elective subjects offered by other law schools.
RULES ON ADMISSION

Requirements for New Students
1. Holder of a baccalaureate program.
2. Must have earned the following undergraduate units:
   - English: 18 units
   - Social Science: 18 units
   - Mathematics: 6 units
3. Must pass the Law Entrance Examinations and Oral Interview.
4. Must complete the application form and submit two (2) passport size colored pictures.
5. Must pay the entrance and other prescribed fees
   Applicants who wish to enroll in non-credit law subjects may be admitted as special students and may enroll in such subjects as approved by the Dean. He shall not be allowed to enroll in more than six (6) units per semester and must limit his enrollment to not more than a total of four (4) semesters. In any case, subjects taken shall not be credited.

Transfer Students
Transfer students from accredited law schools may be accepted for enrollment in any semester provided that they meet the current General Weighted Average (GWA) and other requirements which the school may impose.

Enrollment Period
The regular enrollment period is scheduled two to three weeks before the start of classes. Late registration is normally allowed during the first fourteen (14) calendar days from the official start of regular classes, unless otherwise announced. Should a student drop within the first week of classes, 20% of the tuition and miscellaneous fees are retained and when a student drops within the 2nd week of classes, then there is a retention of 10% of applicable fees. When a student drops after the 14 days, then the student must pay the entire tuition and miscellaneous fees as required. A student shall not be allowed to enroll in any subject after fourteen (14) days from the official start of regular classes, unless authorized by the Dean based on the student’s scholastic record. A fine shall be imposed for late registration.
Promissory notes are issued to students who have delinquent accounts to enable them to enroll on a temporary basis. Students who fail to take to comply with the conditions of the note shall not be included in the official class list until payment has been made. Should the student still fail to settle his/her delinquent accounts by the midterm examinations, may be dropped from the roll.

ACADEMIC GUIDELINES

Schedule of Classes

Classes under both the four-year and five-year programs are held from Monday to Sunday from 3:30 a.m. to 9:30 p.m. to allow working students the convenience of selecting a friendly schedule that would give them enough time to study. All subjects are offered every semester for both the regular school year and the 2nd semester school year. In cases where make-up classes must be held, the mornings of Saturdays and Sundays may be used provided they comply with the requirements of both the Law School and LEB. All classes held outside of their regular schedule must be approved by the Dean.

Methods and Medium of Instruction

The modified Socratic method or question and answer system is the principal method of instruction used in the classroom to enable students to think clearly under pressure, to learn to analyze problem situations and develop in them a critical attitude towards the subject matter being discussed. However, due to the increase in the number of decided cases by the Supreme Court and the number of new laws enacted by Congress, faculty members are forced to adapt other modern teaching technique to be able to cover the subject matter. In such instances, the case method shall be utilized based on jurisprudence handed down by the Supreme Court. Discussions, lectures, role-playing, moots and other methods may be also used as additional methods of instruction in order to sharpen the lawyering skills of the students. English shall be generally used as the medium of instruction.
Changing, Transfer, and Adding of Subjects

Students who are officially enrolled shall not be allowed to change subjects or transfer to another class, except for meritorious cases such as, but not limited to, cases where the original subject(s) enrolled have been dissolved or for reasons not attributable to the fault of the student. Adding of subjects shall only be entertained during the first fourteen (14) days from the start of regular classes. Dropping may be allowed until the midterm examination date.

Leave of Absence

Permission for a leave of absence must be sought from the Dean so as not to affect the status of the student. The period of the leave of absence must not exceed two (2) consecutive semesters at any one time. Except for clearly meritorious reasons, students whose total cumulative leaves of absence exceed four semesters shall not be allowed to re-enroll in the College. The student applying for a leave of absence must first secure a clearance for the said purpose. Students who are dropped from the roll without the benefit of a formal approval, shall be prevented from reenrolling in the future without the express approval of the Dean.

Attendance Requirements

(1) Any student who, during the semester, exceeds the maximum number of absences, whether excused or unexcused, may be dropped from the subject concerned if he has incurred more than:
   - 24 hours of absences in a 6 unit subject
   - 20 hours of absences in a 5 unit subject
   - 16 hours of absences in a 4 unit subject
   - 12 hours of absences in a 3 unit subject
   - 8 hours of absences in a 2 unit subject
   - 4 hours of absences in a 1 unit subject

   In cases where the academic proficiency of the student is exceptional (belonging to the top 25% of the class), the Professor may make an exception to such a ruling.

