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MESSAGE

Welcome to Davao Medical School Foundation, Inc. (DMSFI).

The College of Medicine offers its support in making your stay here 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 patient competently, responsibly, and with compassion.

As a new student, with numerous queries and/or concerns on how to start the first few days in the college, the faculty and administration have come up with this Student Handbook to provide answers to some of your concerns and carry you through as you tread four tortuous years of medical education in this institution.

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. Petronilo A. Basa
Dean, College of Medicine

EIGHTH EDITION
Academic Year 2015 – 2016
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:

A. 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.

B. Provides comprehensive medical care to the individual, family and community.
   a. Identifies health problems by gathering relevant information from the individual, family and community.
   b. Plans, implements and evaluates appropriate care for the individual, family and community on three levels:
      1. Prevention
      2. Cure
      3. Rehabilitation
   c. Maintains an effective recording system for the individual, family and community.

C. Abides with the code of conduct of PRC, PMA, APMC and other regulating bodies.

D. Fulfills other responsibilities of the medical profession.
Requirements for Admission (New Students)

Step One: Qualification for Acceptance

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.

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 examination, followed by a panel interview by members of the Admission 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) and the applicant shall pay a Commitment Fee that will be credited to the applicant’s tuition. The Commitment Fee is non-refundable if the applicant decides not to enroll.

Step Two: Enrollment Requirements

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

1. Certified true copy of applicant’s transcript of records, college diploma and Special Order;
2. Certificate of Honorable Dismissal (original copy);
3. Certificate of Graduation from the university/college registrar;
4. Certificate of good moral character from two college professors;
5. Birth Certificate issued by the National Statistics Office (NSO);
6. Marriage Contract, if married (duly authenticated by NSO);
7. Passport size ID picture (with blue background and complete name) – 4 pieces;
8. 1” x 1” ID picture (with white background and complete name) – 2 pieces;
9. National Medical Admission Test (NMAT) result (original);
10. Notarized application for CEA with all the requirements therein including Application Fee payable to DMSFI Cashier’s Office; (Application Form available at DMSFI Registrar’s Office)
11. Medical Report issued by the school physician that includes the following laboratory examinations (to be performed by DMSFI Hospital Laboratory only):
   1. CBC, blood typing
   2. Urinalysis
   3. Fecalysis
   4. Chest x-ray (PA view)
   5. Anti-HBs Antibody titer
   6. HBsAg
12. Neuro-psychiatric evaluation

Foreign students seeking admission to the National MD Section shall submit the following:

1. Documents needed for initial evaluation:
1. a. Completed Application Form and Personal History Statement (can be downloaded in our website: www.dmsf.edu.ph)
b. Photocopy of Transcript of Records
c. Photocopy of National Medical Admission Test (NMAT) result
d. Letter of Reference from two (2) former professors
e. Application Fee (non-refundable)

2. Submit the above documents to:
   Office of the Dean – College of Medicine
   Davao Medical School Foundation
   Medical School Drive, Bajada, Davao City 8000
   Philippines

3. The Admission Committee 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 (6 copies)
   c. Certificate of Eligibility for Admission (CEA) form for the applicant to fill-up

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

4. The original documents listed in items 3.b and 3.c should be completed and mailed back by the applicant to the Office of the Dean – Admission Committee, including the following additional documents duly authenticated (Red Ribbon) 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 pages 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. Birth certificate;
   g. Letter of Recommendation from two former college professors;

   The above-mentioned documents should be completed and mailed back to the Office of the Dean - Admission Committee at least 60 days prior to the start of the incoming academic year.

5. DMSFI endorses the above documents to the Department of Foreign Affairs (DFA) Manila, together with the NOA and CHED-approved CEA 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 CEA 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

6. Students may now enroll at the DMSFI. The following documents will also be submitted to the Registrar’s Office:
   i. Student Visa
   ii. Alien Certificate of Registration (ACR) from the Bureau of Immigration issued in Davao City (issued upon presentation of the student visa);
   iii. Photocopy of the passport

N.B.

