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MESSAGE FROM THE PRESIDENT

**FR. MANUEL B. PEREZ, SJ, MD**  
President

## MESSAGE

Welcome to Davao Medical School Foundation Inc.!

The College of Medicine of DMSFI offers its support in making your stay in DMSFI a challenging and fulfilling one. In recognition of your aspiration to become a skilled medical practitioner, our medical program will equip you the necessary skills, knowledge and attitudes to serve your patients competently, responsibly, and with compassion.

As a medical student, school life can be overwhelming and confusing at times, with numerous queries, issues and/or concerns needed to be resolved or answered. It is for this reason that your faculty and the administration have come up with this Student Handbook to provide guidance and carry you through as you navigate four exciting years of medical education in this institution. We hope that you will read this Student handbook carefully and judiciously.

If there are other issues of concern to you that cannot be found in this handbook, we want you to approach your class adviser or other school personnel so we can serve you better.

May your decision to enter this college add new milestone to our school's history as we journey together in the service of mankind.

**Dr. Erwin Rommel N. Hontiveros**  
Dean, College of Medicine

## HISTORICAL BACKGROUND

The College of Medicine of Davao Medical School Foundation, Inc. was established in July 1976 in response to the need for doctors in the rural as well as urban communities of Mindanao. Thus, the College of Medicine became the first school of medicine in Mindanao.

A consortium made up of Ateneo de Davao University, Brokenshire Memorial Hospital, Development of People's Foundation, San Pedro College and the San Pedro Hospital, the school operates as a non-stock, non-profit organization duly registered with the Securities and Exchange Commission and approved by the Commission on Higher Education (CHED). In addition to the College of Medicine, the foundation operates the College of Dentistry, the College of Nursing, the Institute of Primary Health Care, the DMSF Hospital, and the Institute of Graduate Studies and Research.

The College of Medicine is located on a 2.5-hectare land near the commercial hub of Davao City. The unique geographic location of the city within the Brunei Indonesia Malaysia Philippines – East Asia Growth Area (BIMP–EAGA), enhanced by its modern infrastructure, stable peace and order and socio-economic prosperity has made DMSFI an attractive option for study by foreign students. Congruent to its stated vision and mission, the school has made contributions to the alleviation of the health problems of the people in Mindanao and produced numerous doctors who have made names for themselves in their chosen fields. Such achievements were made possible through the dedication of its more than two hundred competent faculty members and support staff, affiliated teaching hospitals, government health units and its modern infrastructure and facilities.

## **VISION, MISSION, CORE VALUES AND GOALS OF THE COLLEGE OF MEDICINE, DMSFI**

### **Vision**

**The Davao Medical School Foundation, Inc. envisions healthy communities enjoying quality life.**

### **Mission**

Davao Medical School Foundation, Inc., inspired by the community orientation of the Founders, commits to:

1. Provide humane and integral health sciences education and services education and services with emphasis on primary health care in the complementation of instruction, research, patient, community health care and community engagement.
2. Develop and nurture God-centered, competent, compassionate, ethical and socially responsive graduates, faculty, staff and health care providers.
3. Forge strong partnership and networks with consortium members and other stakeholders in the areas of health and community development.
4. Keep at pace with global developments in health sciences education and health care services.

### **Core Values:**

1. Faith in God
2. Integrity
3. Respect
4. Excellence

### **Goals of the College of Medicine**

The College seeks to achieve its Vision through:

#### **A. Instruction**

The College shall engage in excellent medical education through provision of a relevant curriculum, highly qualified and dedicated faculty and modern instructional facilities.

#### **B. Research**

The College shall involve itself in clinical and social researches that are conducted by research-oriented faculty and students.

#### **C. Community Service**

The College shall engage in community work through its medical outreach programs, which are manned by its faculty as part of its commitment to community service, and by students as part of medical instruction and value formation.

## **PROFESSIONAL RESPONSIBILITIES OF A DMSFI MEDICAL GRADUATE**

A DMSFI medical graduate:

1. Promotes professional and personal growth and development for one's self.
  - a. Manifests teaching, intellectual and scholarly attitudes with regard to one's professional growth and development.
  - b. Manifests active promotion of one's personal growth and development.
2. Provides comprehensive medical care to the individual, family and community.
  1. Identifies health problems by gathering relevant information from the individual, family and community.
  2. Plans, implements and evaluates appropriate care for the individual, family and community on three levels:

1. Prevention
  2. Cure
  3. Rehabilitation
3. Maintains an effective recording system for the individual, family and community.
  3. Abides with the code of conduct of PRC, PMA, APMC and other regulating bodies.
  4. Fulfills other responsibilities of the medical profession.

### The DMSFI – FSU (Foreign Students Unit)

The FSU Office was borne and created to purposely serve and cater to the needs of the increasing number of foreign student's population entering DMSFI College of Medicine. This was also in compliance with the requirement from the Bureau of Immigration promulgating the creation of a Foreign Students Office or Unit for schools accepting and catering to foreign nationals. The main function of this dedicated office is to process and monitor the valid and legitimate stay of these students in the country. This is also in accordance with other regulatory bodies or agencies of government involved in the issuance of a valid student visa. This interagency collaboration includes aside from the Bureau of Immigration (BI), the Commission of Higher Education (CHED), the Department of Foreign Affairs (DFA), the National Bureau of Investigation (NBI), the Bureau of Quarantine (BQ) and the Local Government Units (LGU) from which these foreign students reside. The integration of all these government agencies will ensure that these student's conduct and behavior in the country are in line and consistent with its existing rules and regulations as well as those with the College of Medicine of DMSFI. This is particularly true with the BI as the FSU-LO (Liaison Officer) constantly interacts and transacts with them almost on a daily basis regarding Student Visa.

Being the student's petitioner, it is incumbent upon the college to ensure the safety, security and well-being of these individuals. In addition, it is expected for the FSU Office to foster a warm and embracing environment for all students in the campus promoting and encouraging unity despite diversity in cultures.

In the end, FSU is mandated to aid, help and extend all support and services to all its foreign students, to enable them to fulfill their mission or dream to become a good doctor someday in their beloved country of origin. The FSU envisions itself as bridge to that desire by offering its efficient and dependable service to foreign students as they take advantage of the college's cutting edge medical education technology coupled with outstanding instruction and research making them globally competent and competitive.

We aspire a harmonious relationship with our beloved foreign students. As we say in the Davaoeño dialect – "Madayaw" (Welcome!) to DMSFI.

**Dr. GILBERT B. ARENDAIN**  
Unit Head  
DMSFI-FSU

Note: It is recommended and advised that students should have a valid student visa (9f) and therefore, an **ACR-I card holder** before booking a flight home during school breaks! Also, it is highly recommended not to deal with fixers in transacting with the BI.

## ADMISSION POLICIES AND REGULATION

### Requirements for Admission for Foreign Students

Step One: Qualification for Acceptance to the MD Program.

Any person who has earned a baccalaureate degree (B.S. or A.B.) as stipulated in **CHED Memo No. 10, series of 2006**, may apply for acceptance to the College of Medicine. In addition, only college graduates who have taken the **National Medical Admission Test (NMAT)** will be considered for acceptance to the College of Medicine.

Note:

For applicants wishing to take the NMAT, visit their website at [www.cem.inc.org.ph/nmat](http://www.cem.inc.org.ph/nmat).

For inquiries, you may also write or call:

**Center for Educational Measurements (CEM)**

6<sup>th</sup> Floor, Concorde Condominium

Corner Salcedo and Benavides Streets,

Makati City, Metro Manila, Philippines

Tel. Nos. (+63)-02- 818-6129 or (+63)-02-818-6538

Prior to acceptance, the applicant is required to submit the completed application form, original (or certified true copy of the original) transcript of records and diploma and take the school's entrance and psychological examination followed by an interview by a member of the Admissions Committee. The school shall exercise its rights to determine who among the applicants shall be accepted for admission. If qualified, the school shall issue a Notice of Acceptance (NOA) to apply for admission.

Step Two: Foreign students seeking admission shall also submit the following:

Submit the documents in Step One to the:

**Office of the Dean – College of Medicine**

Davao Medical School Foundation

Dr. A. Gahol Avenue, Bajada, Davao City 8000

Philippines

The Office of the Dean shall evaluate the documents submitted under item 1, after which, the applicant is informed of the status of his/her application. If qualified, the following documents (electronic and original copies) will be sent to the applicant:

- a. Notice of Acceptance (NOA)\*
- b. Personal History Statement forms (Downloadable in the DMSF website)  
(6 copies)

\*The Notice of Acceptance should **NOT** be construed as the actual enrollment.

1. The original documents listed in above should be completed and mailed back by the applicant to the Office of the Dean including the following additional documents duly **authenticated** (Apostille) by the **Philippine Foreign Service Post (PFSP)** in the country of origin of the applicant:
  - a. Official transcript of records and diploma;
  - b. Notarized Affidavit of Support, including bank statements or notarized notice of grant for institutional scholars to cover applicant's expenses for school dues, accommodation, subsistence and other incidental expenses;
  - c. Photocopy of passport biopage where name, passport number, date and place of issue, expiration date, photo, birthday, and birthplace appear;
  - d. Student's Personal History Statement (6 copies) with 2 x 2 recently taken photograph;
  - e. Police Clearance issued by the National Police Authorities in the student's country of origin or residence;

- f. Psychological Examination result. (to be done/performed in the school)

The above-mentioned documents should be completed and mailed back to the Office of the Dean at least thirty **(30) school days** prior to the start of the incoming academic year. No application will be entertained beyond the start of the academic year.

2. DMSFI endorses the above documents to the Department of Foreign Affairs (DFA) Manila, together with the NOA for processing. Once approved, the DFA notifies the Foreign Service Post concerned on the issuance of a student visa. The applicants will now be required to appear in person before the Philippine Foreign Service Post with consular jurisdiction over the place for interview.

The following documents are required for the issuance of a Student Visa:

- a. Original copy of the school's Letter of Acceptance issued by the Office of the Dean containing a clear impression of the school's official dry seal and addressed to the student;
- b. Letter from the School Registrar requesting the issuance of a Student Visa 9(f) to the applicant addressed to:
 

**The Director**  
 Visa Division – Office of Consular Affairs  
 Department of Foreign Affairs
- c. Six copies of the original Personal History Statement duly accomplished and signed by the applicant, both in English and his national alphabet, accompanied by personal seal, if any, and containing among others, his/her original left and right thumb prints and a 2" x 2" photograph on plain white background taken not more than six months prior to submission;
- d. Transcript of Records/Scholastic Records, duly authenticated by the Philippine Embassy or Consulate in the applicant's country of origin or legal residence;
- e. Notarized Affidavit of Support, including bank statements or notarized notice of grant for institutional scholars to cover applicant's expenses for school dues, accommodation, subsistence and other incidental expenses;
- f. Original copy of the CEM approved by the CHED;
- g. Visa Application form (FA form no. 2);
- h. Medical Certificate (FA form no. 11);
- i. Chest x-ray, laboratory report and clearance certificate for the AIDS antibody (HIV test);
- j. Police Clearance from the local police authorities where applicant has been permanently residing for the last five years;
- k. Guarantee coverage of return fare and other incidental expenses;
- l. Life-size chest x-ray film;
- m. Eight copies of 2 x 2 colored photos;
- n. Unexpired passport

Step Three: Students may now enroll at the DMSFI.

Enrollment Requirements:

1. Student Visa
2. Photocopy of the passport

Once accepted, the applicant is required to submit the following documents to DMSFI Registrars Office:

1. Certified true copy of applicant's transcript of records, college diploma and/or Certificate of Graduation from the university/college registrar;
2. Transfer Credential Certificate (if graduated in the Philippines)
3. Certificate of good moral character from two college professors;
4. Passport size ID picture (colored with blue background with complete name) – 6 pieces;
5. Valid and Effective National Medical Admission Test (NMAT) result (original);
6. Application for CEM with all the requirements therein including Application Fee payable to DMSFI Cashier's Office; (Application Form available at DMSFI Registrar's Office)
7. Medical Report issued by the school physician, should be submitted (*to be performed at DMSFI Hospital Laboratory only*):



- a. CBC, blood typing
- b. Urinalysis
- c. Fecalalysis
- d. Chest x-ray (PA view)
- e. Anti-HBs Antibody titer
- f. HBsAg
- g. Neuro-psychiatric evaluation
- h. Mandatory Drug Test (under Republic Act 9165)
- i. Any other tests as mandated by CHED, DOH, IATF, LGU and other government agencies.

8. Proceed to the Dean's Office or any designated office for Biometrics capture.

Only foreign students with **9f visa** (Student Visa) are allowed to enroll.

In special instances when foreign students arrive with 9a or Temporary Visitors Visa (TVV), (for the purpose of taking the NMAT and entrance exams) the following procedure is to be followed.

#### VISA PROCESSING FLOW OF FOREIGN STUDENTS:

##### A. 9A VISA CONVERSION

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>• Request conversion school documents from the Registrar's office :               <ul style="list-style-type: none"> <li>- Notice Of Acceptance</li> <li>- Letter request address to the BI Commissioner</li> <li>- Joint letter signed by student &amp; registrar</li> </ul> </li> <li>• Pay required fees at the cashier &amp; attach the claim stub</li> <li>• Submit receipt to Registrar's office &amp; wait for 2-3 days processing period</li> </ul>	Registrar's office (Records in-charge for the IMD students)  Cashier/finance
2	<ul style="list-style-type: none"> <li>• Submit to FSU (Foreign Student Unit) the following documents :               <ul style="list-style-type: none"> <li>- Original copy of passport bearing the bio-page, latest admission with valid authorized stay</li> <li>- Bureau of quarantine stamp</li> <li>- Bureau of Quarantine Certificate</li> <li>- 2 pcs. 2 x2 picture (with white background)</li> <li>- Filled-out CGAF form (Consolidated General Application Form)</li> <li>- Conversion School Documents (NOA, Letter request address to BI Commissioner, Joint letter signed by student &amp; registrar)</li> </ul> </li> <li>• <b>Submit in 3 sets (1 original &amp; 2 photocopies)</b></li> <li>• <b>Student will be requested to fill-out the tourist visa extension form (to be used in case conversion will not be approved within 59 days upon arrival)</b></li> </ul>	FSU-DMSF liaison officers
3	<ul style="list-style-type: none"> <li>• Get payment slip at the FSU for payment of the conversion fees</li> </ul>	FSU-DMSF liaison officers & staff
4	<ul style="list-style-type: none"> <li>• Pay required Visa conversion fee at the DMSF cashier (see annex C for visa fees)</li> <li>• Submit official receipt to FSU office</li> </ul>	DMSF Finance/Cashier
5	<ul style="list-style-type: none"> <li>• Fill-out Biometric form and submit 10 pcs. 2 x 2 picture with white background</li> </ul>	FSU-DMSF

6	<ul style="list-style-type: none"> <li>Get a visa processing slip to follow-up the status of the visa from the FSU visa processing office</li> </ul>	FSU-DMSF
7	<ul style="list-style-type: none"> <li>Liaison officer to submit the application and pay the visa conversion fees at the Bureau of Immigration</li> </ul>	Liaison Officers
8	<ul style="list-style-type: none"> <li>Mail the documents to BI Main office &amp; wait for approval</li> </ul>	Liaison officers
	<b>APPROVED CONVERSION APPLICATION :</b>	
9	<ul style="list-style-type: none"> <li>Liaison officer will bring the passport to the Bureau of Immigration for visa implementation/stamping</li> </ul>	Liaison officers
10	<ul style="list-style-type: none"> <li>Submit biometrics application to BI office and wait for the biometrics /info capturing &amp; photo capturing schedule; BI to set the biometrics schedule</li> </ul>	Liaison officers
11	<ul style="list-style-type: none"> <li>Wait for the release of ACR cards</li> </ul>	Liaison officers

## B. STUDENT VISA (9F) EXTENSION

(Please be reminded that you are required to renew your visa at least 2 months prior to its expiration)

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>Request 9F Visa Extension school documents from the Registrar's office : <ul style="list-style-type: none"> <li>Notice Of Acceptance</li> <li>Letter request address to the BI Commissioner</li> <li>Joint letter signed by student &amp; registrar</li> <li>2 previous semestral grades</li> <li>Enrollment certificate</li> </ul> </li> <li>Pay required fees at the cashier &amp; attach the claim stub</li> <li>Submit receipt to Registrar's office &amp; wait for 2-3 days processing period</li> </ul>	Registrar's office (Records in-charge for the IMD students)  Cashier/finance
2	<ul style="list-style-type: none"> <li>Submit 9f visa extension school documents to FSU office</li> <li>Submit Filled-out CGAF form (Consolidated General Application Form)</li> <li>Attached 1 pc. 2 x 2 photo with white background</li> <li>Attached photocopy of passport bearing the bio-page, latest arrival, latest visa stamp</li> <li>NBI clearance (for first time extension and for shifting course)</li> <li>Surrender passport for BI non derogatory certification</li> <li>Attached photocopy of ACR card</li> <li><i>Note : 1<sup>st</sup> year medicine : Attach copy of Certificate of Eligibility for Admission to Medicine (CEM); visa will not be approved if CEM is not attached</i></li> </ul>	Liaison officers
3	<ul style="list-style-type: none"> <li>Liaison officer will submit 9f extension documents to BI Davao for checking &amp; mailing to BI main office</li> <li>Wait for the Order of Payment Slip (OPS)</li> </ul>	Liaison officers
4	<ul style="list-style-type: none"> <li>Student to pay the required 9f extension fees based on OPS to the finance office within 20 days upon receipt of OPS (failure to comply will be subjected for penalty or denial)</li> <li>Show receipt of payment to any FSU staff</li> </ul>	
5	<ul style="list-style-type: none"> <li>Liaison officer to pay the required fees to BI Davao Office</li> <li>Provide BI Davao office photocopy of the payment receipt to be mailed to BI Manila office</li> <li>Wait for the approval of the 9f visa extension application</li> </ul>	Liaison officers
6	<ul style="list-style-type: none"> <li>Once approved : liaison officer to submit passport for implementation of visa</li> <li>Inform student to apply for the renewal of the Alien Registration Card</li> </ul>	Liaison officers