(2) Tardiness of twenty-five (25) minutes by the student for every one (1) hour of the subject class hours shall be considered as an absence. Should the faculty member decide to impose another type of sanction in exercise of his academic freedom, then he must first secure the approval of the Dean and pre-inform his class.

(3) Time lost by late enrollment shall be considered as time lost due to absence.

(4) Excuse from any absence for any reason whatsoever does not absolve the student from compliance with any subject requirement.
(5) If a professor fails to arrive in class within the time pertaining to the first 25% of the total class hours allotted for the subject for a particular day, the class beagle shall immediately inform the Records Section which shall get the attendance and dismiss the class. In the meantime, students waiting for their teachers are expected to study inside the classroom and maintain silence at all times. Had the professor informed the Records Section of his delay, students shall wait for him.

**Grading System**

1. The system of grading to be used shall be numerical percentage values (65%, 75%, 78%, 85% etc.)

2. The failure of the student to take the final examination for a valid reason, shall be the only ground for the giving of a grade of incomplete (INC) to the student which shall automatically be converted to a 68% at the end of one (1) year should the student fail to complete such grade preferably within the next succeeding semester. It shall be the duty of every student to follow-up and secure all his grades from the Registrar’s Office.

3. Students who fail to take the mid-term examinations for any valid reason as scheduled, will not be given special mid-term examinations. The final examination grade of a student, to be deducted by 10 points, shall be treated as the mid-term examination grade.

4. The final grade shall be computed by assigning the following percentages/values:

   - Final Exams: 40%
   - Mid-Term Exams: 30%
   - Class Standing: 30%

   The professor may adopt his own system of computing the final grade but the system must be approved by the Dean and the students must be informed of the said system at the beginning of the semester.

5. Removal, special, and reconsideration examinations shall not be allowed except for clearly exceptional and meritorious reasons, which shall be subject to the approval of the Dean.

6. All requests for re-evaluation or re-computation of grades must be in writing, addressed to the Dean, stating clearly the reasons therefore, and must be made within five (5) class days after notice of release of said grades by the Office of the Registrar. Such request for re-evaluation of grade shall be referred to the professor concerned for comment prior to the Dean’s action therein.
(7) Students are strictly prohibited from communicating directly with the professors, verbally or in writing, whether personally or through intermediaries, regarding any request for reconsideration of grades. Violation thereof shall be reported by the professor to the Dean and shall mean automatic denial of the request.

**Dropping and Complete Withdrawal**

(1) Subject to the other rules herein stipulated, students may be allowed to drop any subject before the scheduled mid-term examinations, after completion of the dropping form to be signed by the professor and the Dean. Grades of these students shall be reflected in the grading sheet as “DRP”.

(2) It shall be the responsibility of the students to determine the end result of their request for dropping. Approval of a request to drop any subject is not automatic.

(3) A student who completely withdraws during the semester but before the final examinations, by officially dropping all his subjects, will receive a grade of “CW” for all the said subjects, provided that he has fully paid all the fees for the said semester. The student concerned must secure a clearance for said purpose before the application for complete withdrawal shall be acted upon. A student who fails to officially withdraw from all his subjects shall receive a grade of 68%.

(4) Dropping after the midterm examinations may be allowed if all the subjects are being dropped which is equivalent to withdrawal with leave of absence. Individual subjects being dropped shall only be allowed if the class standing grade is at least 75%. However, should the class standing grade of the subject be lower than 75%, the subject shall be given a final grade of 68%.

**General Weighted Average (GWA)**

The General Weighted Average or GWA is the average of grades in all subjects taken, whether passed or failed, in AUSL or in any other law school, except as may be provided herein. It shall be computed by multiplying the obtained grade in a subject by the assigned units for the subject. All computed grades are added up and the total divided by the total number of units to arrive at the GWA. The GWA shall be used for the granting of discounts, scholarships and academic honors to deserving students. It shall also be used in determining the rank of any given student in the law school and how he is to be educated well enough to pass the bar exams. It shall be used as an assessment tool in determining the academic worthiness of the students. Should management decide to do so, the GWA may also be used in the issuance of future academic policies. In such cases, GWA shall be used as one of the diagnostic tools in assessing the academic proficiency of the students.
Year levels shall be assigned GWA’s which students shall use as an aim or a goal which they must reach in order to advance to the next year level. A student who fails to meet his assigned GWA for his year level shall be encouraged to study harder and shall be required to attend diagnostic classes.

English comprehension examinations shall be administered to all freshmen at the start of a semester. Those who passed shall be allowed to proceed with their regular schedule while those who did not make it shall be required to attend English tutorial classes. Mastery of the English language is the key to mastery of the law.