For applicants wishing to take the NMAT, visit their website at www.cem.inc.org.ph/nmat. You may also write or call:

Center for Educational Measurements
6th Floor, Concorde Condominium
Corner Salcedo and Benavides Sts.
Makati City, Metro Manila, Philippines
Tel. Nos. (+63)(02)818 6129 and (+63)(02)818 6538
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.

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 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.

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 shall also be given due consideration.

Any student who wishes to temporarily discontinue medical studies should file a Leave of Absence to the Office of the Dean to prevent him or her from being considered AWOL.

A student who has discontinued studies for two years or more will be considered as a new applicant upon re-admission and has to enroll again as a first year student. A validating examination will be given 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. Incurs failing marks in 40% or more of the total subject load;
2. Fails in the same subject twice;
3. Has been debarred from another medical school;
4. Fails to meet the financial obligations to the school;
5. Violates the core values of the school and other school rules and regulations.
6. Physically, emotionally and mentally unfit.
7. Failure to satisfy the academic standards set by the school.

Withdrawal from the School and Release of School Credentials

1. Student submits a letter-request for withdrawal to the office of the Dean.
2. The student accomplishes the standard withdrawal form 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 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.

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.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>First Semester (Curriculum Hours)</th>
<th>Second Semester (Curriculum Hours)</th>
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<td>Laboratory</td>
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<td>-</td>
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<tr>
<td>Primary Health Care</td>
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<tr>
<td>Research 1</td>
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<tr>
<td>Neuro-anatomy</td>
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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 (Second 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 (First 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 (First 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.
<table>
<thead>
<tr>
<th>Subjects</th>
<th>First Semester (Curriculum Hours)</th>
<th>Second Semester (Curriculum Hours)</th>
<th>Total</th>
<th>Weight %</th>
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<td>Lecture</td>
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<td>Total</td>
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</table>

**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 biopsychosocial 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 (First 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 (Second 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 (First 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 (Second 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.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>First Semester (Cur Hrs)</th>
<th>Second Semester (Cur Hrs)</th>
<th>Total (Cur Hrs)</th>
<th>Clinics / Field (Weeks (Hours))</th>
<th>Total (Cur Hrs)</th>
<th>Weight %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pediatric 3</td>
<td>108</td>
<td>72</td>
<td>180</td>
<td>6 (72)</td>
<td>252</td>
<td>16.5%</td>
</tr>
<tr>
<td>OB-Gyne 3</td>
<td>72</td>
<td>72</td>
<td>144</td>
<td>6 (72)</td>
<td>216</td>
<td>14.2%</td>
</tr>
<tr>
<td>Surgery 3</td>
<td>72</td>
<td>72</td>
<td>144</td>
<td>6 (72)</td>
<td>216</td>
<td>14.2%</td>
</tr>
<tr>
<td>Subjects</td>
<td>First Semester (Cur Hrs)</td>
<td>Second Semester (Cur Hrs)</td>
<td>Total</td>
<td>Clinics / Field Total</td>
<td>Weight %</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Internal Medicine 3</td>
<td>108</td>
<td>72</td>
<td>180</td>
<td>8 (96)</td>
<td>18.1%</td>
<td></td>
</tr>
<tr>
<td>Community Med 3</td>
<td>72</td>
<td>-</td>
<td>72</td>
<td>6 (72)</td>
<td>9.5%</td>
<td></td>
</tr>
<tr>
<td>E + ENT</td>
<td>54</td>
<td>54</td>
<td>108</td>
<td>-</td>
<td>7.1%</td>
<td></td>
</tr>
<tr>
<td>NS 3</td>
<td>54</td>
<td>54</td>
<td>108</td>
<td>4 (48)</td>
<td>10.2%</td>
<td></td>
</tr>
<tr>
<td>Legal Medicine</td>
<td>36</td>
<td>-</td>
<td>36</td>
<td>-</td>
<td>2.4%</td>
<td></td>
</tr>
<tr>
<td>Medical Ethics</td>
<td>-</td>
<td>36</td>
<td>36</td>
<td>-</td>
<td>2.4%</td>
<td></td>
</tr>
<tr>
<td>Dermatology</td>
<td>-</td>
<td>36</td>
<td>36</td>
<td>-</td>
<td>2.4%</td>
<td></td>
</tr>
<tr>
<td>Rehab Medicine</td>
<td>-</td>
<td>18</td>
<td>18</td>
<td>-</td>
<td>1.2%</td>
<td></td>
</tr>
<tr>
<td>Radiology</td>
<td>-</td>
<td>27</td>
<td>27</td>
<td>-</td>
<td>1.8%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,089</strong></td>
<td><strong>432</strong></td>
<td><strong>1,521</strong></td>
<td></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