	<p style="text-align: center;"><b>RENEWAL OF ALIEN REGISTRATION CARD (ACR CARD)</b></p> <ul style="list-style-type: none"> <li>• Student to submit/apply for the renewal of their Alien Registration Card (ACR Card) <ul style="list-style-type: none"> <li>- Filled out CGAF form</li> <li>- Filled out ACR renewal form</li> <li>- Surrender old ACR card</li> <li>- Photocopy of passport (bio-page, latest arrival, visa stamp)</li> </ul> </li> <li><b><i>If student has changed address :</i></b> <ul style="list-style-type: none"> <li>- Submit barangay certificate &amp; affidavit for the change of address duly notarized</li> <li>- Pay the change of address fee</li> </ul> </li> <li><b><i>FSU to attached :</i></b> <ul style="list-style-type: none"> <li>- Approved order</li> <li>- Original extension receipt</li> <li>- Copy of non- derogatory certification from BI</li> </ul> </li> <li>• Liaison to submit application for the ACR renewal to BI office</li> <li>• Wait for the arrival of the ACR cards</li> <li>• Cards released to students</li> </ul>	Liaison officers
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**C. SPECIAL STUDY PERMIT (applied to student below 18 YO)**

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>• Request special Study Permit documents from the Registrar's office : <ul style="list-style-type: none"> <li>- Letter request address to the BI Commissioner (Registrar's office)</li> <li>- Duly accomplished CGAF (FSU)</li> <li>- Photocopy of passport bio-page and latest admission with valid authorized stay (FSU)</li> <li>- Notice of Acceptance (Registrar's office)</li> </ul> </li> </ul>	Registrar's office and FSU (Records in-charge for the IMD students)
2	<ul style="list-style-type: none"> <li>• Pay required fees at the cashier &amp; attach the claim stub</li> <li>• Submit receipt to Registrar's office &amp; wait for 2-3 days processing period</li> </ul>	Cashier/finance
3	<ul style="list-style-type: none"> <li>• Submit SSP documents to Foreign Students Unit</li> <li>• Pay Special Study Permit fee at the finance office</li> <li>• Show to FSU DMSF issued payment receipt</li> </ul>	
4	<ul style="list-style-type: none"> <li>• Liaison officer to submit SSP application to BI Davao Office</li> <li>• BI Davao student desk section to issue Special Study Permit</li> </ul>	Liaison officers

**D. ANNUAL REPORT**

**(As required by the Bureau of Immigration to all foreigners in the Philippines)**

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>• Fill out annual report at FSU (The school will indicate the timeline for annual reporting every year which is scheduled every January to February by the BI. A penalty is imposed by the BI for failure to submit on time)</li> </ul>	FSU
2	<ul style="list-style-type: none"> <li>• Pay annual report fee to the cashier and submit the receipt and the filled up form to FSU</li> </ul>	FSU and Cashier

**E. CHANGE OF ADDRESS**

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>Fill out change of address form</li> </ul>	FSU
2	<ul style="list-style-type: none"> <li>Secure a barangay Certificate indicating the date of transfer</li> </ul>	Barangay Office
3	<ul style="list-style-type: none"> <li>Secure affidavit of change of address from any notary public</li> </ul>	Student
4	<ul style="list-style-type: none"> <li>Submit all documents to FSU for checking (late filing is subjected to penalty by the BI)</li> </ul>	FSU
5	<ul style="list-style-type: none"> <li>Pay the change of address fee to the cashier and submit the receipt and the filled up form to FSU</li> </ul>	FSU and Cashier

**F. For New students with 9F Visa Upon Arrival**

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>Request school documents from the registrar (Joint letter request and NOA)</li> </ul>	Registrar
2	<ul style="list-style-type: none"> <li>Submit the school documents to FSU including the duly accomplished CGAF and photocopy of passport showing the bio page, latest admission stamp and the bureau of quarantine stamp</li> </ul>	FSU
3	<ul style="list-style-type: none"> <li>Liaison officer will submit the documents to the BI</li> </ul>	Liaison officers
4	<ul style="list-style-type: none"> <li>Once approved, the BI will schedule for the application of ACR I-Card</li> </ul>	BI
5	<ul style="list-style-type: none"> <li>Pay the ACR I-Card registration fee to the cashier and submit the receipt to FSU</li> </ul>	Cashier and FSU
6	<ul style="list-style-type: none"> <li>The school liaison to pay to the BI the I-Card registration fee. After payment, the FSU will schedule and accompany the student to BI for biometrics capture</li> </ul>	Liaison officers
7	<ul style="list-style-type: none"> <li>Student waits for the release of ACR I-Card at the FSU</li> </ul>	FSU

Downgrading of Visa (refer to the existing memo of the Bureau of Immigration)

Policy on going Home (for those with valid visa for at least 3 months after exit and ACR I-Card)

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>Writes a letter to the dean's office for approval to go home on vacation or emergency exit (with attached round trip ticket and if the reason is medical in nature, kindly attach all medical certificates issued both here and abroad)</li> </ul>	Student
2	<ul style="list-style-type: none"> <li>Submit to the registrar's office the approved permission letter</li> </ul>	Student
3	<ul style="list-style-type: none"> <li>Fill up a temporary exit clearance forms from the registrar's office</li> </ul>	Student
4	<ul style="list-style-type: none"> <li>Submit to the registrar's office the completely signed clearance forms</li> </ul>	Student
5	<ul style="list-style-type: none"> <li>The registrar will issue a certificate of exit clearance</li> </ul>	Registrar
And for those without ACR I-Card		

6	<ul style="list-style-type: none"> <li>They have to secure a waiver from the Bureau of Immigration after the payment of waiver fee</li> </ul>	Student
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### G. Returning Back

Step	Process Flow	Responsible Person/Office
1	<ul style="list-style-type: none"> <li>Upon returning to the school, the student should first secure immediately a medical clearance from the school clinic</li> </ul>	Clinic
2	<ul style="list-style-type: none"> <li>The student should inform immediately in writing the Office of the Dean, copy furnished the Registrar, FSU and OSA upon his/her return to the school, to include a copy of the medical clearance from the school clinic</li> </ul>	Student

### Admission of Transferees

The Office of the Dean shall decide on a “case-to-case” basis any request for transfer of medical students from other schools to Davao Medical School Foundation, Inc. The Dean shall not accept applications if the reasons include academic debarment, failing grade in any subject, dishonorable dismissal or not meeting the two-year minimum residency rule. Submission of ‘No Objection Letter’ and residency for at least one year in the mother school is required.

#### Transferees must submit the following documents:

1. Certified true copies of scholastic records from the last medical school attended;
2. Certificate of Good Moral Character from the Dean/Guidance Counselor/OSA of the school;
3. Certificate of Transfer Credential or Honorable Dismissal;
4. Certified true copy of applicant’s Certificate of Eligibility for Admission to Medicine;
5. Course description of subjects taken from the medical school last attended;
6. Certified true copy of NMAT result.
7. ‘Letter of No Objection’ from the school last attended

### Re - Admission of Returning Student

A returning student is defined as a bona fide student of DMSF who has discontinued studies of not more than one academic year and has not obtained an Honorable Dismissal from the school, or whose Transcript of Records has not been forwarded to another school.

Renewal of registration of a returning student depends upon previous academic performance, fitness and disposition. A student’s failure to satisfy the academic standards set by the school shall be a legal ground for its refusal to re-admit the student. Likewise, compliance with other school rules and regulations such as having a valid student visa, shall also be given due consideration.

Any student who wishes to temporarily discontinue medical studies should file a Leave of Absence [LOA] and seek approval from the Office of the Dean and, thereafter submit the approved LOA to the School Registrar otherwise he/she will be considered Absent Without Official Leave (AWOL).

A student who has discontinued studies for two years or more will undergo evaluation and a validating examination to determine whether to accept or deny re-admission.

### Denial to Admit or Re–Admit Students

The school shall exercise its right to deny admission or re-admission when the student:

1. Fails to satisfy the academic standards set by the school (Fails in the same subject twice)
2. Has been debarred from another medical school;
3. Fails to meet the financial obligations to the school;
4. Violates the core values of the school and other school rules and regulations.

5. Physically, emotionally and mentally unfit.
6. Violation of local and national laws and ordinances.

It is understood that the school being the petitioner to accept the foreign students, reserves the right to deny admission/readmission based on the principle of “**in loco parentis**” when the student violates the conditions stipulated above.

#### Withdrawal from the School and Release of School Credentials.

1. Student submits a letter-request for withdrawal to the office of the Dean.
2. Once approved by the Dean, the student accomplishes the standard withdrawal forms that can be obtained from the Registrar’s Office.
3. The Registrar’s Office notifies all teachers concerned of the student’s withdrawal.
4. A student who desires to transfer to another school should file a formal request for transfer credentials and obtain clearance from different offices of the school.

### **THE DOCTOR OF MEDICINE (MD) PROGRAM**

The basic medical education program of the Davao Medical School Foundation takes four years to complete. Each academic year is divided into two semesters of at least eighteen weeks per semester, exclusive of registration and comprehensive examinations. The core contents of the Doctor of Medicine program are presented through organ systems integration with case-based discussions, starting with basic principles and theories of medicine that are taught in the first and second years, followed by clinical courses that begin early in the second semester of the second year and expanding throughout the succeeding years. It is expected that at the end of the four year program, the student is able to demonstrate the following learning outcomes: clinical skills, diagnostic and therapeutic skills, patient investigation, patient management, health promotion and disease prevention, communication skills, medical informatics, application of basic, social and clinical sciences and underlying principles, appropriate attitudes, ethical understanding and legal responsibilities, decision making skills and clinical reasoning and judgment, the role of the doctor within the health service, and personal development. It is also required that foreign students need to build their own personal library, that is why it is mandatory that each student should have a personal copy of the required textbooks from first year to fourth year including the required manuals and workbooks. For submitted requirements such as thesis, researches, and the like, they become the property of the school though they may claim subsequently certificates of completion, submission and participation of their submitted outputs.

#### **First Year**

The course contents in first year are designed to provide students with better understanding of the art and science of medicine, starting with the study of the normal structure and function of the different organ systems of the human body – from molecular to cellular mechanisms that are important in maintaining homeostasis. Also included is the understanding of the important non-biological determinants of poor health and the economic, psychological, social, and cultural factors that contribute to the development and/or continuation of illnesses. Clinical scenarios are provided to enable students apply the learned principles and concepts to the underlying causes of illnesses, and to enable students develop communication and clinical reasoning skills. The appropriate ethical approach to patient care as well as the use of evidence-based medicine is likewise offered as early as first year.

Subjects	First Semester (Curriculum Hours)		Second Semester (Curriculum Hours)		Total	Weight %
	Lecture	Practical	Lecture	Practical		
Gross Anatomy	72	90	72	90	324	26.7%
Histology	36	36	36	36	144	11.8%
Physiology	72	72	72	72	288	23.7%
Biochemistry	72	72	72	72	288	23.7%
Art & Science of Med 1	36	-	-	-	36	2.9%
Primary Health Care	36	8	-	-	44	3.6%
Research 1	36	-	-	-	36	2.9%
Neuro-anatomy	-	-	36	18	54	4.4%
Total	360	278	288	288	1214	100%

Subjects	First Semester (Curriculum Hours)	Second Semester (Curriculum Hours)	Total	Weight %
Add: Self-directed learning	108 hours	108 hours		

## **COURSE DESCRIPTION**

### **Gross Anatomy (Yearly subject)**

This course deals with normal structures of the different organ systems of the human body, including its concept and process of development (embryology). Each organ system is learned through large and small group discussions, cadaver dissections, interactive media and imaging.

### **Histology (Yearly subject)**

This course deals with normal microscopic structures of the different organ systems of the human body. Each cellular structure is learned through large and small group discussions, interactive media and laboratory microscopy.

### **Physiology (Yearly subject)**

This course is designed to provide adequate knowledge on the normal functions of the different organ systems of the human body and how these organ systems interact with one another to maintain homeostasis.

### **Biochemistry (Yearly subject)**

This course is designed to provide adequate knowledge on the normal biochemical processes that occur at the molecular level of the different organ systems of the human body, with emphasis on carbohydrate, protein and fat metabolism and the role of vitamins and minerals during those processes. In line with newer discoveries in the medical field, genetics is given special consideration.

### **Neuro-anatomy (One Semester)**

This course is designed to prepare medical students basic concepts in neuro-anatomy as they relate to normal functions of the human body.

### **Primary Health Care (One Semester)**

This course provides the necessary knowledge, attitudes and skills in primary health care – its principles and application, as an approach to family and community health development, including basic socio-cultural and economic determinants affecting health.

### **Research 1 (One Semester)**

This course provides basic understanding of doing research as part of the physician's role in providing new knowledge in medicine. Ethics in research is also emphasized.

### **Arts and Science of Medicine 1 (One Semester)**

This course is designed to develop student's skills in communication and professionalism, and help understand the healer's role to both individual patient and society, including ethical behavior.

### **Second Year**

The course contents are designed to provide students with the understanding of the normal and altered structure and function of the human body, including the role of genetic, developmental, metabolic, toxic, infectious, immunologic, neoplastic, degenerative, and traumatic factors that may contribute to the body's disorder/illness (pathogenesis). The principles and concepts of therapeutics are also taught. The ability to obtain an accurate medical history, perform a complete physical examination and develop interpersonal and communication skills are also taught with patient exposures initiated in the second semester. Similarly, students are provided with protected time for self-directed learning to enhance their skills in medical informatics and lifelong learning.

Subjects	First Semester (Curriculum Hours)		Second Semester (Curriculum Hours)		Total	Weight %
	Lecture	Practical	Lecture	Practical		
General Pathology	81	72	81	72	306	24.6%
Pharmacology	54	36	54	36	180	14.5%
Clinical Pathology	36	-	36	-	72	5.8%
Art & Science of Med 2	36	36	36	36	144	11.6%
Neuroscience 2	54	-	54	-	108	8.7%
Surgery 2	-	-	54	-	54	4.3%
Microbiology & Para	90	72	72	36	270	21.7%
Research 2	36	-	-	-	36	2.9%
Pediatrics 2	-	-	36	-	36	2.9%
Obstetrics 2	-	-	36	-	36	2.9%
Total	387	216	459	180	1242	100%
Add: Self-directed learning	72 hours		72 hours			

### **General Pathology (Yearly Subject)**

This course is designed to teach medical students gross and microscopic changes in the structure and/or function of the different cellular and/or organ systems of the human body that are learned through large and small group discussions and use of autopsy specimens and photographic images.

### **Clinical Pathology (Yearly Subject)**

This course is designed to teach medical students how to evaluate various laboratory tests of different tissue fluids and secretions of the human body and how to correlate the results with the clinical manifestations in patients.

### **Pharmacology (Yearly Subject)**

This course is designed to teach medical students the pharmacokinetics and pharmacodynamics of various drugs and substances on the different organ systems of the human body through large and small group discussions, laboratory activities and research studies. The student is also taught drug preparation, dosage and prescription writing among others.

### **Neuroscience 2 (Yearly Subject)**

This course deals with neurology in the first semester and introduction to psychiatry in the second semester. Focus will be on knowledge, attitudes and skills in the assessment, diagnosis and management plan of the clinical disorders commonly observed in the Philippine setting using the bio-psychosocial model of health and illness.

### **Art and Science of Medicine 2 (Yearly Subject)**

This course deals with the science and art of history taking and physical examination with emphasis on correct identification of normal and abnormal signs and symptoms as a consequence of their understanding of basic concepts and principles learned previously in the basic sciences. Mastery by medical students in the performance of diagnostic and therapeutic maneuvers, interpersonal relationships and ethical understanding with patients and other health professionals are learned in this course.

### **Microbiology and Parasitology (Yearly Subject)**

Microbiology will be offered in the first semester. This course is designed to teach medical students basic concepts, principles and diagnosis of bacterial, viral, and fungal infections and the role of immune responses against such infections. Laboratory activities are provided to acquaint students on the diagnostic procedures in identifying various microorganisms.

Parasitology will be offered in the second semester. This course deals with the study of common parasites of the human body as well as of animals that are of medical importance to man. Included in the discussions are its morphogenesis, epidemiology, pathogenesis, clinical manifestations, diagnosis and plan of management. Skills in the identification of parasites are acquired through gross and microscopic studies.



### Research 2 (One Semester)

This course deals with principles of research, including epidemiology, and their applications in the surveillance, diagnosis, management / prevention of diseases and the promotion of health. It empowers the student to come up with evidence-based decisions both in health programs and clinical practice.

### Pediatrics 2 (One Semester)

This course is designed primarily to orient the students on the basic concepts and principles of Pediatrics, with emphasis on the process of normal growth and development and corresponding valid norms at different stages as well as nutrition, immunization and genetics.

### Surgery 2 (One Semester)

This course introduces the student to the historical developments in surgery, basic concepts & principles in surgery with applied correlations of anatomy, physiology & biochemistry in surgical diseases, trauma, infections & neoplasms. The principles of radiologic imaging & other diagnostic modalities are also included and likewise are the concepts of patient monitoring & safety.