A failing grade in any subject when subsequently re-enrolled and passed shall no longer be included in the computation of the GWA. However, if the subject with the failed grade has not yet been passed, the failed grade(s) shall be included in the computation of the GWA. This computation shall be for the use of the GWA in the application of future Retention Policies and shall in no way be used to compute for the GWA to be used for Academic purposes. A student must possess the required GWA of at least 79% in order to be considered before enrolling in any review class.

The rule is that the GWA of an incoming Sophomore student must at least be 79% for admission into the 2nd year. For incoming Junior students, the GWA must at least be 80% for admission while the GWA of an incoming Senior must at least be 81% to entitle the student for admission into the graduating class. At any rate, the Dean reserves the right to adjust the admission GWA requirement to a more favorable rate. Students transferring from other schools must likewise have a GWA based on the year level of entry.

**Scholastic Deficiency Rules**

A student may be denied re-admission or required to repeat certain passed subject in any of the following cases:

1. Failure to meet the GWA.
2. Failure to pass at least 50% of the academic units enrolled in any semester.
3. Failure in the same subject for three times.
4. Grades are too low.
5. If, being on probation, he fails in any of the subjects he is taking.
6. Failure to comply with the conditions set forth in the waiver for re-enrollment.

**Taking of Review Subjects**

No student may be allowed to take any subject in the fourth year of the four-year curriculum and the fourth year, second semester of the five-year curriculum without first having taken and completed all undergraduate subjects.
Candidates for Graduation

A student, once he has taken and passed all of the subjects in his curriculum to complete 3rd year, and that the units in all the remaining subjects shall fall within the maximum limit allowed by the LEB for 2 semesters of his/her curriculum, then he shall be classified as a Candidate for Graduation and required to accomplish and file an application for graduation within the first month of the semester in order to review his credentials required for graduation which are but not limited to the following: Birth Certificate in Security Paper issued by the NSO; Original Official Transcript of Records of the undergraduate course with the remark “for further studies”, the Official Transcript of Records of the law school last attended (if transferee) and the C-1 or Certificate to enroll in a law school (if transferee) and pay the corresponding fees required for application and graduation.

Diplomas

The Diploma shall be proof that the graduate has successfully satisfied all the requirements leading to the degree specified. Unlike the official record of grades that can be issued upon request, the diploma signed by the Registrar, the Dean and the University President shall only be issued once to graduates.

Maximum Residency Rule

The maximum period for finishing the 4-year program is twelve (12) semesters while for the 5-year program, the maximum period is fourteen (14) semesters.

Honorable Dismissal

Any student who desires to sever his relations with the College shall file an application for Honorable Dismissal and shall secure the necessary clearance before favorable action may be made.

FEES AND DISCOUNTS

1. The tuition fee rate of a student shall be based on the school year in which the student entered the AUSL, whether as a new student or as a transferee. It shall remain the tuition fee rate of the said student for as long as he/she is enrolled in the law school, except in cases where there is a need for the Management to increase tuition fees, or when a student has gone on leave for two consecutive semesters. For purposes of control, the year first enrolled in, as indicated in the permanent student number of the student, shall be used. On the other hand, Miscellaneous fees or fiduciary accounts are accounts that belong to the receipient
of the fund reserved for the alone. They are held in trust by the law school for safe
keeping.

2. When a student registers, it is understood that he is enrolling for the entire
semester. A student who withdraws, in writing, within two weeks after the beginning of
classes and who has already paid the corresponding tuition and other school fees in full or
for any period longer than one month may be charged 10% of the total amount due for
the term if he withdraws within the first week of classes, or 20% if he/she withdraws
within the second week of classes, regardless of whether he/she was charged all the
school fees in full or not. It he/she withdraws any time after the second week of classes,
he/she may be charged all the school fees for the entire semester.

3. First year students with pre-law honors shall be entitled to two (2) semesters of
tuition fee discounts, as follows:

   (a) Summa Cum Laude        100% discount
   (b) Magna Cum Laude         75% discount
   (c) Cum Laude               50% discount
   (d) Consistent Honor Student 50% discount

4. Transferees with a cumulative GWA of at least 86% during the two previous
semesters of study (at least 30 completed units) in another law school duly accredited by
ALF, shall be entitled to two (2) semesters of 50% tuition fee discounts. These
transferees, as well as the freshmen students mentioned in par. (2) above, shall be known
as Entrance Scholars.