**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.
**Ear, Eyes, Nose and Throat (Yearly Subject)**

This course teaches the student basic concepts and principles in EENT as well as skills in history taking, physical examination, diagnosis and plan of management through classroom discussions, case presentations and clinical exposures.

**Legal Medicine and Jurisprudence (First 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 (Second 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 (Second 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 (Second 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 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 (Second 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 52 weeks of modular rotations in the Departments of Medicine, Surgery, Pediatrics, Obstetrics & Gynecology and Community Medicine, four weeks in Psychiatry and two weeks each in EENT and Dermatology. Under the supervision of the clinical/field preceptor, the student is given the opportunity to demonstrate the twelve outcomes of the medical program.

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 weeks (224 hours)</td>
<td>8 weeks (448 hours)</td>
<td>8 weeks (448 hours)</td>
<td>8 weeks (448 hours)</td>
<td>8 weeks (448 hours)</td>
<td>2 weeks (112 hours)</td>
<td>2 weeks (112 hours)</td>
<td>4 weeks (224 hours)</td>
<td>52 weeks (2,912 hours)</td>
</tr>
</tbody>
</table>
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 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.

Grading System

Formative and summative evaluations are given in all courses. 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. 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 withdraws from the class after the midterm examination;
   ii. For modular subjects: the student failed to report after he has undertaken 25% of the total number of hours allotted to the module

2. A grade of “INCOMPLETE” is not completed within the specified time;
3. The number of absences incurred exceeds 20% of the total number of curricular hours allotted in that given subject/course.

A “Dropped” (or D) is given when:
1. For non-modular subjects, the student withdraws from the class before the midterm examinations with official written notifications to the faculty concerned, the Dean and the Registrar (the official forms are available at the Registrar’s Office);
2. For modular subjects, the student 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, the Dean and the Registrar
3. The student is forced to withdraw from the class or clinics due to circumstances beyond his/her control, e.g. debilitating illness.

An “Incomplete” (or INC.) mark is given when:
1. A student failed to take the final examination with a valid reason. The student should fulfill all deficiencies within one week from the last day of the final exam.
2. A student failed to submit a term paper, report, project or other course requirements on time.
3. In non-modular subjects, an incomplete grade should be completed within one week unless specified otherwise by the department concerned.
In modular subjects, an incomplete grade may be due to deficiencies incurred in the clinics. Completions of grades are allowed at the end of each module.

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

In general, grades will be computed based on students’:
1. Examination scores (oral and/or written)
2. Class and/or clinical participation
3. Personal and professional conduct

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

\[
\text{GWA} = \frac{\sum (\text{subject grade} \times \text{credit hours per subject})}{\text{total number of credit hours of all subjects}}
\]

**Debarment.** A student is debarred when:
1. S/he fails 40% or more of the total subject load;
2. S/he fails in the same subject for two consecutive times;
3. The total duration of stay in the medical school (DMSF) exceeds six (6) years or twelve (12) semesters.

**Taking of Advance Subjects:**
1. A first year student is not allowed to enroll in any second year subject that requires passing a pre-requisite subject.
2. A second year or third year student is not allowed to take any third or fourth year subject/module (respectively) unless he/she has passed ALL his/her second year or third year subjects.
3. NO SPECIAL ROTATION in any module is allowed. 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 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 at 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) at 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) at DMSFI

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

“Special Awards”

This award is given to 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.