### Obstetrics 2 (One Semester)

This course deals with the anatomic and functional concepts, principles and processes of the female reproductive system.

### Third Year

The course contents are designed to provide students with the understanding of the principles and concepts of diseases of different clinical specialties, its epidemiology, pathogenesis, prevention, therapeutic and diagnostic maneuvers, differential diagnosis, management, and their continuing correlation with basic medical sciences. In a typical day, more than half of the time is spent in school providing large and small group discussions. The remaining time is spent in the clinics where students, under the supervision of clinical preceptors, are exposed to simulated and real patients through clinical simulations, bedside and desk-side teaching, grand rounds, mini-lectures and small group discussions. Principles & procedures of common diagnostic & therapeutic examinations of different age groups are taught as well as communication and interpersonal skills. Likewise, knowledge of the theories and principles that govern jurisprudence and ethical decision-making are given due emphasis.

Subjects	First Semester (Cur Hrs)	Second Semester (Cur Hrs)	Total	Clinics / Field	Total	Weight %
	Lecture	Lecture		Weeks (Hours)		
Pediatrics 3	108	72	180	6 (72)	252	17.1%
OB-Gyne 3	72	72	144	6 (72)	216	14.6%
Surgery 3	72	72	144	6 (72)	216	14.6%
Internal Medicine 3	108	72	180	8 (96)	276	18.7%
Community & Family Med 3	72	-	72	6 (72)	144	9.7%
Ophthalmology	54	-		-	54	3.5%
ENT	-	54		-	54	3.5%
NS 3	54 (Neuro)	54 (Psychia)	108		108	7.3%
Legal Medicine	36	-	36	-	36	2.4%
Medical Ethics	-	36	36	-	36	2.4%
Dermatology	-	36	36	-	36	2.4%
Rehab Medicine	-	18	18	-	18	1.2%
Radiology	-	27	27	-	27	1.8%
Total			1,089	384	1,473	100%

### Internal Medicine 3 (Yearly Subject)

Important concepts, principles, clinical manifestations, diagnosis and management of various diseases and disorders found in man are taught in this course. Student's skills in history taking, physical examination and differential diagnosis are further strengthened through classroom discussions, case reports and bedside teaching. Student's skills in interpersonal relationships with patients and other health professionals are likewise reinforced.

**Neuroscience 3 (Yearly Subject)**

The first semester will deal on Neurology and Psychiatry in the second semester. This course is designed to prepare medical students the neuro- and psychopathology of behavioral problems with emphasis on principles and concepts, its epidemiology, pathogenesis, prevention, therapeutic and diagnostic maneuvers, differential diagnosis, management, and their continuing correlation with basic medical sciences.

**Obstetrics and Gynecology 3 (Yearly Subject)**

Important concepts, principles and processes of the female reproductive system will be taught through classroom discussions and clinical encounters with simulated and real patients. Mastery in history taking, physical examination and interpersonal relationships with patients and other health professionals are also taught to the students. Different abnormalities of pregnancy and labor as well as disorders and diseases of the female reproductive system are also discussed.

**Pediatrics 3 (Yearly Subject)**

The course continues to teach the student common pediatric problems and abnormalities at different stages of growth and development, including behavior, nutrition, fluids and electrolytes, diseases/disorders of different organ systems, and pediatric emergencies with their corresponding management plan. Mastery in pediatric history taking, physical examination and interpersonal skills are also taught.

**Surgery 3 (Yearly Subject)**

This course is a continuation of Surgery 2 and deals with the different subdivisions of surgery (head and neck, thorax, abdomen, urology, cardiovascular, orthopedics, etc) including a review of anatomy and physiology, course of the disease, diagnosis and plan of management. In the clinics, the student is further trained on history taking, physical examination, interpersonal skills, as well as exposures to common surgical procedures in the emergency room, operating room and out-patient department.

**Ophthalmology (One Semester) & Eyes, Nose and Throat (One Semester)**

Ophthalmology teaches the student basic concepts and principles of Ophthalmology in the first semester including the skills in history taking, physical examination, diagnosis and plan of management through classroom discussions, case presentations and clinical exposures.

ENT teaches the student basic concepts and principles of ENT in the second semester, including the skills in history taking, physical examination, diagnosis and plan of management through classroom discussions, case presentations and clinical exposures.

**Legal Medicine and Jurisprudence (One Semester)**

This course deals with medical law, the medico-legal aspects of negligence, malpractice, forensic pathology, crimes and court procedures as well as government policies in healthcare.

**Dermatology (One Semester)**

Concepts, principles, clinical manifestations, diagnosis and management of common skin disorders are taught in this subject. The student's skill in diagnosis is mastered through organized history taking and physical examination, classroom discussions, case reports and bedside teaching.

**Rehabilitation Medicine (One Semester)**

This subject is designed to introduce students on the philosophy and principles of rehabilitation medicine as well as evaluation and management of common disabling conditions. Participatory patient care with supervision is included in the course.

**Radiology (One Semester)**

Important concepts and principles of radiology as a diagnostic and therapeutic tool in medicine will be taught in this subject. In addition, student's mastery in the evaluation of various radiological tests will be learned during classroom exercises.

**Community & Family Medicine 3 (Yearly Subject)**

This course intends to discuss social and epidemiological basis of program interventions and apply the principles and methods in the prevention and control of communicable and non-communicable diseases. The students are assigned in different district health centers and in the social hygiene clinic to have a hands-on experience of the different public health programs. The students are expected to come up with a study on the different impact programs of the City Health Office.

### **Medical Ethics (One Semester)**

This course deals with ethical principles in the practice of medicine, the morality of human acts, the personal rights and duties of physicians toward God, society and fellow physicians.

### **Fourth Year – Clinical Clerkship**

The clerkship program consists of fifty-two weeks of modular rotations in the Departments of Internal Medicine (eight weeks), Surgery (eight weeks), Pediatrics (eight weeks), Obstetrics & Gynecology (eight weeks) and Community Medicine (eight weeks), Psychiatry (four weeks), Ophthalmology and ENT (one week each), Dermatology (two weeks) and Clinical Skills Training (four weeks). Under the supervision of the clinical/field preceptor, the student is given the opportunity to demonstrate the twelve outcomes of the medical program.

Clinical Skills Module	4 weeks (224 hours)	Comm. & Fam. Med.	8 weeks (448 hours)
Medicine	8 weeks (448 hours)	Ophtha + ENT	2 weeks (112 hours)
Surgery	8 weeks (448 hours)	Dermatology	2 weeks (112 hours)
Ob-Gynecology	8 weeks (448 hours)	Psychiatry	<u>4 weeks (224 hours)</u>
Pediatrics	8 weeks (448 hours)	Total:	52 weeks (2,912 hours)

### **Language of Instruction**

English is the medium of instruction. As such, students whose native language is not English must be proficient in English for them to be admitted to the medical program.

### **Credit Unit**

The unit of credit is the semester hour. Each one unit of credit is at least 18 semester hours of instruction.

### **Academic Load**

Students are required to take all of the prescribed subjects/modules per semester/year in all levels. For a student to be promoted to the next higher level, said student has to earn a passing mark in all subjects/modules. No student is allowed to take advance subject/s in any year level.

### **Student Assessment - Grading System**

Assessment of student competence shall be based on the learning outcomes, course outcomes and unit outcomes. Formative and summative evaluations are given in all courses in the form of written and oral examinations to measure cognitive competence, and rating scales, checklists, and other forms to measure psychomotor and affective skills.

A base-50 scheme is applied [computed as actual score divided by total number of items multiplied by 50, plus 50]. A student who misses an examination due to an unexcused absence will automatically get zero (where zero = 50% grade) in that particular examination. [Please see policy on special examinations on excused and unexcused absences on pages 24 & 25]

A student earns credit for a subject/module when s/he obtains a grade of 75% or better. To be in good standing, a student must maintain a minimum general weighted average of 75% with no grade lower than 75% in any subject/module. The official mathematical software in the formulation of grades will be Microsoft Excel.

Furthermore,

A **“Failed”** (or **F**) mark is given when:

1. A subject is dropped by the student during the following circumstances:
  - i. For non-modular subjects: the student drops/withdraws from the class AFTER the first day of the mid-term examination of a semester subject, or AFTER the first day of the midterm examination of the second semester of a yearly subject, as duly approved by the Dean and the Registrar;

- ii. For modular subjects: the student fails to report to class for more than 20% of the total curriculum hours allotted to the module.
2. A grade of "INCOMPLETE" is not corrected / completed within the specified time (prior to promotions board meeting);
3. The number of absences incurred reaches 20% or more, of the total number of curricular hours allotted in that given subject / course / module.

A **"Dropped" (or D)** is given when:

1. For non-modular subjects, the student drops/withdraws from the class BEFORE the start of the mid-term examination of a semester subject, or BEFORE the start of the midterm examination of the second semester of a yearly subject, with official written notifications to the faculty concerned, and duly approved by the Dean and the Registrar (the official forms are available at the Registrar's Office);
2. For modular subjects, the student drops/withdraws from the module before the end of the second week from the start of the module with official written notification to the Preceptor, Department Chairperson, and duly approved by the Dean and the Registrar
3. The student is forced to drop/withdraw from the class or clinics due to circumstances, e.g. debilitating illnesses, neuro-psychiatric disorders, among others.

An **"Incomplete" (or INC.)** mark is given when:

1. A student fails to take any term / shifting examination for a valid cause or reason as stipulated in the Student Handbook. The student, should fulfill the deficiency within THREE SCHOOL DAYS after the last day of that examination.
2. A student fails to submit a term paper, report, project or other course requirements on time, as prescribed by the teacher/clinical preceptor;
3. In non-modular subjects, an incomplete grade should be completed / corrected within THREE SCHOOL DAYS unless specified otherwise by the department concerned, and approved by the Office of the Dean
4. In modular subjects, an incomplete grade may be due to deficiencies incurred in the clinics. Correction / completion of grades may be allowed at the end of each module or end of clerkship rotation, and upon the approval of the Office of the Dean;
5. Failure to fulfill all deficiencies on time will cause for the change of INC to FAIL;

In general, grades will be computed based on students':

1. examination scores (written, oral and/or practical)
2. class and/or clinical participation
3. personal and professional conduct

Upon the release of Honorable Dismissal and/or Transfer Credential, the right to complete the grade is automatically waived.

**OUT of Program (Debarment).** Upon the approval of the Dean, a student may be declared Out of Program (or debarred) when:

1. S/he fails 40% or more of the total subject load (in cases of dropping/withdrawal of subject/s, the 40% will be based on the remaining curriculum hours after subtracting the curriculum hours of subject/s that is/are dropped/withdrawn);
2. S/he fails/drops in the same subject twice;
3. The maximum residency total duration of stay in the medical school (DMSF) exceeds six (6) years or twelve (12) semesters.

**Taking of Advance Subjects:**

1. A student in any year level is NOT allowed to take any advance subject/module
2. NO SPECIAL ROTATION in any module is allowed, unless approved by the Dean. Any student who fails in any module should take the module at the end of the clerkship program.

**Releasing of Grades:**

1. Final grades are released by the Office of the Registrar 15 to 30 school days after the Promotion Board Meeting.

2. Final grades submitted to, and approved by the Dean cannot be changed except when it is evident that an error has been committed.

### Requirements for Graduation

A graduating student may be awarded the Doctor of Medicine (M.D.) degree, provided that the student:

1. Satisfactorily passed all subjects/courses in the basic medical education program of DMSFI;
2. Has no incomplete ("INC") and/or failing grade in any subject/module;
3. Successfully complied and completed within a specified period of time all academic requirements in all subjects/course/modules;
4. Complied with all legal and financial requirements of the College;
5. Exhibited ethical, professional, behavioral, and personal characteristics necessary for the practice of medicine;
6. Demonstrated acceptable competence in the knowledge, skills, and attitudes required of a physician;
7. Has been recommended for graduation by the Promotions and Awards Committee of the College and approved by the Dean.

### Graduation Honors and Awards for Outstanding Students

The following honors are granted to graduating students who meet the following requirements:

1. SUMMA CUM LAUDE is awarded to any student who has a:
  - a. GWA of 90% or better with no grade lower than 86%
  - b. Four-year residence in DMSFI
2. MAGNA CUM LAUDE is awarded to any student who has a:
  - a. GWA of 88% or better with no grade lower than 84%
  - b. Three year residence (or more) in DMSFI
3. CUM LAUDE is awarded to any student who has:
  - a. GWA of 86 or better with no grade lower than 82%
  - b. Three-year residence (or more) in DMSFI

Candidates for honors must be free from involvement in any infractions of school rules and regulations during his/her entire residence at DMSF.

The general weighted average (GWA) is calculated as follows:

*The sum of the product of all subjects (subject grade multiplied by the assigned number of curriculum hours per subject) divided by the total number of curriculum hours (of all subjects)*

### Special Awards

#### *Top of the Graduating Class Award*

This award is given to the top three graduating students who did not meet the criteria for Summa Cum Laude, Magna Cum Laude and Cum Laude, but has obtained the top three highest GWA scores in the class, and who possess the following attributes:

1. An outstanding record of participation in the activities of the medical school;
2. Exemplary character that embodies the core values of the school;
3. At least 3 years residence at DMSF;
4. GWA of not lower than 82%, with no failing grade/s.

#### *Leadership Award*

This award is given to graduating student/s who have given great contribution in leadership roles and services to fellow students, the college and to the community.

***Best in Community Service***

This award is given to graduating student/s who have given great contribution in community service to fellow students, the college and to the community.

***Outstanding Clinical Clerk***

This award is given to graduating student who demonstrates the best attributes of a good medical doctor in accordance with the school's vision, mission and core values, and twelve learning outcomes.

## **INSTRUCTIONAL POLICIES & REGULATIONS**

**First Day of Class**

1. Enrollment Registration Certificate must be submitted/presented to the Department Chairperson or Section Head on the first day of class/module.
2. Students are mandated to attend school and course orientations to get acquainted with the following:
  - a. Program outcomes, course outcomes, and unit outcomes;
  - b. Departmental rules and policies
  - c. Teaching and learning activities
  - d. Teaching and learning resources
  - e. Student evaluation methods
  - f. Grading system
  - g. Attendance policies
  - h. Dropping / Adding policies

**Attendance Policy**

The process of education requires regular active participation in order to achieve continuity of instruction and learning experiences. As such, a student is expected to be in attendance everyday throughout the MD program. For a student to earn credit in each subject/module, s/he must fulfill and pass all academic requirements within the prescribed period, and must have an attendance rate of not less than 80% of the prescribed curriculum hours per subject/module. A student cannot be absent for more than 20% in any subject/module, or else the student will be considered dropped in said subject/module. Special consideration may be given for excused absences only.

In the clinics, it is important for a medical clerk to attend clinical/community activities on a daily basis. Preceptor-student-patient teaching-learning interactions are lost when a student is not present in the clinics or in the community. In addition, a student who fails to develop responsible attendance habits will approach their professional practice at a distinct disadvantage. Therefore, a medical clerk cannot be absent (excused and unexcused) in any module (twelve days in an eight-week module, three days in a two-week module or 6 days in four-week module) or else she/he will receive no credit in that module. In every special case (for excused absences only), a student can make an appeal in writing to the Office of the Dean who will be entertained and evaluated on a case-to-case basis.

***Excused Absences***

Absences that are considered EXCUSED include:

- a. Illnesses that require hospitalization
- b. Contagious diseases
- c. Death in the immediate family (grandparents, parent, spouse, sibling, child)
- d. Court appearance
- e. Special activities authorized by the Dean
- f. Special circumstances as determined by the Dean e.g., natural and man-made calamities, etc. (to be granted on a case to case basis)

Such absences must be supported with official documents (e.g. medical certificate, laboratory result/s, death certificate, and/or court order) and submitted to the Department Chairperson through the instructor/preceptor within three school days from the time the student/clerk reports back for class/duty. Medical certificates issued by relatives will not be honored. Likewise, medical certificates should be presented to the school physician for validation within two to three school days from the time the student/clerk reports back for class/duty. All other absences are considered unexcused. Students should

be aware that forgeries and other forms of deceit are serious offenses that will be dealt with accordingly. Penalties include but not limited to repeat rotation, suspension or expulsion from school.

### ***Unexcused Absences***

Unexcused absences represent truancy. Unexcused absences occur when a student/clerk is absent for reasons not stated above, and/or those that are illegitimate and unacceptable such as leaving his/her class/post after checking in. Students who are truant from clinical/community/class activities will be required to make up (refer make up policy) for such absences to ensure actual learning experiences.

#### **Important Notes:**

1. A student who leaves the class/post after the roll call (or checking in), and does not return after 10 minutes will be considered absent; OUT of POST is also considered when a student leaves his/her assigned post anytime during his/her duty without official permission from the preceptor;
2. A student is not exempted from fulfilling all the requirements of the course as a result of his/her absence/s in class/clinics.
3. A student who missed an examination due to excused absence/s will be given a grade of INCOMPLETE for that particular examination. However, a student may ask for a special examination, which should be taken within three school days upon his/her return to school so that the INCOMPLETE grade can be changed to student's actual score (or grade). A special examination fee will be charged for each missed examination due to excused absence. No special examination/s will be given for unexcused absences, unless approved by the Dean.

### ***Make-Up Policy during Clinical Rotations***

Students who incur absences (less than 20% of total curriculum hours of said module) and/or other deficiencies in the clinics must compensate for the lost learning experience/s. For a student to graduate at the end of the clerkship program, he/she must have a passing grade, and MUST complete all deficiencies BEFORE the LAST DAY of filing for graduation. A student who cannot complete his/her deficiencies before the said deadline will not be included in the roster of graduating students. Instead, said student will have to complete the remaining deficiencies before he or she will be included in the next graduation exercise. Students who incur absences equivalent to 20% or more of the curriculum hours of said module shall be considered "DROPPED" in said module/s and therefore has to repeat the module/s.