5. Students who achieve the cumulative QPI indicated below during a school year
and who have completed the equivalent of the required number of units for the last
previous two (2) semesters in AUSL, without any failing grade, shall be entitled to a
reimbursement equivalent to the amount of the (2) semesters of tuition fees where the
QPI was earned, provided that the units enrolled in the last two (2) semesters shall not be
less than ninety (90%) percent of the curriculum used.

   (1) 88% and above            100% discount
   (2) 86.6-87.9%               75% discount
   (3) 85-86.5%                 50% discount
AWARDS AND HONORS

1. The Academic Awards
(1) Students who complete their course with the following minimum GWA grade with no failing grade or any other academic deficiency shall be graduated with honors as follows:

- Summa Cum Laude 95%
- Magna Cum Laude 92%
- Cum Laude 88%

At any rate, the Board of Trustees reserves the right to waive any of the conditions imposed for compelling reasons.

(2) The following awards are given to those who receive the highest cumulative GWA not lower than eighty-five (85%) percent without any failing grade, during their stay in the law school, provided that they must have taken at least eighty (80%) percent of their subjects at the Arellano University School of Law:

- Class Valedictorian - This honor goes to the student who obtains the highest average in the entire course.
- Class Salutatorian - This honor goes to the student who obtains the second highest average in the entire course.
- Honorable Mentions – The honors are given to students who obtained the third highest average onward.

(3) The Chairman Florentino Cayco, Jr. Award
An annual award given in memory of the late University Chairman which is awarded to the student who has obtained the highest GWA average in the entire course among those that took and finished all their subjects in AUSL without any failing grade.

2. The Special Awards
These awards are given for special achievement in certain areas, as follows: The Leadership Award

The Foundation bestows a prize annually to the member of the graduating class whose scholarship demonstrates special interest and proficiency in the law and whose conduct and personality give evidence of leadership and promise in the legal profession.

The Loyalty Awards

These awards are given to those students who continuously studied in the University from elementary, high school, pre-law up to law school.
3. Order of the Flaming Arrows (OFA)

(a) An honor society, known as the Order of the Flaming Arrows, shall be composed of students from the sophomore to the senior year with at least two (2) semesters of residence in the law school.

(b) At the time of admission to the organization, the student must have a cumulative QPI of at least 85% during a school year without any failing grade in his entire stay in the law school. Additionally, the student must have taken, enrolled and finished the full load, in terms of number of units under the applicable program, for the two preceding semesters. Students who achieve a grade of at least 85% but fail to meet the other OFA standards and guidelines, shall be included in the Dean’s List of Honor Students.

(c) Membership in the OFA continues as long as a student does not get any failing grade and continues to meet the GWA. However, to be entitled again to the tuition fee discounts, the student must the requirements imposed for scholastic discounts.

(d) An OFA member is entitled to certain special privileges like attendance in special seminars and workshops, waiver of bar review fees and OFA graduation medals.

SCHOOL LOGOS

The official school logo consists of a shield, cross, beacon, book and balancing scale inside a circle. The flame represents knowledge that is shared by the 15 rays of light representing the 15 board members. The shield represents the armor of the school against evil. The book represents the source of knowledge while the balance represents equality in the judicial system. It is inside a ring signifying perfection with the name “ARELLANO UNIVERSITY SCHOOL OF LAW”

The sports logo employs the Indian headdress or the judicial wig to signify the Chiefs, the new designation of Arellano law students and alumni, in reference to the only school named after the first Filipino Chief Justice, Cayetano Arellano. The Director for Administration and Personnel, Florentino S. Cayco III, designed both logos.
Supreme Student Council. The student government of AUSL is composed of representatives coming from the student body who are elected at large. The Supreme Student Council is also responsible for the supervision of duly recognized and accredited community-based student organizations.

Arellano Law Forensics Guild. This is AUSL’s official student organization of master debaters, orators, and public speakers. The Guild has a rich and colorful history of accomplishments that spans national and international competitions.

Arellano Law Gazette. The Gazette is the AUSL’s official student publication composed of a group of highly proficient and competent law student writers who acts as the “mouthpiece” of the student community and is responsible for coming out with the campus publication.

Bar Operations Commission. This AUSL student organization is composed of highly competent, efficient, and zealous students, tasked with the thorough preparation of the necessary Bar materials for AUSL Barristers.

Arellano Law Singers. This student organization is AUSL’s official school chorale. These are the assemblage of law students who are divinely gifted with the passionate understanding of the universal language of mankind – MUSIC.

The Arrows. This student organization is exclusively responsible for the priming, putting into order, and the eventual printing of the “Chiefs”, the AUSL yearbook.