INSTRUCTIONAL POLICIES & REGULATIONS

First Day of Class

1. Class cards must be submitted to the Department Chairperson or Section Head on the first day of class/module.

2. At the beginning of each course, students will be informed of the following:
   a. Course objectives, content and departmental policies
   b. Teaching and learning activities
   c. Learning materials
   d. Student evaluation methods
   e. Grading system

Attendance Policy

The process of education requires regular active participation in order to achieve continuity of instruction and learning experiences. As such, students are 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.

**Excused Absences**

Absences that are considered EXCUSED include:

- Illnesses that require hospitalization;
- Contagious diseases;
- Death in the immediate family (grandparents, parent, spouse, sibling, child);
- Court appearance
- Special activities authorized by the Dean
- 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 two working days from the time the student/clerk reports back for class/duty. Medical certificates issued by relatives shall not be honored. Likewise, medical certificates should be presented to the school physician for validation within two working 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.

**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.
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 unexcused absence/s will be given a grade of 40% for the missed examination. For excused absences, a student may be given consideration such as a special examination that should be taken within three days upon his/her return to school. A special examination fee will be charged for each missed examination.

**Make-Up Policy during Clinical Rotations**

Students who incur absences (20% or less) 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 or she 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 beyond the 20% limit shall be considered “DROPPED” and therefore has to repeat the module.
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 Medicine), and if not completed within that period, will be continued at the end of the clerkship rotation;
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 approval by the department chairperson concerned;
5. For minor modules (EENT, Psychiatry and Dermatology) serving of deficiencies will start at the end of the clerkship rotation;
6. Serving of deficiencies that will require make-up days 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 set in April;
7. 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 (or review classes)**

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 on the first incident;
2. The second instance of tardiness will result in 4 hours extension per incident in their module.
3. For the third 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.

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 preterm, 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. Special examination may be granted if the reason is any of the following:
   - 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)

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 Dean’s Office and teacher 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 in any subject shall be marked “Incomplete”.
6. The “Incomplete” mark will be changed to “Failure” when the student fails to comply with the requirement/s within three days from the time of reporting back to school.
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.
8. Special examination* in any grading period may be granted if the reason is any of the following:
   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)

* A special examination fee will be charged to the student per examination, as determined by the Finance Office.

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. cheating) will be subjected to severe disciplinary measures.
2. Books, notebooks, pop sheets, bags, cell phones 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 late and/or a student has finished taking her/his exam and has gone out of the room already;
8. Students should be in their prescribed school uniform during exams.
Grading Scheme for Basic Science (First and Second Year Levels)

1. To compute for the term grade (lecture and case studies*):
   Term Grade = Quizzes (1/3) + Term Exam (2/3)
   Lecture: 65%
   Case Studies: 35%

   *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

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

3. For yearly subjects, final grade is derived by computing:
   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

Grading Scheme for 3rd Year Level*

1. To compute for the term grade:
   Term Grade = Quizzes (1/3) + Term Exam (2/3)

2. For semester subjects (without clinical exposure component), 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

3. For yearly subjects (without clinical exposure component), 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

4. For yearly subjects (with clinical exposure component), final grade is derived by:
   (Average of all term grades x 80%) + (clinical grade x 20%) x 80%
   Plus:
   Comprehensive exam (20%)
Grading Scheme for 4th Year Medical Students in Clinical Areas (Modules)

60% - Cognitive Skills (Written and oral Exams, shifting exams)
20% - Psychomotor Skills (History & PE, diagnostic and therapeutic skills)
20% - Affective (Interpersonal skills, professionalism)
100%

Important:
All raw scores are to be transmuted using the base 40 grading system for students under the NMD section (i.e., a student who scores zero in any examination will have a transmuted score of 40% in that examination).