#### **In addition,**

1. Excused absences will be compensated on a 1:1 basis (i.e., for every one missed day, this will be compensated by one day of clinical or community service);
2. Unexcused absences will be compensated on a 1:3 basis (i.e. for every one missed day, this will be compensated by three days of clinical or community service);
3. Serving of clinical deficiencies will be done only during the remediation period of each major module (i.e. Surgery, Internal Medicine, Pediatrics, Obstetrics-Gynecology and Community & Family Medicine), and if not completed within that period, will be continued at the end of the clerkship rotation, and completed before the last for the filing of application for graduation. Serving of clinical deficiencies must be approved by the Office of the Dean upon the recommendation of the Department Chairperson, or Coordinator.
4. In cases where the student cannot complete his/her deficiencies in one module, he/she can make use of his/her allotted and unused remediation days in another module subject to the recommendation of the respective department chairpersons concerned, and approved by the Office of the Dean;
5. For minor modules (Ophthalmology, ENT, Psychiatry and Dermatology) serving of deficiencies will start at the end of the module or clerkship rotation;
6. Serving of deficiencies that will require make-up days FAR BEYOND the LAST DAY of filing for graduation has to continue his/her clerkship training during the next clerkship program. The student therefore cannot be included in the graduation exercise;
7. A student serving additional clinical/community activities beyond the 52-week rotation as a result of suspensions, extensions, incomplete requirements, or make-up duties shall pay additional clerkship fees (to be determined by the school) to cover preceptorial and affiliation fees;

8. A student who has no deficiency in any module can take the entire remediation period of that module OFF, provided she/he has taken and fulfilled all the requirements of that module within the same period.

### ***Tardy Policy/Late to Clinics***

A doctor should be punctual at all times. To develop this attribute, the school will strictly monitor student tardiness at all times. A student is considered tardy when s/he reports beyond the scheduled TIME IN set by each module / subject (including clinical skills and review classes). As such, all students are expected to be in their post / class BEFORE the scheduled TIME IN. If the student is late for more than fifteen minutes, the student is considered absent. In the clinics, a logbook or attendance card for each module will be provided to each student. It must be properly signed by the student, and countersigned by the preceptor, indicating the time of arrival and reason for tardiness, if any. Not registering and signing IN on time will result in the following disciplinary action/s:

1. Warning notice during Orientation;
2. The first incident of tardiness will result in 4 hours extension in that module.
3. For the second incident, the student will be required to serve one full day (8 hours) of clinical or community service in the module where s/he is tardy times the number of incidents.
4. Subsequent offenses: 8 hours extension per offense x three

In addition, medical clerks are required to be in their post when on hospital or field duty. Failure of the clerk to notify his/her clinical or field preceptor of his/her whereabouts will be considered OUT OF POST and will be considered as unexcused absence.

### ***Additional Policies***

#### **Modular (Third- and Fourth-Year Students)**

1. Before being admitted to any module, the student must first register and secure a class card from the Registrar. Class cards should be submitted to the Chairperson/Course Coordinator on the first day of the module.
2. Conduct of the module is an intradepartmental policy, but should be within the framework of the Student Handbook and/or CHED policy guidelines, which will be explained during department orientation. Unless a schedule of groupings is posted ahead, the group will first report to the Department Chairperson or Coordinator who will assign the students in smaller groups per hospital or clinic.
3. At the end of each module, the Department Chairperson or Course Coordinator will administer summative evaluation based on the 12 learning outcomes. Final grades will be forwarded to the Office of the Dean within fifteen school days from the time the module is completed. Feedback of each student's status must be provided to said student and to the Office of the Dean, especially if the student concerned has deficiencies to comply.
4. A student will not be allowed to enroll in the clerkship program should he/she fail in any 3<sup>rd</sup> year module or subject. No advance 4<sup>th</sup> year module will be allowed for third year students.
5. No special module will be given at any time other than the regular modular cycle, unless allowed by the Dean on a "case to case" basis.
6. A student will not be allowed to graduate if he/she fails in any of the modules. He/she will have to re-enroll and take the module during the CLERKSHIP CYCLE. No special module will be given at any other time other than the regular clerkship cycle, unless allowed by the Dean on a "case to case" basis.

#### **Non - Modular Subjects (Third Year)**

1. These are subjects/classes held regularly at DMSF on a semester or yearly basis. A copy of the schedule will be posted and distributed to all.
2. Non-modular classes start on the same day the modular subjects start.
3. Class cards are to be presented to the Course Coordinator or Chairperson at the start of the semester. Students without class card will not be accepted in class.



**Conduct While In the Clinics or Community:**

1. Proper uniform with nameplate should always be worn.
2. All students should provide themselves with medical instruments (sphygmomanometer, stethoscope, penlight, tongue depressors, thermometer, diagnostic set, tape measure, neurologic hammer and medical bag) needed for clinical examination of patients, as well as scrub suit, smock gown, cap, mask and slippers when rotated in the OR or DR).
3. Students are not allowed to loiter around, make unnecessary noise, smoke, gamble or drink alcoholic beverages while in the hospital, or community;
4. Respect for the patient, as a human being, should always be considered.
5. Interference with the functions of the nursing service and other hospital personnel is prohibited.

**Additional Requirements During Clerkship**

A portfolio for each student will contain all cases that the student has encountered in the clinics. In order to have such file, databases are required to be filled up immediately after each 8- or 12- hours duty. The deadline of each will be 7:00 am of the second day after the 8- or 12- hours duty. Late databases (7:01 -5:00 pm) will be given a grade of 50%. In addition to a grade of 50%, additional sanctions of 8- or 12- hours extension per day will be given until the databases are submitted. Failure to submit databases and/or other course requirements will mean the student has not fulfilled the requirement of that module, and therefore, will be given the appropriate sanction/s extension or repeat rotation.

**Examinations** - To assess mastery of the course objectives, students will be evaluated frequently.

**A. Non-Term Examinations**

1. Non-term examinations refer to examinations other than prelim, midterm, pre-final and final term (comprehensive) exams (e.g. quizzes, oral examinations, practical examinations, and other course activities that measure the cognitive, psychomotor and/or affective skills of students);
2. Non-term examinations may be given anytime upon the discretion of the teacher.
3. A student who fails to take the examination in any subject shall be given an "Incomplete" mark. However, a student (only with EXCUSED ABSENCE/s) can request for a special examination subject to the recommendation of the teacher and approval of the Dean;
4. The INCOMPLETE mark will be changed to "Failure" if the student fails to take the examination within three school days from the time of reporting back to school.

**B. Term Examinations**

1. Term examinations refer to preliminary, midterm, pre-final and final term examinations.
2. Conflicts in examination schedules must be brought immediately to the attention of the teacher and Dean's Office for proper adjustment or arrangement.
3. The student must secure a permit for each term examination from the Cashier. Lost permit must be replaced before the time of examination. A second copy may be obtained from the Cashier's Office.
4. The examination permit must be presented before the administration of the term examination.
5. A student who fails to take a term examination (due to excused absence/s) in any subject shall be given an "Incomplete" mark. However, a student can request for a special examination within three school days subject to the recommendation of the teacher and approval of the Dean;
6. The "Incomplete" mark will be changed to "Failure" when the student fails to take the special examination within three school days from the time of reporting back to school, except for valid reasons.
7. The Department Chairperson/Section Head has the option to exempt a student from taking the final examination if the student has obtained an average grade of 90% in a particular subject prior to the final term examination.

For excused absences, a special examination fee will be charged to the student per examination, as determined by the Finance Office. No special examinations will be given for unexcused absence/s, unless approved by the Office of the Dean, on a case-to-case basis.

**Other considerations during examination**

1. Absolute honesty is demanded from the student during examinations. Any student caught performing acts within the bounds of academic misconduct (e.g. talking, glancing to seatmate's

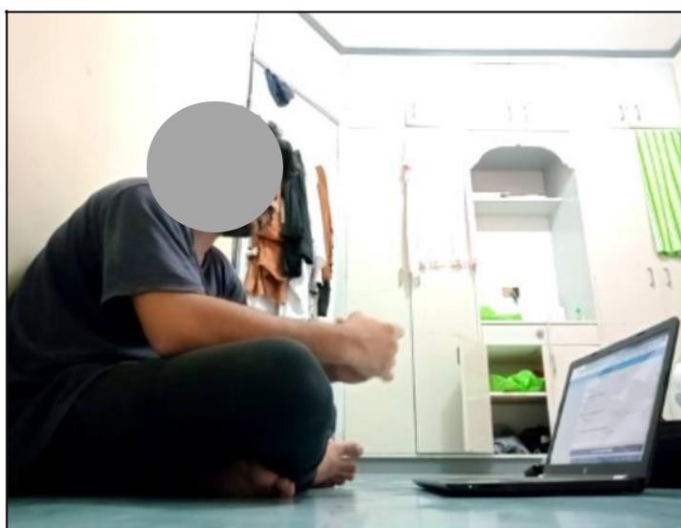
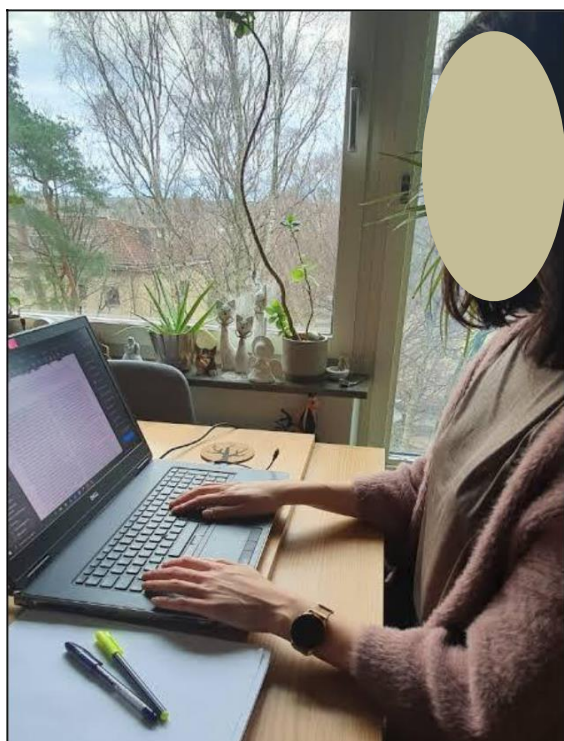
- paper, making hand / sound / body signals, use of digital instruments, possessing written notes, etc. inside the examination room) will be subjected to severe disciplinary measures.
2. Books, notebooks, pop sheets, bags, cell phones, earphones and other electronic devices should be placed outside the examination room during the entire duration of the examination.
  3. Silence must be maintained throughout the examination period. Talking and other forms of communication between students are extremely prohibited.
  4. Whenever a problem regarding a test item is encountered, the student should call the attention of the instructor or proctor by raising his/her hand.
  5. A student who finishes ahead of the others may submit his/her paper(s) to the proctor and leave the room quietly.
  6. Discussion of test items outside the classroom but within hearing distance of those who are still taking the examination is strictly prohibited.
  7. A student is not allowed to take the examination if s/he is 15 minutes late, and/or another student has finished taking her/his exam and has gone out of the room already;
  8. Students should be in their prescribed school uniform (including IDs and nameplates) during exams. In cases where the student is not in complete uniform, an entry pass must be secured from the Office of Student Affairs.

### Guidelines for Taking Online Exam

1. All students must read and conform to the Student Pledge in Annex A, page 53 of NMD Student Handbooks and take note on number 3, “NOT to engage in dishonest practices such as cheating, stealing, plagiarism, forgery and all other forms of deceit, fraud and misrepresentation”. “The student must sign the Student Pledge posted in the official DMSF website immediately upon the issuance of herein guidelines and send a picture or scanned copy of the signed Student Pledge to email add [studentaffairs.dmsf20@gmail.com](mailto:studentaffairs.dmsf20@gmail.com) Thereafter, the new students must sign the Student Pledge at the start of the first semester of the academic year. No duly signed Student Pledge, no exam.
2. All online proctored exam will be recorded for the purpose of quality assurance. All recordings will be made to ensure quality of the online exam. Every effort will be made to ensure confidentiality. Online proctoring service collects, creates and stores a wide variety of personal information that will/may include: First and last name, student number, user name, student images, password, email address, real-time video and audio viewing, notes regarding student's behavior during the exam, visual identification (photo matching), viewing of student's computer screens and systems, and 360° testing environment scanning, real-time monitoring of all applications, windows, and monitors that are being utilized on the student's computer during the exam, to prevent unauthorized viewing of content during an exam.
3. DMSFI takes the protection of student data seriously. As a matter of principle, the protection of individual privacy and personal sphere is of the utmost importance to the school;
4. For online exams, proctoring will also happen online using students' webcams and/or smartphone cameras. This will be conducted in the form of online live proctoring. Online live proctoring means live monitoring by proctors using the students' webcams and/or smartphone cameras.
5. The video and audio recordings of the examinee are made for identification purposes as well as of the room and workplace and the screen during the exam to exclude any attempts at cheating. DMSFI will use the data collected during online proctoring exclusively to ensure proper supervision during exams and to ensure the integrity of the exam. The video and audio recordings are the exclusive property of DMSFI.
6. During examination, students must be in proper school uniform. Jackets are not allowed. *Students sporting clothes other than the prescribed uniform may not be allowed to take the examination unless given prior permission.* First year students who were not able to have their school uniforms will wear white t-shirts/white blouse or white sports shirt. ALL students (male or female) with long hair are required to tie or ponytail their hair, keeping both ears visible. No earphones or headsets (e.g. airpods). No wearing of mask except when student is in a public place e.g. coffee shop

7. All students are required to have internet access speed of at least 5 MBPS. You may check your internet speed at <https://www.speedtest.net>. If you need assistance, you must contact the department at least one week before the examinations.
8. Ensure to have a stable, uninterrupted internet connection for the exam. Prepare back-ups.
9. DMSF account must be used to log in to iLearn and Zoom.
10. Name must appear in this format: Year and Section , Roll Number, Surname, First Name (e.g. 1A 38 Cruz, Juan).
11. Students are required to log in to Zoom with a second device. The second device must be placed one to two feet away from the student, at the 4 o'clock or 8 o'clock position ensuring that the screen of the device used in answering, keypads, hands and the student himself/herself are all visible. At no time should the hands and fingers of the student be out of the visibility on the screen. Both hands must always be visible.
  - a. Students whose backs are against the zoom monitoring device will be asked to reposition themselves. The device used for Zoom should not be against the light.
  - b. Students should be comfortably seated with their backs against the wall.
  - c. The use of mirrors is not acceptable.
  - d. Students using their cellphone for Zoom, must make sure it is on landscape mode.
  - e. On the day of the exam, students may log in to Zoom 15 minutes before the start of the exam for inspection and identity check. Students are expected to be in Zoom at least 5 minutes before the exam. Students must present their DMSFI ID or a government issued photo ID.
  - f. For students, who have only ONE (1) gadget, the student must inform the course coordinator at least ONE (1) week prior to the scheduled examination.