The PEERS. This AUSL student organization is the ‘heart” of the student community. The PEERS are composed of law students who are well-trained, appropriately equipped and qualified to handle the counseling of students stressed out with the pressures of law school life.

The Comelec. This organization is tasked with the conduction of elections or any referendum or activity requiring the casting and counting of votes.

The Athletic Society. The organization tasked with supervising the school intramurals and representing the school during the annual Conflicts of Law.
CODE OF CONDUCT AND DISCIPLINE

The AUSL is a leading institute of legal learning with the mission of producing top-quality lawyers. In furtherance of its mission, the Law School has prepared a well-rounded program by which the students are not only taught the fundamentals of the law and trained to hurdle the Bar Examinations but also to develop their leadership skills and instill in them discipline, character building, proper conduct and decorum. For that matter, students of the AUSL are expected to behave and conduct themselves in a manner befitting students of law of the highest order. They are further expected to practice true Christian values and to deal with their fellowmen in a fair and just manner. It is in achieving this goal that the School has formulated this code of conduct and discipline for students during their stay in the AUSL

Article 1. Dress Code
The Arellano Law Student shall dress appropriately in a manner befitting the respect and dignity of the legal profession. Smart casual attire is required except when the occasion calls for the wearing of formal attire, like in participation in a moot court activity and other ceremonial activities. Slippers and short pants are not allowed. Students who are not in the presentable, prescribed attire shall not be allowed entry in the law school premises.

Article 2. Conduct and Proper Decorum
The AUSL student is expected to behave in a manner worthy of the law profession. He / She is expected to be respectful and polite at all times.

Sec. 1. AUSL students shall stand up whenever a professor or school administrator enters the classroom.
Sec. 2. He / She shall address all faculty members and school personnel with due respect.
Sec. 3. He/ she shall likewise treat his/her classmates and schoolmates with respect and dignity.

Article 3. Discipline
The AUSL student is expected to be disciplined at all times inside and outside of the law school. In the course of his/her stay in the law school, he/she shall be guided by the schedule of offenses as prescribed herein. Violations of directives and/or commission of an offense shall be penalized in accordance with due process.
Article 4. Schedule of Offenses

All students found guilty, after due process, of committing any of the following offenses shall be subject to the appropriate penalties, depending on the frequency and gravity of the offense committed.

1. Gross misconduct;
2. Gross disrespect upon a person in authority;
3. Cheating;
4. Dishonesty;
5. Hazing;
6. Illegal possession of a deadly weapon, firearm or explosive device;
7. Smoking inside the classroom, library or review halls;
8. Illegal possession of intoxicating liquor and prohibited drugs;
9. Immorality;
10. Selling or transporting of prohibited drugs;
11. Under the influence of intoxicating liquor or prohibited drugs;
12. Vandalism;
13. Assaulting an employee or student;
14. Forging or tampering school records or school forms;
15. Securing and using forged school records, forms and documents;
16. Possession of blank or unused examination booklets;
17. Gross disobedience;
18. Fighting within the school premises;
19. Bribery of faculty members or school administrators;
20. Other petty offenses as defined in the Revised Penal Code.

Article 5. Procedure

In case a student has been reported for violation of any of the aforementioned offenses, he/she shall be given due process in defending himself/herself. In such cases, the student shall be charged before the Dean of Student Affairs or College Secretary, who shall determine if there is probable cause to file appropriate charges against the student. If so, then the complaint shall be forwarded to the Dean, who shall in turn endorse the case to the Committee on Discipline, which shall be composed of three members, two coming from the faculty of which one shall be appointed Chairman and one coming from the Student Council. Upon receipt of the complaint, the Committee shall immediately convene and conduct the investigation and hearing to be finished within a period of ten (10) class days.
Upon reaching a decision, they shall submit their recommendation with the corresponding penalty to the Dean for the approval and imposition of the penalty. Should the student decide to appeal his case, he may do so to the Arellano Law Foundation Board of Trustees, which shall decide on it with finality.