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 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 with prescribed shoes will be allowed to enter the school premises and the classroom. Second courser students are likewise required to wear the prescribed uniform.
2. The hospital uniform and fieldwork uniform are to be worn only in their respective areas. For classes, students must wear the standard college uniform.
3. In the event that a student is unable to wear the prescribed uniform by reason of natural calamities and other unavoidable circumstances (floods, fire, etc.), the following must be complied with:
   a. A letter from the parent or guardian stating the occurrence of such circumstance shall be presented to the guard for approval by the Coordinator of the Office of Student Affairs.
   b. After a thorough assessment of the reasons presented. A Uniform Exemption Slip shall be granted by the OSA to the student for a prescribed period of time as the latter may deem fit.
   c. Other reasons for not wearing the prescribed school uniform like wearing of sandals or slippers due to feet injury, a medical certificate must be secured from his/her personal physician or school physician/nurse indicating the projected number of days for recuperation. This will then be the basis of the OSA in issuing the exact number of days within which a student may be allowed to wear sandals, slippers, etc.
4. Written request for non-wearing of uniforms for practice session and other manual activities must be filed at the OSA at least two (2) days prior to the said activity. Students granted permission to come without uniform must present their uniform excuse slip to the guard on duty and instructors.
5. During enrollment period, students not in uniform may be allowed to enter the campus provided they leave their ID cards with the security guard.
6. Students are encouraged to be modest in wearing valuable items like jewelries and the likes.
7. Male students are not allowed to wear long hair and pony tails, wear earrings and other body piercings. Wearing of ball caps are not allowed inside the classroom.
8. Male students are required to have a gentlemen’s haircut, no hair touches the ears, eyebrows and collars of the school uniform.
9. Visible body tattoos are not allowed on any students.
10. All students are prohibited from wearing the following while in campus during non-uniform days.
    - Sleeveless/sando shirts/blouses
    - Dresses or blouses with spaghetti straps
    - Dresses or blouses with plunging neckline
    - Mini skirts
    - Strapless dresses or blouses
    - Short shorts
    - See-through dresses or blouses
    - Torn shirts or pants

IDENTIFICATION CARDS AND NAMEPLATES
1. The Office of Student Affairs issues an identification card validated every semester during enrollment to all bona fide students.
2. Aside from the school ID, the medical student will be issued with a nameplate with color coding for every year level: green for first year students, yellow for second year students, red for third year and bronze for fourth year students.
3. Students are required to wear their IDs or nameplates at all times inside the campus.
4. Security guards are instructed to check students’ Identification Cards or Nameplates at all entry points of the school.
5. Lost ID cards and/or nameplate must be replaced may be replaced with corresponding amount upon notification and submission of an Affidavit of Loss to the OSA.
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 or 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. Students caught vandalizing any school property will be subjected for disciplinary action. In case of disorderliness or defects in the classroom, laboratory and other facilities and its furnishing and appliances, students and faculty members are enjoined to inform immediately the maintenance department through the Office of the Dean.
3. Students will be asked to pay for any damage they caused on school property. Maintenance personnel, school staff, and faculty have the right to report any student caught causing damage to school property.
4. Any unauthorized entry to restricted areas (e.g. stock room/Funda Lab) is prohibited. Anyone caught violating this rule is subjected to disciplinary action.

USE OF SCHOOL FACILITIES
1. Only enrolled students and recognized clubs whose activities have been approved by the Office of the Dean and by the Office of Student Affairs may use school facilities.
2. The following steps are to be followed to avail the use of the school facilities:
   a. A letter of 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. Copies of the approved letter must be given to (1) roving guard on duty and (2) OSA for file.

NOTICES AND OTHER FORMS OF COMMUNICATIONS
1. Posters and announcements for club meetings, program and other activities may be posted only in designated areas after it has been given approval by OSA.
2. Students are responsible for keeping them posted regarding all notices and announcements on the bulletin board and are equally responsible for their compliance. Those who are summoned through notices posted on the bulletin board should go to the person concerned as soon as possible.
3. Tampering of notices or documents posted for dissemination is a major offense.
4. Students may make use of the public telephone booth located at the Mindanao Training Resource Center. Students are not allowed to use mobile phones, ipod, handsets and the likes while classes are going on. The teachers are empowered to confiscate mobile phones of students violating this policy. The confiscated mobile phones shall be endorsed to the Office of the Dean for appropriate sanction.
SECURITY
The following security measures have been adopted to protect lives and property in campus:
1. The security guard will inspect the ID card or nameplate of the student upon entry to the school. Strictly the “NO ID, NO ENTRY” policy will be implemented.
2. Students from other schools and other visitor/s are not allowed inside the campus unless for an official business.
3. Parents and relatives who wish to see their children and relatives during class hours may wait at the Dean’s Office
4. Students are responsible for the security of their valuables and personal effects when inside the campus.