Sample images (ctto) of proper camera position:



12. An environment check will be done and is not, in any way meant to invade any privacy. A confined, solitary place is preferred but if not feasible, a quiet place with minimal distractions should be set – up. The use of virtual backgrounds, headphones, ear plugs, earphones, smart watches or any Bluetooth capable communication devices are prohibited.
13. For the environment check, students are required to:
  - a. Show that they are alone in the room;
  - b. Show a well-lit room;
  - c. Show table top which must be free from any books, transcriptions, writing implements and other electronics aside from those that will be used for iLearn and Zoom;
  - d. Be seated
  - e. Show the screen of their laptops or device being used to take the exam, no virtual background
  - f. Show physical appearance to include hands, arms, lap and ears. The body of the student must come close to the edge of the table and the position of the laptop adjusted farther as needed;
  - g. Show the pockets of uniforms. All pockets must be empty.
14. During all examination sessions, students have to keep their camera and sound ON, that is, the setting for the Zoom app is Video ON, Microphone ON, ensuring at all times that any verbal instruction from the proctor will be clearly heard by the student. To facilitate instructions, the volume of the Zoom should be at its lowest or muted.
15. The exam will be given via iLearn. The prescribed gadgets to use for the examinations are laptop, desktop, and tablets. Students are discouraged to take examinations via iLearn using cellphone. Gadgets must have sufficient power or are connected to a power supply. Students who need to connect their devices for charging must ask permission from their proctor.
16. All students should log in at iLearn at least Ten (10) minutes prior to the exam. During examination, students should log in to zoom THIRTY (30) minutes prior to exam to check that the camera is properly positioned.
17. A student will be barred from taking the examination if he/she is FIVE (5) minutes or more late in logging in to iLearn or Zoom.
18. Students must carefully listen and follow instructions provided by the examiner/proctor.
19. Students are allowed to start the examination only after the examiner/proctor confirms that all required conditions are implemented.
20. A **Consent to Proctoring and Declaration of Honesty** will be seen after the student logged in at iLearn and must tick the confirm box. A student who fails to confirm cannot proceed to take the examination.
21. Students are not allowed for toilet breaks during online examination.
22. Students are not allowed to disturb other participants of the examination session.
23. The student may not receive assistance from the examiner/proctor, or anyone else, during the exam. The student may not ask questions of the examiner/proctor except in cases where there are technical issues with Zoom or iLearn in which case student must face the camera of the Zoom-proctoring device, and raise his/her hand or use the raise hand icon in Zoom to get the examiner/proctor's attention. Keypad may be used to chat with the examiner/proctor if given the permission.
24. The examiner/proctor must not interpret exam questions for the examinee as exam questions require the examinee to make his/ her own interpretations or assumptions.
25. Examiner/proctors may mute microphones of students with excessive background noise during the exam.
26. During all examination sessions, students must turn-off all personal devices which can disturb the virtual examination unless it is used to communicate with the proctor/s for online exam purposes and has to be placed at location that can be seen by the proctor/s at all times.
27. **No resources of any kind are allowed, including LMS modules and LMS module resources, external websites, other software applications, or any other hard-copy resources. All other web browser tabs must be closed during the exam.**

28. The use of the keyboard is NOT allowed unless specified by the department for a particular exam. The trackpad or the mouse must be in a stationary positions and the only area that should be used to click, unclick or scroll up and down while navigating in iLearn. Typing on your keyboard, UNLESS GIVEN PRIOR AUTHORIZATION, may be considered as suspicious activity and can be a ground for invalidation of the examination.
29. Exams must be completed in one sitting. Each exam has a specific amount of time allotted and a specific number of questions. Exams must be submitted *within* the time allotted *before* the online exam timer expires. Once the timer expires, the exam will be automatically submitted, even if you did not click the 'Submit' button. Proctors must be present for the entirety of the exam.
30. Any technical issues in submitting answer online or if disconnected during the exam, the student must immediately inform the examiner/proctor by sending a message to Telegram chatroom of the class. The student should also document the problem by taking a photo, video and screenshot:
- If the disconnection is temporary and connectivity is restored, resume taking the exam and send documentation of disconnection after the exam, if necessary.
  - If unable to connect for a longer period (more than a minute) or a situation makes you unable to resume the exam, inform your examiner/proctor immediately. An oral exam will be given within the day or a special exam will be scheduled by the examiner/proctor.
  - An unaltered/unedited supporting evidence (e.g. screenshot, video, photo) of the encountered problem should be included.
  - The contact numbers of designated persons will be given to you prior to the exam. It is important to CONTACT them immediately for any connection problems.
31. A student may be allowed to re-take the exam ONLY for the reason of disconnection of the device or inability to log in to zoom and/or iLearn due to poor wifi connectivity in which case the student will be given an oral exam scheduled within the day of the examination of the specific subject.
32. Students may leave the zoom as soon as they are finished taking the exam and have submitted it on iLearn.
- 33. The exam is confidential.** Any part or the whole of the examination cannot be copied, printed, saved, recorded, or reproduced in any manner, at any time. **The exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam. Exam questions and answers will not be provided for failed or passed exams.**
34. **Noncompliance with the guidelines listed above before and during the exam proper will lead to possible discontinuation or invalidation of the exam. Absolute honesty is demanded from the student during examinations.**
35. Cheating is a serious offence and subject to disciplinary action under the Student Handbook. The examiner/proctors overseeing the exam are responsible for ensuring that the exam rules are strictly followed. Any evidence of cheating that occurs during the exam should be noted in detail by the examiner/proctor. **The examiner/proctor or any other individual who knows or becomes aware that a student may have cheated or have failed to follow the exam rules in any way, is obligated to notify the Office of Student Affairs** . Anyone who is aware of any examiner/proctor neglecting his/her obligations must immediately notify the Office of Student Affairs.
36. During virtual examination, the integrity and honesty of the student is also tested. In all circumstances, students are not allowed to cheat during the examination session. Commission of any of the following shall be construed as a form of cheating during examination based on DMSF Student Handbook:
- Any student caught performing acts within the bounds of academic misconduct (e.g. talking, glancing, making hand/sound /body signals, use of digital instruments, possessing written notes;
  - Copying another person's answers or allowing others to copy one's answers;
  - Passing on and/or receiving information regarding answers to questions;
  - Reading or copying from books, pamphlets, notebooks, cellular phone and other electronic gadget or any other source of information or if any of the above mentioned articles are found**

- in hidden his/her clothes or in any other place accessible to him/her before or during the examination;
- e. Taking the examination for somebody else or having somebody else take the examination for another;
  - f. Transmitting, listening, receiving devices or any communication equipment with the use of cell phones or any electronic device;
  - g. Opening of another window in the device used to take the examination as well as leaving mobile devices/smart phones, other web browsers, software applications, or other devices on during the exam;
  - h. Any recording of the exam screens, including taking screenshots, pictures, or video and copying the exam questions or answers;
  - i. Other acts similar or analogous to the aforesaid.

#### Sanction on Examination Related Offenses

Refer to Student Handbook, 11th edition (pages 42-43)

The College of Medicine adheres to the core values of the school, FIRE, Faith in God, Integrity, Respect and Excellence. Our goal is to guide and nurture our students to become competent physicians in the future as well as emphatic and honest physicians.



### **Grading Scheme for Basic Science Subjects (First- and Second-Year Levels)**

*(Note: this grading policy takes effect and is applicable starting with IMD Batch 24 and subsequent batches; batches prior to IMD Batch 24 will use the old grading system as stipulated in previous Student Handbooks)*

1. To compute for grades of subjects with lectures and laboratory/practicals:

#### 1.1 Physiology, Biochemistry, and Pharmacology

*Term Grade has a weight distribution of  
65% from lecture grades  
35% from laboratory/practical grades\**

*To compute for the lecture grade, add*

*The mean of all formative lecture assessments (x 35%) and lecture term exam grade (x 65%)  
(In cases where formative assessments have short quizzes and long examinations, the quizzes will have a weight of 35% of 35%, and long exams will have a weight of 65% of 35%)*

*To compute for the laboratory/practicals grade, add*

*The mean of all formative laboratory/practical assessments (x 35%) and laboratory/practical term exam grade (x 65%)  
(In cases where formative assessments have short quizzes and long examinations, the quizzes and other lab manuals, TBL written exams, etc., will have a weight of 35% of 35%, and long exams will have a weight of 65% of 35%)*

*The grades in the laboratory/practicals are made up of:*

*Written exams to measure skills in application of theories/principles of medicine = 85%  
Rating scales to measure communication skills = 5%  
Rating scales to measure professionalism = 5%  
Rating scales to measure critical reasoning skills and logical reasoning = 5%*

*Note: This grading system of 85% + (5%, 5% & 5%)= 100% will apply starting to batch 2025 and to subsequent batches thereafter*

*To compute for the term grade:*

*Add lecture grade (x 65%) to laboratory grade (x 35%)*

*To compute for Course Grade,*

*The mean of the three term grades of the first semester (prelim, midterm and pre-final)  
x 80% + final (comprehensive) examination grade x 20% = first semester grade  
plus*

*The mean of the three term grades of the second semester (prelim, midterm and pre-final)  
x 80% + final (comprehensive) examination grade x 20% = second semester grade*

*Final course grade = First semester grade + second semester grade divided by two*

#### 1.2 Gross Anatomy, Histology, Neuro-anatomy, Gen Pathology, Microbiology & Parasitology, ASM

Term Grade has a weight distribution of  
 60% from lecture grades  
 40% from laboratory/practical grades\*

To compute for the lecture grade, add

The mean of all formative lecture assessments (x 35%), and lecture term exam grade (x 65%)  
 (In cases where formative assessments have short quizzes and long examinations, the quizzes will have a weight of 35% of 35%, and long exams will have a weight of 65% of 35%)

To compute for the laboratory/practicals grade, add

The mean of all formative laboratory/practical assessments (x 35%) and laboratory/practical term exam grade (x 65%)  
 (In cases where formative assessments have short quizzes and other class activities such as lab manuals, TBL written exams, etc., and long examinations, the quizzes and class activities will have a weight of 35% of 35%, and long exams will have a weight of 65% of 35%)

To compute for the term grade:

Add lecture grade (x 60%) to laboratory grade (x 40%)

The grades in the laboratory/practicals are made up of:

Written exams to measure skills in application of theories/principles of medicine = 80%

Rating scales to measure clinical skills = 5%

Rating scales to measure management skills = 3%

Rating scales to measure communication skills = 3%

Rating scales to measure professionalism = 3%

Rating scales to measure critical thinking skills and logical reasoning = 3%

Rating scales to measure practical procedures = 3%

**(Note: Laboratory grade in ASM 2 will be based entirely on return demonstrations)**

To compute for Course Grade,

The mean of the three term grades of the first semester (prelim, midterm and pre-final)  
 x 80% + final (comprehensive) examination grade x 20% = first semester grade  
 plus

The mean of the three term grades of the second semester (prelim, midterm and pre-final)  
 x 80% + final (comprehensive) examination grade x 20% = second semester grade

Final course grade\*\* = First semester grade + second semester grade divided by two

\*Note: to reinforce understanding of theories, principles and concepts in medicine, case studies are provided that involve the use of real and simulated patients, specimens, and case scenarios

\*\*Note: for semester subjects with laboratory/practical component, compute the one semester grade only

2. To compute for grades of subjects with no laboratory/practicals:

2.1 PHC, ASM 1, Research 1, Research 2, Clinical Pathology, Neuroscience 2, Pediatrics 2, Obstetrics 2, Surgery 2

To compute for the term grade, add

The mean of all formative lecture assessments (x 35%), and lecture term exam grade (x 65%)  
 (In cases where formative assessments have short quizzes and long examinations, the quizzes will have a weight of 35% of 35%, and long exams will have a weight of 65% of 35%)



To compute for Course Grade,

For yearly subjects:

The mean of the three term grades of the first semester (prelim, midterm and pre-final) x 80% plus final (comprehensive) examination grade x 20% = first semester grade plus

The mean of the three term grades of the second semester (prelim, midterm and pre-final) x 80% + final (comprehensive) examination grade x 20% = second semester grade

the sum of first semester grade and second semester grade divided by two = course grade

For one semester subjects:

The mean of the three term grades of the semester (prelim, midterm and pre-final) x 80% + final (comprehensive) examination grade x 20%

### Grading Scheme for 3<sup>rd</sup> Year Level\*

(Note: this grading policy takes effect and is applicable starting with IMD Batch 24 and subsequent batches; batches prior to IMD Batch 24 will use the old grading system as stipulated in previous Student Handbooks)

#### 1. To compute for grades of subjects with lectures and clinics:

##### 1.1 Internal Medicine 3, Pediatrics 3, Obstetrics & Gynecology 3, Surgery 3, Community & Family Medicine 3,

Term Grade has a weight distribution of  
80% from lecture or classroom grades  
20% from clinical/practicals grades\*

To compute for the lecture or classroom grade, add

The mean of all formative lecture assessments (x 35%), and lecture term exam grade (x 65%)  
(In cases where formative assessments have short quizzes and long examinations, the quizzes will have a weight of 35% of 35%, and long exams will have a weight of 65% of 35%)

To compute for clinical/practical grade, add

The mean of all formative assessments (x 40%) and summative OSCE (x 60%)  
(Formative assessments include short quizzes, lab manuals, databases, return demonstrations (formative OSCE, etc)

The grades in the summative OSCE are derived from rating scale scores (based on the 12 learning outcomes)

1. clinical skills – assigned grade x 10% weight
2. practical procedures – assigned grade x 10% weight
3. investigative skills – assigned grade x 10% weight
4. interpretative skills – assigned grade x 10% weight
5. health promotion – assigned grade x 10% weight
6. communication skills – assigned grade x 10% weight

- 7. *medical informatics – assigned grade x 10% weight*
- 8. *application of social, basic & clinical concepts, principles in the practice of medicine – assigned grade x 6% weight*
- 9. *application of ethics, legal jurisprudence – assigned grade x 6% weight*
- 10. *application of decision-making skills, critical thinking and logical reasoning – assigned grade x 10% weight*
- 11. *role of doctor in health system – assigned grade x 4% weight*
- 12. *professional development – assigned grade x 4% weight*
- total = mean grade x 20% weight*

### **12 Learning Outcomes**

<b>12 Learning Outcomes</b>	<b>Assigned Grade X Weight</b>
1. <i>clinical skills</i>	<i>assigned grade x 10% weight</i>
2. <i>practical procedures</i>	<i>assigned grade x 10% weight</i>
3. <i>investigative skills</i>	<i>assigned grade x 10% weight</i>
4. <i>interpretative skills</i>	<i>assigned grade x 10% weight</i>
5. <i>health promotion</i>	<i>assigned grade x 10% weight</i>
6. <i>communication skills</i>	<i>assigned grade x 10% weight</i>
7. <i>medical informatics</i>	<i>assigned grade x 10% weight</i>
8. <i>application of social, basic &amp; clinical concepts, principles in the practice of medicine</i>	<i>assigned grade x 6% weight</i>
9. <i>application of ethics, legal jurisprudence</i>	<i>assigned grade x 6% weight</i>
10. <i>application of decision-making skills, critical thinking and logical reasoning</i>	<i>assigned grade x 10% weight</i>
11. <i>role of doctor in health system</i>	<i>assigned grade x 4% weight</i>
12. <i>professional development</i>	<i>assigned grade x 4% weight</i>
	<b><i>total = mean grade x 20% weight</i></b>

To compute for Course Grade,

*(Average of all term grades x 80%) + (clinical grade x 20%) x 80%*

*plus:*

*20% of the mean of the first and second semester comprehensive grades*

*\*Note: to reinforce understanding of theories, principles and concepts in medicine, case studies are provided that involve the use of real and simulated patients, specimens, and case scenarios*

*\*\*Note: for semester subjects with laboratory/practical component, compute the one semester grade only*

2. To compute for grades of subjects without clinics:

To compute for the term grade:

Term Grade = Formative exams (1/3) + Term Exam (2/3)

1. For semester subjects, course (final) grade is derived by:  
The mean of the three term grades (prelim, midterm and pre-final) x 80% + final (comprehensive) examination grade x 20% = Final Course Grade
2. For yearly subjects, course (final) grade is derived by:  
The mean of the three term grades of the first semester (prelim, midterm and pre-final) x 80% + final (comprehensive) examination grade x 20% = first semester grade

*plus*

The mean of the three term grades of the second semester (prelim, midterm and pre-final) x 80% + final (comprehensive) examination grade x 20% = second semester grade

Final course grade = First semester grade + second semester grade divided by 2

### **Percentage Weight of Clinical Grade in 4<sup>th</sup> Year Having Clinical Modules**

*(Note: this grading policy takes effect and is applicable starting with IMD Batch 24 and subsequent batches; batches prior to IMD Batch 24 will use the old grading system as stipulated in previous Student Handbooks)*

To compute for Course Grade,

60% - Cognitive Skills (written and oral exams, shifting exams & chairman's exam)

Chairman's exam = 20%

Shifting exam = 40%

40% - Clinical/practical skills bases on demonstration of 12 learning outcomes

= **100%**

To compute for clinical/practical grade, add

*The mean of all formative assessments (x 40%) and summative OSCE (x 60%)*

*(Formative assessments include databases, return demonstrations, formative OSCE, etc)*

*The grades in the summative OSCE are derived from rating scale scores (based on the 12 learning outcomes)*

1. clinical skills – assigned grade x 10% weight
  2. practical procedures – assigned grade x 10% weight
  3. investigative skills – assigned grade x 10% weight
  4. interpretative skills – assigned grade x 10% weight
  5. health promotion – assigned grade x 10% weight
  6. communication skills – assigned grade x 10% weight
  7. medical informatics – assigned grade x 10% weight
  8. application of social, basic & clinical concepts, principles in the practice of medicine – assigned grade x 6% weight
  9. application of ethics, legal jurisprudence – assigned grade x 6% weight
  10. application of decision-making skills, critical thinking and logical reasoning – assigned grade x 10% weight
  11. role of doctor in health system – assigned grade x 4% weight
  12. professional development – assigned grade x 4% weight
- Summative OSCE grade = mean grade of 12 learning outcomes x 60% weight*

Furthermore,

The general weighted average (GWA) is calculated as follows:

*The sum of the product of all subjects (subject grade multiplied by the assigned number of curriculum hours per subject) divided by the total number of curriculum hours (of all enrolled subjects)*

**Important:**

*All raw scores are to be transmuted using the base 40 grading system for students under the NMD section*

### **Learning Resources**

The College of Medicine of DMSFI believes that medical students should demonstrate mastery of all learning outcomes expected of a good doctor. As such, the college shall exercise its academic freedom in requiring all medical students to have their own learning resources such as printed textbooks, manuals, and medical instruments. As an educational institute of higher learning, the college strongly believes that printed books are better than e-books in conveying medical knowledge and skills, and in helping students understand better. Moreover, printed books serve as reminders of student's intellectual journey from first year medicine to clinical practice, with all those highlights, markings and annotations along the page margins. Lastly, the college, in accordance with its core values, gives due respect and acknowledgment to legitimate book authors and publishers who work hard in providing medical knowledge.

## **NON-ACADEMIC POLICIES**

These non-academic policies of the school are intended to provide students with the best learning atmosphere, to mold them into God fearing, caring and competent health professionals.

### **OFF CAMPUS BEHAVIOR**

1. Students and clubs have the responsibility to safeguard the name of the school and to conduct themselves with dignity and decency even when not acting in any official capacity for the school.
2. Students on official business for the school must abide by the written instructions of the duly designated school authorities. No student and/or club may participate as the representative of the school without the written authorization of the Office of Student Affairs or College Dean as the case may be.
3. For school activities to be conducted outside the school like field trips, socials and the likes, a written permission must be obtained from the Office of Student Affairs or the College Dean as the case may be.
4. Students are encouraged to perform their civic duties and cooperate with local government officials in programs and policies for community development.
5. Students are enjoined to keep away from indecent places, gambling joints, drinking bars and other places of ill repute.