Article 6. Penalties

Any or a combination of the following penalties may be imposed for the commission of any of the offenses mentioned in Article 4, to wit;

(1) Expulsion,
(2) Exclusion,
(3) Suspension,
(4) Failure in the subject where the offense was committed, and
(5) Reprimand

ANNEX A

IMPLEMENTING RULES AND REGULATIONS OF THE ANTI–HARASSMENT ACT OF 1995

Pursuant to its powers vested by law, the Board of Trustees of the Arellano University System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7878, otherwise known as the Anti–Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

Section 1. Affirmation of Policy. — In affirmation of the declaration of Policy set forth in Section 2 of Republic Act No. 7878, the Arellano University System shall establish and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.
Section 2. Definitions — As used in these Rules and Regulations

(a) “Student” means a person duly enrolled for a degree course or in a short-term training or review program in any academic unit or training center 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 as well as graduate or student assistants; and

(c) “Faculty member” means any member of the teaching staff of the University, regardless of academic rank or category and includes a librarian, researcher, research associate, coach, trainer or training specialist, and extension worker as well graduate student with teaching responsibilities.

Section 3. Sexual Harassment Defined

(a) Sexual harassment 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.

(b) In a work-related environment, either academic or administrative, sexual harassment in deemed to exist 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 favor results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or 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 guaranteed under existing labor laws and rules and regulations.

3. The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.

(c) In the academic, teaching or 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 sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance on other benefits, privileges, or considerations: or

4. When sexual advances result in intimidating, hostile or offensive environment for the student, trainee or apprentice.

Section 4. Inducement or Cooperation to Commit Sexual Harassment—Any person connected with the University as an officer, 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 5. Policy Standards and Guidelines Concerning Sexual Harassment – In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the Arellano University System:

(a) These Rules and Regulations cover all officials, faculty members, employees, and students within the jurisdiction of the Arellano University System. Included in the coverage are applicants for enrollment or employment in the University System, after the application has been received by such unit or campus.

(b) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in 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.

(c) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of the 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 Rules and Regulations.

(d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct prejudicial to the best interest of the school, as each case may warrant.

(e) 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, with the consent of the victim and taking into account the integrity and other preponderant interests of the University.

(f) University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.

(g) The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.

(h) Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 6. Procedures.

(a) Each campus/unit of the University shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.

(b) Informal procedures refer to action taken by the University through its officials or committees which consist of counseling, providing information, or other means of support. This does not involve formal investigation or filing of formal charges. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.

If the case requires resort to formal charge of sexual harassment, the procedure set out in Annex “A-1”, together with the definition of the penalties therein, shall be complied with.
Section 7. Responsible Officials. — (a) Under the general supervision of the President of the University, the Sexual Harassment Committee to be created as provided in Section 8 hereof, shall be directly responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

Section 8. Sexual Harassment Committee.
(a) A Sexual Harassment Committee is hereby created in each campus of the University under the Office of the President. It shall be composed as follows:
   (1) Vice President for Academic Affairs or his representative;
   (2) The Chairman of the Academic Council;
   (3) Director for Administration and Personnel;
   (4) The Dean for Student Affairs; and
   (5) The President of the Supreme Council,
Provided, however, that the Vice – President for Academic Affairs, or equivalent official, shall, under the direction of the President, preside over its meeting.
(b) The Committee shall:
   (1) Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture;
   (2) Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
   (3) Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
   (4) In every appropriate case, constitute a Fact-Finding Panel as required in formal procedure set out in Annex “A-1” hereof.
(c) The Committee Coordinator shall be appointed by the President to serve on full-time basis for a term of two years, which may be renewed. He or she shall be responsible for the efficient implementation of the decisions of the Committee and of the President involving sexual harassment cases.
(d) In every case where formal procedure is preferred or is deemed necessary, a Panel of Hearing Officers shall be created in each campus of the University under the office of the Sexual Harassment Committee. It shall be composed of five (5) members to be appointed by the President, two members of which shall come from the nominees of AUFO and Student Council concerned, respectively. The members of the Panel shall acquaint themselves with University policy, rules, regulations, and procedures concerning sexual harassment.

(e) Within thirty (30) days from the effectivity of these Rules and Regulations, the President shall complete the organization of the Committee and shall, by appropriate public notice, inform the academic community of the date it becomes thereby operational.

Section 9. Annual Report. — The Committee 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 recommendation.

Section 10. Effectivity. – These Rules and Regulations shall take effect seven (7) days from publication in the AU Standard or its counterpart student publication of the University.

ANNEX A-1

FORMAL PROCEDURE FOR SEXUAL HARASSMENT CASES

1. Complaint

1.1 A formal complaint requires that the complainant be willing to identify the respondent so that a thorough investigation and hearing of the charge shall be conducted. A formal charge of sexual harassment will be filed only on a subscribed sworn complaint. Complaint procedures must conform to the principles of due process.