### **ON CAMPUS BEHAVIOR**

1. Students are expected to respect authority and show courtesy in their dealings with their co-students, school administrators, faculty members, office personnel, maintenance staff, security personnel and campus visitors.
2. Students are expected to exercise self-control and discipline over matters pertaining to their relationship with the opposite sex. Scandalous display of affection (those contrary to acceptable moral and social decorum) will not be tolerated.
3. Students should refrain from using words that are offensive, vulgar, indecent and blasphemous in nature.

4. Students should refrain from loitering along the corridors, loud talking, whistling, boisterous conversations and other form of disturbance while classes are going on. These areas include:
  - a. Chapel/prayer rooms
  - b. Library
  - c. Classrooms

#### **DRESS CODE**

1. Students should come to school properly dressed and well-groomed. Only students wearing the prescribed uniform will be allowed to enter the school premises and the classroom.
2. The hospital uniform and fieldwork uniform are to be worn only in their respective areas. For classes, students must wear the standard school uniform.
3. In the event that a student is unable to wear the prescribed uniform by reason of natural and man-made calamities, illness and/or injury, the following must be complied with:
  - a. A letter from the parent/guardian or medical certificate from the attending physician, stating the reason/s for not wearing the prescribed uniform; said letter should be presented to OSA for approval;
  - b. If approved, OSA will issue a *Uniform Exemption Slip* to the student for a prescribed period of time.
4. Non-wearing of school uniform may be allowed in the following circumstances:
  - a. Extracurricular activities (students must seek written permission and approval from OSA two days prior to said activity);
  - b. Enrollment\*
  - c. School holidays and vacation\*

Students must present their school ID at the campus gate. Furthermore, students should refrain from wearing the following attire inside the campus:

- “Sando” shirts/blouses
  - Dresses or blouses with spaghetti straps
  - Dresses or blouses with plunging neckline
  - “Mini” skirts / shorts
  - Strapless dresses or blouses
  - See-through dresses or blouses
  - “Torn” shirts or pants
5. Students are encouraged to be modest in wearing valuable items like jewelries;
  6. Students are not allowed to dye their hair other than their natural hair color;
  7. Male students are not allowed to sport long hair and pony tails, use earrings and other body piercings, and exposure of body tattoos;
  8. Wearing of ball caps are not allowed inside the classroom;

#### **IDENTIFICATION CARDS AND NAMEPLATES**

1. The OSA issues a school identification (ID) card to every bonafide student during the student’s first enrollment, and validated very semester by the same office.
2. Aside from the school ID, the medical student will be issued with a nameplate. The nameplates are color-coded, i.e. green for first year, yellow for second year, red for third year and bronze for fourth year;
3. Students are required to wear their IDs and nameplates at all times inside the campus.

4. Security guards are instructed to check students' identification cards and nameplates at all entry points of the school;
5. Lost ID cards and/or nameplates must be replaced within one week; an excuse letter duly validated by OSA should be presented by the student at the campus gate to be allowed entry to the campus;
6. All identification cards must be surrendered to the OSA after graduation or upon withdrawal from the College.
7. The school ID and nameplates are non transferable. Any form of tampering, defacement, unauthorized use, or lending to others is strictly prohibited and may result in confiscation, revocation and disciplinary action.

#### **RESPECT FOR PROPERTY**

1. Students are expected to value and handle all equipment with reasonable care;
2. Students are strongly urged to keep the campus clean. Proper disposal of trash should be observed;
3. Students caught vandalizing, destroying or damaging any school property will be subjected to disciplinary action, including full compensation of the destroyed and/or damaged item/s;

#### **USE OF SCHOOL FACILITIES**

1. Only bona fide students are allowed to use school facilities and equipment;
2. A letter-request indicating the activity and facility to be used with the signature of the requesting party (e.g. president of class, club and teacher/moderator in-charge) and noted by the College Dean, must be submitted to the Office of Student Affairs for approval. The following offices must be furnished a copy of the approved request: School President, College Dean, Security, Maintenance and Property Custodian.

#### **NOTICES AND OTHER FORMS OF COMMUNICATIONS**

1. Posters, notices and/or announcements for club meetings, program and other extra-curricular activities should be posted only in areas designated by OSA;
2. Tampering of posters, notices and/or announcements is a major offense, and will be dealt with accordingly;

#### **SECURITY**

For the security and safety of all, the following measures should be observed and followed:

1. Random inspection of vehicles, bags, and other personal belongings;
2. Presentation of school ID card and nameplate upon entry to the school. The "NO ID/nameplate, NO ENTRY" policy will be strictly implemented;
3. Students from other schools and other visitor/s are not allowed entry to the campus unless for an official business, and duly acknowledged by OSA and/or Office of the Dean;
4. Parents and relatives who wish to see their children and relatives may do so at the Dean's Office;
5. Students are responsible for the safety of their valuables and personal effects when inside the campus.

#### **FUND RAISING ACTIVITIES**

Extra-curricular activities that need funding may be allowed after the Office of Student Affairs grants permission. A project proposal must be submitted to OSA at least one (1) month (major fund raising) or two weeks (minor fund raising) before the event.

### **CHANNELING OF CONCERNS**

The College of Medicine has its own mentoring program. Students with problems may channel their concerns to their respective faculty mentor. It is the task of the mentor to process and evaluate student's concerns / issues, and how it will be resolved.

### **PUBLICATIONS**

1. The official publication of the College is the DMSF Newsletter named *Liyab*;
2. To qualify for the editorial board and staff, the applicant must be able to pass the editorial and staff examination given annually;
3. The faculty Moderator will be chosen from among the nominees submitted by the members to the OSA;
4. The Moderator of the Publication and editor-in-chief shall act as the school representatives in engaging contract of services with the printing press.
5. The editor-in-chief, the managing editor or his authorized representative shall submit monthly financial report to the Moderator and to the Office of Student Affairs.

### **ACCREDITATION AND RECOGNITION OF CLUBS**

All clubs seeking to be recognized must pass through a recognition process. A duly recognized organization is allowed to operate for a period of one (1) year and may be allowed to renew operations subject to policies and regulations set by the College.

#### 1. Classification of Clubs

- a. Accredited Clubs. These are the clubs, which have satisfactorily complied with the criteria set by the OSA. The club may enjoy privileges such as free use of school facilities (like bulletin boards, gymnasium, classrooms, AVR);
- b. Probationary Clubs. These are the clubs, which failed in any of the criteria set by OSA, but given a probationary period to comply. They may be given limited privileges as determined by OSA.

#### 2. Club Requirements

- a. Constitution and By-Laws
- b. Club Goals and Objectives
- c. Annual Plan of Activities
- d. Official directory of officers and members
- e. Annual Accomplishment Report
- f. Annual Audited Financial Report
- g. Evaluation and Recommendation of the club by the Moderator

### **New Clubs**

For clubs to be recognized, the criteria are as follows:

- a. Application letter addressed to the OSA;

- b. Constitution and By-Laws. This should concur with the vision and mission statement of the College;
- c. At least 20 student members;
- d. Directory of officers and members;
- e. Filled-up moderators' form by the appointed or recommended faculty member or staff.
- f. Annual Plan of Activities

All these requirements must be submitted to the Office of Student Affairs for evaluation and approval.

## POLICIES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE

**Section 1. BASIS-** As in any educational institution, discipline flows downward from school heads to the faculty to the students. Since most problems in school are student-related, the immediate source of instilling discipline is the faculty. While the school is responsible in providing opportunities for student learning, it is also responsible in nurturing students to grow and develop into mature, responsible, effective and worthy citizens of the community (in line with the core values of the school).

Section 103 of the Manual of Regulations for Private Higher Education of 2008 (MORPHE) provides:

*“Section 103. Authority to Promulgate Institutional Policies, Rules and Regulations. Every private higher education institution shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consistent with the provisions of this Manual for the maintenance of school discipline and class attendance. Such rules shall contain an enumeration of specific offenses and their corresponding penalties. However, a student’s liability shall not be confined to the offenses specifically identified and defined in the school’s code or rule of discipline because several offenses may be so generally worded as to encompass a number of related wrongdoings. Such rules and regulations shall be effective as of the date of promulgation and notification to students in an appropriate school issuance or publication.”*

**Section 2. DISCIPLINE, WHEN REQUIRED-** Student discipline maybe required under the following circumstances (p 449, MRPS):

1. Matters which impinge on academic achievement and standards, and the personal integrity of the student;
2. The obligation to protect school property and the property of other members of academic community;
3. A special interest in the mental and physical health and safety of members of its community;
4. Preserving the peace to ensure orderly procedures and for maintaining student morals;
5. Responsibility for character development for maintaining standards of decency and good taste, and for providing a moral climate in the campus;
6. A commitment to enforce its contractual obligations, and



7. The protection of its public image as an educational institution, through its governing board, in a nationwide community.

**Section 3. APPLICABILITY**-These policies and regulations on student discipline shall apply for acts committed inside the campus as well as within the immediate surroundings of the school premises and even outside its campus, and beyond school hours, term or year in the instances where school policies or regulations were violated and where the misconduct involves or affects a student's status, or the good name and reputation of the school. (Section 102, Manual of Regulations for Private Higher Education of 2008 or MORPHE).

Likewise, these policies and regulations on student discipline shall apply for acts committed in the cyber space in the instances where school policies or regulations were violated and where the misconduct involves or affects a student's status, or the good name and reputation of the school.

#### **Section 4. STUDENT DISCIPLINARY COMMITTEE**

The Student Disciplinary Committee shall be composed of:

- a. Six (6) faculty members who are all appointed by the DMSFI President;
- b. The President of Buklod Medisina or in his absence, any of its officer appointed by the Student President if the parties involved are National Medical Students (NMD) or the Council President or any of its officer appointed by the Council President if parties involved are International Medical Students (IMD). Both the Presidents from the NMD and IMD will sit in the disciplinary committee if the parties involved are IMD and NMD students.

**Section 5. JURISDICTION** - All cases involving discipline of students under these policies and regulations shall be subject to the jurisdiction of the Student Disciplinary Committee except those falling under the jurisdiction of the Office of the Student Affairs (OSA).

**Section 6. COMPLAINT** – A disciplinary proceeding shall be instituted *motu proprio* by a teacher, faculty member or by the appropriate authority or by anyone upon the filing of a written complaint in person or by filling out the Complaint google form posted in the OSA website stating the full name of the complainant and the full name of the person/s complained of (respondent/s), a narration of the relevant and material facts which show the acts or omissions allegedly committed together with true copies of documentary and/or electronic evidence and affidavits of complainant's witnesses, if any, or by the submission of an official report of any violation of existing rules and regulations. An anonymous complaint may be entertained if the complaint is accompanied by verifiable incontrovertible evidence and if the respondent/s is/are identified with absolute certainty. Upon the filing of said complaint or report with the OSA, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant/s witness/es if any, the date of filing and the substance of the charge.

**Section 7. ACTION ON THE COMPLAINT** - Upon receipt of the complaint or report, OSA shall determine whether such complaint or report is purely a guidance and counselling matter in which case the Student Affairs Officer shall refer the matter directly to the Guidance Office.

If the complaint or report is not sufficient to warrant formal investigation, the OSA shall issue a letter to the complainant/s specifying the reason/s why the complaint or report was deemed insufficient. The complainant or official who issued the report may take corrective measures to amend or revise the complaint or report and refile the same with the OSA.

In all cases where the complaint or report is found sufficient, an Order shall be issued by the OSA and served upon each respondent within three (3) school days after receipt of said complaint or report informing the respondent/s of the nature and cause of accusation against him/her and directing the respondent/s to file an answer with the assistance of counsel of his/her own choice, if so desired and adduce evidence in support thereof. In every case, the parents or guardians of the students complained of shall be furnished with a copy of the same complaint or report and the documentary evidence adduced, if any.

**Section 8. ANSWER** - Each respondent shall be required to answer in writing within a non-extendible period of three (3) school days from receipt of the Order from the OSA.

**Section 9. FAILURE TO FILE AN ANSWER-** If respondent fails or refuses to file an Answer within the given period, he/she shall be considered to have waived his/her right to submit the same and the case shall be decided based on available records.

**Section 10. FACT-FINDING INVESTIGATION-** If the student denies or refutes the charge/s, the Student Affairs Officer shall conduct a fact-finding investigation not later than five (5) school days from receipt of the written complaint after giving notices to the parties to personally appear before him/her and shall endeavor to reach a settlement at the OSA level, if possible and proper depending on the offense charged. The settlement shall be reduced into writing and signed by the parties including the parents or guardians who are present and shall be binding between the parties.

In case of non-performance or non-fulfillment of the settlement as agreed by the parties, the aggrieved party may elevate the matter to the Disciplinary Committee.

If no settlement shall have been reached at the OSA level, the Student Affairs Officer shall elevate the unresolved case and submit his/her report to the Disciplinary Committee for further action five (5) school days after the termination of the fact-finding investigation.

**Section 11. HEARING** – The Disciplinary Committee will then convene for the hearing of the case, after receipt of the following:

- a. Copy of the formal complaint or report
- b. Answer/s of the respondent/s, if any
- c. Result of fact-finding investigation
- d. Pertinent documents (e.g., evidence)

Hearings shall begin not later than fifteen (15) school days after receipt of the report from the Office of Student Affairs.

**Section 12. DURATION OF HEARING** - No hearing on any case shall last beyond two calendar months unless extended by mutual consent of the parties or for good cause as may be determined by the committee.

**Section 13. NOTICE OF HEARING** - All parties concerned shall be notified by the OSA of the date set for initial hearing at least seven (7) school days before such hearing. Parents, guardians and their legal counsel, if any, may likewise be invited at any stage of the proceeding.

**Section 14. FAILURE TO APPEAR AT HEARING** - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings, if any.

**Section 15. POSTPONEMENT** - Application for postponement with OSA may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

**Section 16. DECISION OF THE DISCIPLINARY COMMITTEE**- The Committee shall decide each case within fifteen (15) calendar days from termination of hearing. Deliberation and formulation of decision shall be by majority vote (1/2 + 1) which shall be in writing and signed by a majority of its members stating the findings of fact and the specific regulations on which it is based. The Disciplinary Committee, in its deliberation and formulation of decision, shall be guided by the Student Handbook. All disciplinary measures shall be accompanied with referrals for counseling.

The Disciplinary Committee shall forward to the dean within ten (10) school days after termination of the hearing the complete records of the case, with its report and recommendation.

**Section 17. ACTION BY THE DEAN** - The dean shall, within ten (10) school days from receipt of the Committee report, transmit the report, together with his/her decision or recommendation, to the Office of Student Affairs. The OSA, within two (2) school days shall notify the student/s in writing regarding the Dean's decision.

**Section 18. FINALITY OF DECISION** - Any decision of the Dean, other than expulsion, exclusion, non-readmission, or suspension for more than twelve (12) school days, shall become final and executory after two (2) school days from receipt of the decision by the respondent.

**Section 19. APPEAL TO THE PRESIDENT** - In all cases in which final decision is not conferred to the dean, the respondent may file an appeal to the President within five (5) school days from receipt of the decision.

**Section 20. ACTION BY THE PRESIDENT** - The president may review, on appeal, decisions of the Dean when the penalty imposed is expulsion, exclusion, non-readmission, or suspension for more than twelve (12) school days. The president shall act on the appeal within ten (10) school days from receipt of the appeal. While pending appeal, the Office of Student Affairs shall suspend the implementation of the Dean's decision. The School President has the authority to make a final decision on the case.

**Section 21. DUE PROCESS**

1. No penalty shall be imposed upon any student except for cause and only after due investigation and hearing. Due investigation include among others the right of the student:
  - i. Not to be subjected to any disciplinary penalty except upon due process of law;
  - ii. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
  - iii. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
  - iv. Be informed of the nature of the charge or charges against him;
  - v. Be allowed to answer the charge or charges against him within a non-extendible period of three (3) school days, and in a formal investigation to be conducted after due notice to the parties concerned;

- vi. To defend himself/herself personally, or by legal counsel, or parents, guardians or any representative of his/her own choice and present evidence in support thereof if any. The participation of her/his parents, guardians and counsel shall be limited to advice.
  - vii. Appeal to the CHED any adverse decision against him within fifteen 15 school days from his receipt of a copy thereof.
2. The Administrative sanctions should be commensurate with the nature and gravity of the violation of school rules and regulations committed.
  3. A copy of the decision together with the pertinent papers should be kept on file in the school for a period of five years in order to afford the opportunity to review same in the event an appeal is taken thereon.

**Section 22. EFFECTIVITY OF DECISION - Decision shall take effect as provided in these rules.**

**Section 23. RECORDS** - All proceedings before the Committee shall be set down in writing by a competent stenographer/transcriber/secretary. Original records pertaining to student discipline shall be under the custody of the Student Affairs Officer. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless s/he is involved therein, or unless s/he has a legal right which cannot be protected or vindicated without access to or copying of such records.

**Section 24. SANCTIONS/PENALTIES**

1. REPRIMAND

A penalty whereby the erring student is given a letter of Reprimand by the Office of Student Affairs (OSA) with a warning that a repetition of the same offense will be meted with a higher penalty.

2. SUSPENSION

A penalty wherein the erring student is deprived/denied from attending classes for a period not exceeding twenty per cent (20%) of the prescribed total school days for the school year. (Section 106, Manual of Regulations for Private Higher Education of 2008).

A suspended student shall not:

- i. Participate in ALL curricular activities whether on-campus or off-campus
- ii. Attend classes, hospital/community rotations and other academic activities;
- iii. Use campus facilities, including but not limited to libraries and laboratories,
- iv. Enter academic buildings and their premises;
- v. Participate in student activities;
- vi. Avail of any other privilege attendant to being a DMSF student
- vii. Take exams, quizzes/assessment tests (written/practical/oral), evaluations, skills lab and the likes.
- viii. No special quiz shall be given to the student who misses it during his period of suspension. Absences incurred during the period of suspension shall be

included in the computation of the maximum number of absence allowed.

Suspension takes effect the day notice of suspension is served. The Office of the Student Affairs shall issue a written Notice of Suspension on the student/s concerned specifying therein the basis and the period of suspension. The College of Medicine through the MEU shall be furnished a copy of such Notice.

### 3. NON-READMISSION

A penalty where the erring student is denied admission or enrollment for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. However, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of MORPHE. (Section 106, Manual of Regulations for Private Higher Education of 2008).

### 4. EXCLUSION

A penalty where the erring student's name is excluded or dropped from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of MORPHE.

Exclusion differs from "non-readmission" because the latter allows the student to complete his/her course, while the former takes effect immediately, and prevents the students from finishing the term. Prior notice to or approval by the CHED is not required; what is needed is the school's submission of the case documents to CHED where the penalty is imposed for one year. Such exclusion however, shall not prevent the student from enrolling at once in another school unless he is formally suspended for the rest of the school term. The grounds for dropping of a student should be sufficiently and duly known to the student and his/her parent or guardian as soon as possible, and due process properly observed.

### 5. EXPULSION

A penalty where the erring student is disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission on Higher Education. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws. The school shall forward a complete record of the proceedings to the Regional Office within ten (10) days from the termination of the investigation of each case. (Section 106, Manual of Regulations for Private Higher Education of 2008).

### Preventive Suspension

A student under investigation may be preventively suspended from entering the school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the school's premises. (Section 106, Manual of Regulations for Private Higher Education of 2008).

Preventive suspension is not a penalty but a deterrent to the disruption of normal school operations (or the threat to lives and property) that may be caused by the continued presence of a student-offender on campus.

### Other Sanctions:

1. Cancellation or diminution of scholarship grant
2. Exclusion from holding or seeking any position either by appointment or election
3. Payment of actual damages
4. A teaching personnel or school official, in the exercise of his right as substitute parent in relation to those students shall have the authority to impose appropriate and reasonable disciplinary measure in the interest of good order and discipline, such as suspension only in that particular class or particular clinical rotation where the offense has been committed, invalidation of an examination/quiz/evaluation/assessment project/work, term paper or any other class work, oral or written apology from the student and warning.
5. Exclusion from Extra-curricular Activities
6. Exclusion from Graduation Ceremonies
7. Withholding of Degree/Diploma
8. Revocation of Academic Degree

### Section 25. OFFENSES

- i. Hazing/Ragging – any act that assaults, injures, degrades, or disgraces any teacher, faculty member, student or person attending the school whether in a conspiracy or actually engaging in the activity including but not limited to initiations to fraternities and other student organizations and any violation as described in R.A. 8049, otherwise known as the Anti-Hazing Law;
- ii. Hooliganism – disorderly conduct, destructiveness or violence; to include bringing in persons, known to be hooligans, and not in any way concerned with the school;
- iii. Instigating – leading or participating in concerted disturbing activities leading to stoppage of classes;

- iv. Preventing or threatening students or faculty members or school authorities in whatever form from discharging their duties, or from attending classes or entering the school premises;
- v. Abusive behavior, discourtesy, disrespect or defamation and/or bullying, insubordination in any form (oral, written, or through electronic media) committed against any teacher, student, faculty member or school authority or his agents;
- vi. Creating or engaging in disturbances, disorder, tumult, breach of peace, nuisance or creating scandals or serious disturbance within school premises or in any official activity outside school premises;
- vii. Smoking inside the campus or within the school premises;
- viii. Fighting on-campus, or off-campus if the incident originated on-campus; assaulting a fellow student, teacher or faculty member, security officers on-campus (and its extensions), or off-campus if the incident originated on-campus. Any incident outside the campus and its extensions involving enrolled students will be referred to proper authorities;
- ix. Cyber bullying, cyber-sex, taking/uploading, distribution of indecent/immoral pictures or videos and all other form of cyber-crime pursuant to Republic Act No. 10175 otherwise known as The Cybercrime Prevention Act of 2012;
- x. Vandalism- whether inside or outside the school, is the willful destruction of any property which includes, but is not limited to such acts as tampering or mutilating student ID, school logo/insignia, and other official documents of the school, tearing off or defacing any library book, magazine or periodical writing or drawing on the walls and pieces of furniture, tampering with official notices on the board, breaking/damaging glass showcases, cabinet doors, electrical, mechanical or electronic devices, unauthorized removal of official notices and posters from the bulletin board, damaging and defacing of any property of the school and/or any affiliate hospital/health/birthing centers.  
(A student who causes damage to any school, affiliate hospital/health/birthing centers property is obliged to pay for the damage, aside from the appropriate disciplinary sanctions);
- xi. Unlawful taking of school property;
- xii. Stealing/malversation/misuse of funds collected in connection with student activities
- xiii. Drunkenness- carrying/possession and/or drinking alcoholic beverages and drunken behavior within the school premises or its extensions;
- xiv. Possession and/or use of deadly weapon/s within the school premises or in any official activity outside the school premises. Attacking/assaulting persons with or without deadly weapons resulting to physical and/or psychological injuries, bullying in all forms;
- xv. Possession, distribution, selling and consumption of any kind of dangerous and prohibited drugs as defined in the Comprehensive Dangerous Drugs Act of 2002 (RA 9165) within the school premises or in any official activity outside the school premises. Pursuant to this Act, the school reserves the right to conduct random drug testing to students;
- xvi. Engaging in any form of gambling within the premises of the school or in any official activity outside the school premises;
- xvii. Involvement in terroristic activities, whether directly or indirectly;
- xviii. Involved directly or indirectly in spreading false information, derogatory remarks or rumors against persons and institutions through social media like facebook, twitter, whatsapp, and the like;

- xix. Making any false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with one's admission, registration in, or graduation from the school as well as in other documents required by the school, its officials or faculty to be submitted by giving false testimony in any proceedings in the school;
- xx. Practicing or attempting to practice any deception or fraud in connection with one's application in any school funded, sponsored or administered scholarship or grant;
- xxi. Forging or tampering and/or use of forged/tampered school records or forms and documents
- xxii. Use of intellectual property of the school, which results in gain, material or otherwise.
- xxiii. Any and all forms of academic or intellectual dishonesty and
- xxiv. Any other form of misconduct including violation of local and national laws, rules and regulations.

## **Section 26. OFFENSES AND THEIR CORRESPONDING PENALTIES**

### **I. LIGHT OFFENSES**

The following light offenses are punishable by reprimand for the first offense; suspension for one (1) school day for the second offense and suspension for three (3) school days for the succeeding offenses.

1. Improper and unacceptable hairstyle/grooming (long hair, punk, spike, colorful hair, long fingernails, more than 2 cm beard, and the likes);
2. Improper dress code: Students are expected to wear their official school uniform on campus and off-campus during school-sanctioned activities such as during their rotation in the hospital and the like. If allowed to wear civilian/street clothes, students should only wear decent, acceptable clothing. No mini-skirts, backless or see-through blouses, tattered pants, shorts, sandals and the like should be worn.
3. Wearing or adorning with indecent or unwanted chains, elaborate necklaces and bracelets, earrings for males, visible permanent tattoos, body piercing except for earrings, improper wearing of student ID and swapping of other student's ID and nameplates.
4. Non-attendance to institutional activities (i.e. recollection, intramurals, students' orientation, and the like)

### **II. LESS GRAVE OFFENSES**

The following less grave offenses are punishable by suspension for twelve (12) school days for the first offense, suspension for twenty-four (24) school days for the second offense, NON-READMISSION for the succeeding offenses.



1. Hazing/Ragging if physical injury/ies fall under Article 266 of the Revised Penal Code on Slight Physical Injuries or psychological injury within the same period
2. Hooliganism
3. Vandalism
4. Unlawful taking of school property
5. Use of intellectual property of the school, which results in gain, material or otherwise.
6. Stealing/malversation/misuse of funds collected in connection with student activities
7. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
8. Preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties;
9. Abusive behavior, discourtesy, disrespect or defamation and/or bullying;
10. Creating or engaging in disturbances, disorder, tumult, breach of peace, nuisance or creating scandals or serious disturbance
11. Smoking
12. Drunkenness
13. Fighting
14. Gambling
15. Depending on the gravity, cyber crime
16. Possession and/or use within the school premises of any dangerous or deadly or potentially deadly object or material such as, but not limited to: any bladed or pointed object, stick, pipe, or any similar object and chemicals
17. Involved directly or indirectly in making, spreading false statement of any material fact, derogatory remarks or rumors against persons and institutions, or practicing or attempting to practice any deception or fraud.
18. Other acts similar or analogous to the aforementioned offenses.
19. Depending on the gravity, any other form of misconduct including violation of local and national laws, rules and regulations.
20. Owning, riding/ back-riding privately owned two-wheeled or four-wheeled and other motorized vehicles.
21. Loitering/entering/staying in places of ill-repute, beach resorts, mountain havens and similar places

### **III. GRAVE OFFENSES**

The following grave offenses are punishable by EXCLUSION:

1. Gross misconduct
2. Hazing if physical injury/ies sustained amount to Less Serious to Serious Physical Injuries as defined in Articles 265 and 263 of the Revised Penal Code, respectively or psychological injury within the same period
3. Carrying a deadly weapon such as firearm, explosive, or any similar device
4. Possession, distribution, selling and consumption of any kind of dangerous and prohibited drugs as defined in the Comprehensive Dangerous Drugs Act of 2002 (RA 9165)

5. Drug dependency
6. Involvement in terroristic activities
7. Forging or tampering and/or use of forged/tampered school records or forms and documents, transfer credentials and the like
8. Taking pictures/stealing of test papers and other pertinent school documents
9. Depending on the gravity, cyber crime
10. Other acts similar or analogous to the aforementioned offenses.
11. Depending on the gravity, any other form of misconduct including violation of local and national laws, rules and regulations.

Serious offenses which involve moral turpitude or constituting gross misconduct which are considered criminal pursuant to existing penal laws are punishable by EXPULSION.

In addition to the imposition of the above mentioned disciplinary penalties, the following sanctions may also be imposed on the first, second or succeeding commission of any less grave or grave offense:

- i. Cancellation or diminution of scholarship grant
- ii. Exclusion from holding or seeking any position either by appointment or election
- iii. Payment of actual damages
- iv. Exclusion from Extra-curricular Activities
- v. Exclusion from Graduation Ceremonies
- vi. Exclusion from graduating with honors, even if the weighted average is within the requirement for graduation with honors.
- vii. Withholding of Degree/Diploma
- viii. Revocation of Academic Degree

#### **DISCIPLINARY ACTIONS FOR ACADEMIC / INTELLECTUAL DISHONESTY**

Committing any form of academic/ intellectual dishonesty such as, but not limited to:

1. Plagiarism;
2. Fabrication, falsification, distortion, stealing and/or destruction of data;
3. Cheating and/or applying intellectual dishonesty such as, but not limited to the following acts where there is employment of fraud, deceit, or misrepresentation:
  - i. Talking to his neighbor verbally or through sign language, side glancing and turning of heads during examination/quiz/evaluation/assessment and the like.
  - ii. Copying another person's answers or allowing others to copy one's answers.
  - iii. Passing on and receiving information regarding answers to questions in examination/quiz/evaluation/assessment. Possession of above sources of information is *prima facie* evidence of intention to cheat.
  - iv. Reading or copying from books, pamphlets, notebooks, notes, cellular phone and other electronic gadget or any other source of information bearing on the subject of examination/quiz/evaluation/assessment or if any of the above mentioned articles are found hidden in his/her clothes, among his/her examination/test papers or in other place accessible to him/her during examination/quiz/evaluation/assessment.

- v. Employing/allowing another person/student to do his class assignment, research projects, assigned clinical/laboratory work. Accomplishing the class assignment, research projects, assigned clinical/laboratory work for another student.
  - vi. Allowing or employing another person to take the examination/quiz/evaluation/assessment in one's name and/or taking the examination/quiz/evaluation/assessment for another student.
  - vii. Securing examination/quiz/evaluation/assessment questions through robbery, theft, bribery and any other unlawful means.
  - viii. Participation in organized or mass cheating through conspiracy including the failure, despite personal knowledge, to report incident/s of cheating.
  - ix. Impersonating another student or allowing someone to impersonate oneself in an academic activity.
4. Other acts similar or analogous to 1, 2, and 3.

#### DISCIPLINARY ACTIONS FOR ACADEMIC / INTELLECTUAL DISHONESTY

Nature of Offense and/or Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Succeeding Offenses
Plagiarism	24 school days of suspension (excluding Holidays and Sundays)	Exclusion	
Fabrication, falsification, distortion, stealing and/or destruction of data	24 school days of suspension (excluding Holidays and Sundays)	Exclusion	
Talking to his neighbor verbally or thru sign language, side glancing and turning of heads during examination/quiz/ evaluation/assessment and the like	6 school days of suspension (excluding Holidays and Sundays)	12 school days of suspension (excluding Holidays and Sundays)	24 school days of suspension (excluding Holidays and Sundays)
Copying another person's answers or allowing others to copy one's answers	12 school days of suspension (excluding Holidays and Sundays)	24 school days of suspension (excluding Holidays and Sundays)	Non-readmission or Exclusion
Passing on and/or receiving information regarding answers to questions in examination/quiz/ evaluation/assessment.	12 school days of suspension (excluding	24 school days of suspension (excluding	Non-readmission or Exclusion

Nature of Offense and/or Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Succeeding Offenses
	Holidays and Sundays)	Holidays and Sundays)	
Reading or copying from books, pamphlets, notebooks, cellular phone and other electronic gadget or any other source of information bearing on the subject of examination/quiz/evaluation/assessment or if any of the above mentioned articles are found hidden in his/her clothes, among his/her examination/test papers or in other place accessible to him/her during examination/quiz/evaluation/assessment	12 school days of suspension (excluding Holidays and Sundays)	24 school days of suspension (excluding Holidays and Sundays)	Non-readmission or Exclusion
Employing/allowing another person/student to do his class assignment, research projects, assigned clinical/laboratory work. Accomplishing the class assignment, research projects, assigned clinical/laboratory work.	12 school days of suspension (excluding Holidays and Sundays)	24 school days of suspension (excluding Holidays and Sundays)	Non-readmission or Exclusion
Allowing or employing another person to take the examination/quiz/evaluation/assessment in one's name and/or taking the examination/quiz/evaluation/assessment for another student.	24 school days of suspension (excluding Holidays and Sundays)	Exclusion	
Securing examination/quiz/evaluation/assessment questions and answers through robbery, theft, bribery, screenshots, screen recording and through any other unauthorized and unlawful means.	24 school days of suspension (excluding Holidays and Sundays)	Exclusion	
Participation in organized or mass cheating through conspiracy including the failure, despite personal knowledge, to report incident/s of cheating.	24 school days of suspension (excluding Holidays and Sundays)	Exclusion	
Impersonating another student or allowing someone to impersonate oneself in an academic activity.	24 school days of suspension (excluding Holidays and Sundays)	Exclusion	

**IN ADDITION** to the imposition of the above mentioned disciplinary penalties, commission of any academic/intellectual dishonesty shall also be meted with the following sanctions:

2. First Offense:
  - i. Invalidation of the quiz/examination/evaluation/assessment/project/work.
  - ii. A grade of 50% will be given to the student for the particular quiz/examination/evaluation/assessment/project/work.
  - iii. Oral or written apology from the student concerned.
  - iv. A written warning shall be issued by the Office of the Student Affairs to the concerned student with a statement that repetition of same and related acts may be cause for graver disciplinary actions.
  
3. Succeeding Offenses- Failing grade in the subject concerned.

The following sanctions may also be imposed on the first, second or succeeding academic/intellectual dishonesty offenses:

- i. Cancellation or diminution of scholarship grant
- ii. Exclusion from holding or seeking any position either by appointment or election
- iii. Payment of actual damages
- iv. Exclusion from Extra-curricular Activities
- v. Exclusion from Graduation Ceremonies
- vi. Exclusion from graduating with honors, even if the weighted average is within the requirement for graduation with honors.
- vii. Withholding of Degree/Diploma
- viii. Revocation of Academic Degree

**Section 25. SUMMARY ACTIONS** - The Student Affairs Officer may likewise proceed summarily against students in cases of light offenses such as improper hairstyle/grooming, improper dress code, wearing or indecent accessories, non-attendance to institutional activities and any other analogous case.

Likewise, the teacher, clinical preceptor, faculty member concerned or school official, in the exercise of his right as substitute parent to students shall have the authority to impose appropriate and reasonable disciplinary measure in the interest of good order and discipline, such as suspension only in that particular class or particular clinical rotation where the offense has been committed, invalidation of an examination/quiz/evaluation/assessment/work/project/, term paper or any other class work, oral or written apology from the student, and warning.

**Section 26. COMMITTEE ON DECORUM AND INVESTIGATION.** In accordance with the CHED Memorandum Order (CMO) No. 26, Series of 2003 (Enjoining the Creation in Every Higher Education Institution of a Committee on Decorum and Investigation on Sexual Harassment Cases and Implementing Measures to Avoid Commission of Sex-Related Offenses Against Students, Faculty and Staff), the Davao Medical School Foundation, College of Medicine has created the Committee on Decorum and Investigation (CODI) to conduct an inquiry on any misbehavior that is sexual in origin involving *bona fide* DMSF, College of Medicine student/s.