The complainant shall file a written complaint with the office of the President or the Chairman of the Sexual Harassment Committee which shall, constitute itself as the Fact Finding Panel, upon receipt of the complaint, determine whether probable cause exists before giving due course to the complaint. Upon a finding of probable cause, the complaint shall forthwith be referred to the Panel of Hearing Officers.
1.3 No particular form is required for the complaint; but it must be in writing, signed and sworn to by the complainant. It must contain the following:

1. the full name and address of the complainant;
2. the full name and address of the respondent;
3. a specification of the charge or charges; and
4. a brief statement of the relevant and material facts.

Where the complaint is not under oath, the complainant shall be summoned by the Panel to swear to the truth of the allegations in the complaint.

1.4 No action shall be taken on an anonymous complaint, unless there is obvious truth or merit to the allegations thereof.

1.5 In support of the complaint, the complainant may submit any evidence he or she has, including affidavits of witnesses, if any, together with the complaint.

1.6 A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Panel from proceeding with the investigation of the case.

1.7 The Panel shall notify the respondent in writing of the sexual harassment charge.

2. Answer

2.1 Unless a different period is indicated in the notice issued by the Panel, the respondent shall be given not less than seventy-two (72) hours after receipt of the complaint to answer the charges.

2.2 The answer shall be in writing, signed and sworn by the respondent, and copy furnished the complainant. No particular form is required but it is sufficient if the answer contain a specific admission or denial of the charge and a statement of the relevant facts constituting the respondent’s defense.

2.3 The respondent shall indicate in his answer whether or not he elects a formal investigation.

2.4 In support of the answer, the respondent shall submit any evidence he or she has, including affidavits of witnesses, if any, together with the answer.

2.5 Unless otherwise directed by the Panel, failure of the respondent to file and answer or to appear in the investigation shall be construed as a waiver to present
evidence in his or her behalf.

3. **Hearing**

3.1 After all the pleadings have been submitted, the Panel shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent’s answer or complainant’s reply, if any, and shall as possible conclude the hearing or investigation within thirty (30) days from the filing of the charges.

3.2 Continuous hearing shall be conducted on the hearing dates set by the Panel of hearing officers or as agreed upon by the parties. No postponement shall be allowed except in meritorious cases, provided that a party shall not be granted more than two (2) postponements.

If the respondent fails or refuses to appear during the scheduled hearings, the investigation or hearing shall proceed ex parte and the respondent is deemed to have waived his right to be present and to submit the evidence in his favor.

3.3 The complainant or respondent may be represented and assisted by counsel if he or she so desires during the investigation or hearing.

3.4 All objections raised during the hearing shall be resolved by the Panel of Hearing Officers.

The Panel shall accept all evidence deemed material and relevant to the case. In case of doubt, it should allow the admission of evidence subject to the objection interposed.

3.5 The sworn statements or affidavits of the parties and of their witnesses shall constitute their direct testimonies during the cross-examination or re-direct examination. The testimony of each witness shall be recorded.

3.6 The Panel may direct the parties and to submit their respective memoranda within five (5) days from termination of the hearing. Failure to submit the same within the given period shall be considered a waiver thereof.

3.7 The Panel shall prepare a report within fifteen (15) days after the conclusion of the investigation or hearing and submit the report and its recommendations to the Sexual Harassment Committee.

4. **Preventive Suspension**
4.1 On the recommendation of the Sexual Harassment Committee, the President may suspend any subordinate officer, faculty member or employee for not more than ninety (90) days pending an investigation, if the charge is grave misconduct and the evidence of guilt is strong which would warrant the respondent’s removal from the service.

4.2 If the case against the officer, faculty member or employee under preventive suspension is not finally decided within the period of ninety (90) days after the date of suspension, respondent shall be automatically reinstated in the service: Provided, That if the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in period of suspension.

5. **Decision**

5.1 Within fifteen (15) days from receipt of the Panel report and recommendation, the President shall render the decision.

5.2 The decision of the President shall be final and executory ten (10) days after receipt of the copy thereof by the parties.

5.3 Any appeal of the decision shall be filed in accordance with the University rules and regulations regarding administrative cases.

6. **Penalties**

   Sexual harassment is punishable as follows:

6.1 **As Simple Misconduct**

   First Offense: Suspension for one (1) month and one (1) day to six (6) months. Second Offense: Suspension for one (1) year. Third Offense: Dismissal.

6.2 **As Conduct Prejudicial to the Best Interest of the School or Disgraceful and Immoral Conduct**

   First Offense: Suspension for six (6) months and one (1) day to one year. Second Offense: Dismissal.

6.3 **As Grave Misconduct**

   First Offense: Dismissal and permanent disqualification from
employment within the University System.