The committee has the following functions:

- a. Receive complaints related to sexual harassment or complaints that are sexual in origin and all other sex-related offenses;
- b. Investigate and conduct hearings on the aforementioned complaints;
- c. Submit a report of its findings with recommendation to the Dean for decision and
- d. Formulate programs to increase awareness and prevent incidents of sexual harassment or misbehaviors that are sexual in character.

The Committee shall formulate rules and regulations subject to the school President's approval governing the initiation of complaint, conduct of investigation and issuance of Decision and if warranted, appeal to the school President.

### **SCHOOL FEES AND SCHOLARSHIPS**

The Medical School reserves the right to determine the appropriate student fees/charges and any increases thereof as deemed necessary to meet rising costs. These increases are subject to the approval of the CHED.

#### **Clearance Forms**

The Finance Office will also release the clearance form to be accomplished by students before the final exams. The exam permit will likewise be released only after the clearance form has been duly signed and returned to the Finance Office.

#### **Refund**

A student who withdraws in writing and duly approved by the Dean shall receive a refund of his/her fees based on the following schedule:

Date of Withdrawal	Schedule of Payment/Charges
• During the enrollment period but before the start of classes.....	Registration fee in full
• Within the first week of classes.....	10% of total semestral charges
• Within the second week of classes .....	20% of total semestral charges
• After the second week of classes.....	Total semestral charges

### **STUDENT SERVICES**

The DMSF emphasizes formal learning through instruction and study in a curriculum carefully developed to meet the objectives of the medical school. However, student services are offered for the student's educational, spiritual, personal, psychological and social development.

#### **Library**

The library is located on the third floor of the new building. It has a wide selection of books, journals, periodicals and audio-visual materials for students and faculty. It is also equipped with current information technology providing access to medical information through electronic journals and other on-line database.

### **Spirituality Center**

The spirituality center is a service unit of the school which focuses primarily on the spiritual needs of the inter-faith community of the College. It strives to assist the students, faculty and non-teaching staff in integrating their spiritual life and all aspects of their day-to-day lives on and off campus.

The spirituality center provides the following services:

- General worship program such as holding of masses (First Friday and other religious festivities, interfaith worship during special occasion such as Foundation Day) and other spiritual activities.
- A recollection/retreat program for all sectors of the College.
- Provision of a chapel for Catholics and a prayer room for other denominations.

### **Guidance and Counseling Services**

The school assists in the development of each student's potential through guidance and counseling services. For the development of their potentials, students are encouraged to make use of the different services offered by the Guidance Office.

### **Health Clinic**

A medical-dental clinic is maintained for student use. Emergency, outpatient care, and immunization services is available. Dental services are rendered at subsidized rates. All students are given routine physical examinations.

### **Student Affairs**

The Office provides services and programs that are concerned with academic support experiences of students to attain holistic development. Academic support services are those that relate to student welfare, student development and those that relate to institutional program and services.

### **Class Organization**

At the beginning of each school year, a set of officers is elected by every class. This is to develop leadership among student, and to promote unity and participation in school activities. Class organizations are encouraged to initiate programs/activities throughout the school year.

### **Student Organization**

This is composed of elected representatives of the entire student body. The purpose of the organization is to coordinate activities for the following reasons:

1. Provide an effective means of communication between the student body and the administration, faculty and staff;
2. Promote scholarship;
3. Encourage high standards of character and conduct among the students;
4. Assume responsibility for school activities.

### **Alumni Relations Services**

The Medicine Alumni Relations Unit (MARU) provides the medical graduates of DMSF linkage to their alma mater and coordinates all alumni activities (e.g. homecomings). It also taps the alumni for the assistance in the recruitment of applicants, improvement of the school and hospital (e.g. instruments and equipments), and promotion of the school.

### **POST-GRADUATE INTERNSHIP MATCHING (Not applicable for the moment)**

1. All requirements should be submitted before August or as prescribed by the Association of Philippine Medical Colleges (APMC). The APMC Intern-Matching Form should be accomplished with the following requirements:
  - i. Passport size picture (black and white 2 x 2) – number of hospitals plus 2
  - i. Transcript of Records (from Registrar’s Office) – number of hospitals plus 1
  - ii. Certificate of Internship (from Dean’s Office)
  - iii. Internship fee
2. Results of the post-graduate intern matching will be posted at the DMSF bulletin.
3. APMC forms may be secured at the Registrar’s Office.

#### Instructions to Applicants for Post-Graduate Internship

1. Read thoroughly the RULES and REGULATIONS on Application for Internship in accredited hospitals pursuant to R.A. 5946. (This is to be given/distributed during Intern Matching application).
2. Only those who fulfill graduation requirements before May 1 or November 1 as the case may be, are qualified to start internship on these periods. When the students become eligible after these dates, even if they are previously matched, they should re-apply for May 1 or November 1 internship only. No application will be entertained outside these two periods. All deficiencies must be made up before these dates.

#### Strict Implementation of This Rule Will Be Followed

1. Exercise utmost care in choosing the hospital to which you apply for internship.
2. Apply only to hospitals in which you are really prepared to undergo internship, taking into account the following points:
  - a. Financial consideration – transportation and living expenses involved, as well as other costs.
  - b. Parental consent or acceptance. Possibility of homesickness.
  - c. If married, possible separation from spouse. If single, plans of getting married.
  - d. Teaching programs and learning opportunities in the hospitals.
  - e. Workload and working conditions in the hospital.
  - f. Possible problems of adjustment to a new environment.
  - g. Ascertain the wishes and plans of your parents, spouse of fiancée.
3. Learn as much as you can about the hospitals in which you wish to receive internship.
  - a. Consult the directory of accredited hospitals which shows the number of major surgical operations, teaching conferences and board and lodging privileges.
  - b. Consult friends who have previously undergone internship.
  - c. Consult your dean and professors.
4. Do not write down on your application any hospital where you do not wish to do internship. It is not necessary to fill up the six blanks if you do not have enough choices.



5. Transfer from one hospital to another will be entertained only after May 1 or November 1, based on justifiable reason and subject to the approval of the Board of Medical Education.
6. Any change of the accomplished application form will not be allowed once it is submitted to the Office of the Intern-Matching Program.
7. An intern will be issued a Certification of Internship to be presented upon reporting to the hospital where he/she is matched.
8. An intern will present to the hospital where he/she is matched a Certificate of Graduation issued by the Dean to show his/her eligibility for internship.

**Annex A**  
Student Pledge

I, \_\_\_\_\_ is a bonafide student of Davao Medical School Foundation, Inc. – College of Medicine.

I acknowledge that promotion, retention, or removal from the list of bonafide students of DMSFI is based on satisfactory compliance to all academic and non-academic guidelines and policies as outlined in the student handbook and other rules and regulations of the school, and that the non-compliance thereof may result to retention, or removal from the MD program of DMSFI.

As such, I solemnly pledge to abide by the rules and regulations of Davao Medical School Foundation, Inc., including those enumerated in the Student Handbook of the College of Medicine, which I have read and understood.

Furthermore, I solemnly pledge

1. To relate to the members of faculty and staff with due respect at all times.
2. To attend instructional activities and special school exercises conducted during the regular academic calendar, unless and until granted exemption by the Dean.
3. Not to engage in dishonest practices such as cheating, stealing, plagiarism, forgery, and all other forms of deceit, fraud and misrepresentation.
4. Not to engage in any form of vandalism, gambling, ragging, bullying, fighting, theft and analogous activities.
5. Not to be in possession of or use any illegal weapon or dangerous drugs enumerated in the Dangerous Act of 2002 or Republic Act 9165.
6. Not to smoke or use any form of alcoholic beverage on campus and off-campus\*, or appear/be on campus and off-campus under the influence of alcohol.
7. To refrain from using profane language on campus and off-campus under any circumstances.
8. To abide by the institution's dress code and propriety on campus and at any off-campus activity conducted under the auspices of Davao Medical School Foundation, Inc.

\*Off-campus refers to hospitals, clinics, communities and other places where students are assigned as part of their academic activities.

\*Please **email a signed copy of this honor pledge to [studentaffairs.dmsf20@gmail.com](mailto:studentaffairs.dmsf20@gmail.com)**

Conforme:

\_\_\_\_\_  
Signature over printed Name of Student

Witnessed:

\_\_\_\_\_  
Signature over printed Name of Parent / Guardian

Date Signed: \_\_\_\_\_

**Annex B  
CHECKLISTS**

Checklists of DOCUMENTARY REQUIREMENTS based on the **Bureau of Immigration MEMORANDUM  
CIRCULAR No. SBM-2015-007**

**A: CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CONVERSION OF  
STUDENT VISA:**

- \_\_\_ 1. Joint letter request address to the BI Commissioner from the authorized representative of the petitioning school and applicant using the school letterhead with dry seal;
- \_\_\_ 2. Duly accomplished CGAF (BI-form CGAF-003-Rev 0);
- \_\_\_ 3. Photocopy of Passport pages bearing the Bio-page latest admission with valid authorized stay and Bureau of quarantine (BOQ) stamp;
- \_\_\_ 4. Notice of Acceptance of the applicant bearing a clear impression of the school's seal; official
- \_\_\_ 5. Endorsement Letter addressed to the BI Commissioner from the school for the conversion of the Applicant's status signed by the school registrar;
- \_\_\_ 6. Certificate of Eligibility from Commission on Higher Education (for Medicine and Dentistry);
- \_\_\_ 7. CHED endorsement for transfer and shifting of course (If applicable);
- \_\_\_ 8. NBI (National Bureau of Investigation) Clearance if application is filed 6 months more from the date of arrival in the Philippines; or
- \_\_\_ 9. Photocopy of BI school accreditation ID of the registrar or school representative; and
- \_\_\_ 10. BI Clearance certificate.

**B: CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR REGISTRATION OF  
CONSULATE-ISSUED STUDENT VISA.**

- \_\_\_ 1. Joint letter request addressed to the BI Commissioner from the applicant and authorized school representative using the school letterhead with dry seal for the issuance of Immigration Control number (IC) number; seal for
- \_\_\_ 2. Duly accomplished CGAF (BI form CGAF-003-Rev 0);
- \_\_\_ 3. Photocopy of Passport pages showing the bio-page latest admission stamp and of Quarantine (BOQ) stamp; Bureau
- \_\_\_ 4. Notice of Acceptance from the School Registrar.

## Annex C

## Visa Fees and Charges

Bureau of Immigration Documentation	Fees & Charges	Remarks & Other Charges
Visa Conversion	P10,770.00 (+ACR card) 1,500.00 (express lane) 3,730.00 (30% service charge) ----- P16,000.00	
9f Visa Extension (Student Visa)	P10,630.00 (+ACR card) 2,500.00 (express lane) 3,970.00 (30% service charge) ----- P17,100.00	Penalties for late filing : P500.00 month 510.00 Motion for Reconsideration <i>*Late filing fee will be imposed 30 days after issuance of OPS</i>
Special Study Permit (SSP)	P4,740.00 (+ACR card) 2,550.00 (express lane) 2,200.00(30% service charge) ----- P 9,490.00	Filed to students under 18 YO + extension of tourist visa until student reaches 18 YO
Tourist Visa Extension	P1,330.00 1,000.00 (express lane) 699.00 (30% service charge) ----- P3,029.00	Other charges : Tourist ACR Card (1 <sup>st</sup> extension) P2,550.00  CRTV – P1,400.00 will be charged 6 months after first arrival  Late filing Fee: P510.00 Motion for Reconsideration 500.00/month penalty

Annual Report	P310.00 93.00 (30% service charge) ----- P403.00	Penalties for late filing : P200.00/month 510.00 Motion for Reconsideration * Filed every Jan – March 3 of every year
Change of Address	P510.00 motion for reconsideration	Penalties : P200.00/month upon date of transfer

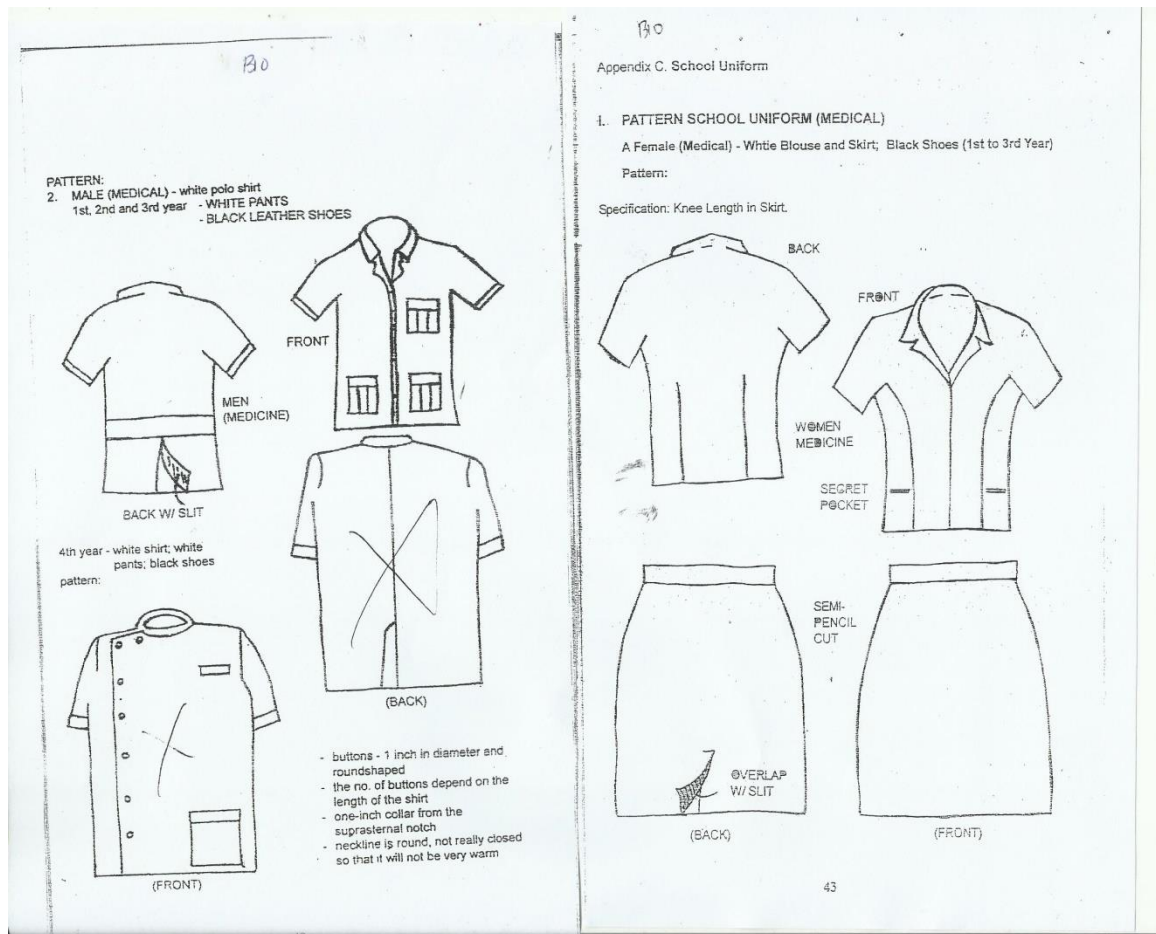
## Note :

1. Service charges (30%) are imposed by the school on top of BI rates as processing charges and is deemed fair and justified in similarly situated schools/colleges
2. BI fees are subject to change without prior notice depending on U.S. dollar denomination fluctuations
3. Failure to pay the required fees on designated time/expiration is subject to administrative fine of P20,000.00 (student) & P50,000.00 (school) or downgrading of visa.

### Annex D

### School Uniform

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**Annex E**

## Alma Mater Song

TUNGO SA TAO ANG PAGTUBO SA DIYOS  
(*Musika at titik ni: Danilo Noel M. de la Pena*)

Unti - unting natutupad  
Pangarap ng pagbubukas-palad  
Sa kapwa nating may sugat  
At may dalamhating kabalikat

Unti-unting namumulat  
Ang kalooban nating lahat  
Handog ang kalinga't katapatan  
Sa bawat daing nilang laan  
Alay ang talino't kahusayan  
Sa bawat buhay nilang tangan

Sa aming pamamaalam  
Dadalhin ang natutunan  
Saan man kami maglakbay  
Sinag mo ang siyang patnubay  
Laging sa tao kami tutungo  
Nang sa Diyos kami ay tumubo

Unti-unting nakakamtan  
Ang diwa ng kamalayan  
Patuloy sanang asahan  
Kahit ano mang kagipitan.

**Annex F****OATH OF HIPPOCRATES**

Now being admitted to the profession of Medicine,  
I solemnly pledged to consecrate my life to the services of humanity,  
I will give respect and gratitude to my deserving teachers,  
I will practice Medicine with conscience and dignity,  
The health and life of my patient will be my first consideration,  
I will hold in confidence all that my patient confides in me,  
I will maintain the honor and the noble traditions of the medical profession,  
My colleagues will be as my brothers,  
I will not permit consideration of race, religion, nationality, party politics or social standing to  
intervene between my duty and patient,  
I will maintain the utmost respect for human life from the time of conception,  
Even under threat, I will not use my knowledge contrary to the laws of humanity,  
These promises I make freely and upon my honor.



**Annex G**

## DIRECTORY

FSU Head – Dr. Gilbert B. Arendain

OSA Officer – Ms. Liza O. Del Norte

School Registrar – Ms. Maria Perpetita Socorro M. Mercader

FSU Liaison Officers – Ms. Corazon A. Guzon  
Ms. July Mae B. Salagantin