6.4 A student found guilty of simple misconduct involving sexual harassment shall be penalized with a suspension for not less than one (1) calendar day but not more than thirty (30) calendar days, provided that should the student be found guilty for the third time, the penalty shall be expulsion. Grave misconduct involving sexual harassment shall be punishable by expulsion.

ANNEX B

REPUBLIC ACT NO. 8049
AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

SECTION 1. Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen’s Military Training, or Citizen’s Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this Act.

SECTION 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by
anybody during such initiation rites.

**SECTION 3.** The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

**SECTION 4.** If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof the officer and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

a) The penalty of reclusion perpetua if death, rape, sodomy or mutilation results therefrom
b) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

c) The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

d) The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

e) The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days.

f) The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.

g) The penalty of prison mayor in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.

h) The penalty of prisión correccional in its maximum period if in
consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen’s army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.
c) when the recruit neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities through force, violence, threat or intimidation;
d) when the hazing is committed outside of the school or institution: or
e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity, or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity, or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority’s adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prime facie evidence of participation therein as a principal unless he prevented the commission of the acts
punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional the other parts or provisions thereof shall remain valid and effective.

SECTION 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved: June 7, 1995

ANNEX C

ARELLANO UNIVERSITY SCHOOL OF LAW LIBRARY RULES AND REGULATIONS

The following are the guidelines and the rules and regulations for the observance of students concerning the use of the AUSL Library.

GUIDELINES
The Arellano Law Library is a place for study. All users are therefore reminded to comply with the following guidelines on the use of the library:
1. Silence shall be strictly observed at all times;
2. Smoking inside the library is strictly prohibited;
3. Eating and drinking inside the reading room is not allowed;
4. Cell phones and pagers must be in silent mode and must not be used while inside the library;
5. Loud discussions are strictly prohibited; and
6. Loitering inside the library shall not be tolerated.

RULES AND REGULATIONS
In the borrowing of books, magazines and other reading materials, the following rules and regulations shall be strictly observed at all times for the
benefit of all students.

1. All bona fide students with valid library cards are entitled to borrow two (2) books of general circulation during library hours to be returned before closing time.

2. All bona fide students with valid library cards are entitled to borrow three (3) Supreme Court Reports Annotated (SCRA) and Philippine Reports to be returned within one (1) hour.

3. All bona fide students with valid library cards are entitled to borrow one (1) textbook for overnight use starting at 5:00 p.m. to be returned on or before 9:00 a.m. the following day.

4. Failure to return books for overnight use on or before the specified time of return shall be subject to the following fines:
   a. A fine of ONE (P1.00) peso for every hour of delay provided such delay is within the same day of return;
   b. A fine of FIFTY (P50.00) pesos for every day delayed plus the penalty for the number of hours delayed on the date of return; and
   c. A fine of FIFTY (P50.00) pesos for every book not returned within the close of official business hours plus another FIFTY (P50.00) pesos for every day delayed.

5. Any unauthorized withdrawal or bringing out of books or any other reading material shall be a ground for suspension and/or cancellation of the use of the library card.

6. Any book or reading material reported lost, must be replaced with the latest edition of the same book/reading material lost of the same author or paid for equivalent to the price of the lost book/reading material within FIVE (5) days from discovery of such loss.

7. Any book or library material destroyed or mutilated must be replaced or paid for within FIVE (5) days after discovery of such mutilation.

8. Failure on the part of the student to replace or pay for any lost or mutilated book or library material within FIVE (5) days after being notified shall be subject to disciplinary action.

9. Loss of library privileges for a period of SIX (6) weeks shall be imposed upon whosoever is found guilty of placing any kind of mark on pages of books and/or any other reading materials.

10. Loss of library privileges for a period of EIGHT (8) weeks and restoration, replacement or payment of the book or reading material destroyed shall be imposed upon whosoever is found guilty of tearing pages of books or any other reading materials.

11. All replacement of books or reading materials must be the latest edition of the book/reading material of the same author or in cases of payment, the amount
must be equivalent to that of the latest edition of the same book.

12. All reference books, magazines, journals are not allowed for overnight.

The aforementioned guidelines have been formulated to afford every student of the Arellano University School of Law the opportunity to avail of the books and reading materials available at the Arellano University School of Law Library. All books and reading materials available at the Law Library are intended to serve as resource books for the students and not as text books for use in the classroom.

Your utmost cooperation regarding this matter shall be expected.

EDNA L. PAREÑO  
Chief Librarian  
Lic. No. 0005354
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