FUND RAISING ACTIVITIES
Fund raising activities of any kind, whether in or out of the campus, may be allowed after permission has been granted by the Office of Student Affairs. A project proposal must be submitted at least one (1) month (major fund raising) or two weeks (minor fund raising) before the event to the Office of Student Affairs.

CHANNELING OF CONCERNS
Problems of students should be resolved through proper channels:
1. Academic Concerns – through the Program Coordinators, Faculty member concerned & assigned adviser.
2. Non-Academic Concerns – through the Student Affairs - Officer
3. Other Student Concerns – through the Guidance Counselor/Club Moderators/Advisers.

PUBLICATIONS
1. The official publication of the College is the DMSF Newsletter named Rxpress.
2. To qualify for the editorial board and staff, the aspirant must be able to pass the editorial and staff examination given annually and committed to the tasks at hand.
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, copy furnished 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 can 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 standards set by the OSA. The club may enjoy privileges such as availment of school facilities like bulletin board, use of the gym, rooms and could sponsor symposia, for a and other activities that may be approved by the OSA.
   b. Recognized or Probationary Club. These are the clubs which failed in one of the points of evaluation. A club on probation must improve in the item in which it failed in order to be granted the “Accredited” status. They may enjoy to the limited extent the privileges
granted to accredited clubs. The recognized/probationary clubs will be placed under stricter supervision by the Administration.

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

New Clubs
For clubs to be recognized, the minimum requirement for club membership is twenty (20). These clubs should accomplish the following requirements:
   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. List and directory of officers and members.
   d. Filled-up moderators’ form by the appointed or recommended faculty member or staff.
   e. Annual Plan of Activities

All these requirements must be submitted to the Office of Student Affairs for evaluation and eventually approval if all requirements are positive.

POLICIES AND REGULATIONS ON STUDENT DISCIPLINE

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). As such, student discipline maybe required under the following circumstances (p 449, MRPS):

   Matters which impinge on academic achievement and standards, and the personal integrity of the student;

   The obligation to protect school property and the property of other members of academic community;

   A special interest in the mental and physical health and safety of members of its community;

   Preserving the peace to ensure orderly procedures and for maintaining student morals;

   Responsibility for character development for maintaining standards of decency and good taste, and for providing a moral climate in the campus;

   A commitment to enforce its contractual obligations, and

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

More specifically, the following offenses are subject to disciplinary actions:

1. Gross Misconduct:
i. Hazing/Ragging – any act that injures, degrades, or disgraces any teacher, faculty member, student or person attending the school whether in a conspiracy or actually engaging in the activity; and it includes, but is not limited to initiations to fraternities and other student organizations.

ii. Drunkenness – includes the carrying of intoxicating liquor within the school campus or being drunk or under the influence of liquor while within the school premises or its extensions.

iii. Vandalism – the willful destruction of any property and which includes, but is not limited to, such acts as tearing off or defacing any library book, magazine or periodical writing or drawing on the walls and pieces of furniture’s 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 and other similar offenses. A student who causes damage to any school property is obliged to pay for the damage.

iv. Hooliganism - habitual disorderly conduct, destructiveness or violence; to include bringing in persons, known to be hooligans, and not concerned with the school.

v. Instigating – leading or participating in concerned activities leading to a stoppage of classes.

vi. Preventing or threatening students or faculty members or school authorities from discharging their duties, or from attending classes or entering the school premises; Threatening faculty members, and students.

vii. 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.

viii. Engaging in any form of gambling within the premises of the school.

ix. Smoking inside the campus or within the school premises.

x. Fighting on-campus, or off-campus if the incident originated on-campus; assaulting a fellow student, teacher or faculty member on –campus (and its extensions), or off-campus if the incident originated on-campus. Any incident outside the campus and its extension involving enrolled students will be referred to proper authorities.

xi. Possession, use, and/or distribution of marijuana, hallucinogens, narcotic drugs and any other dangerous drugs as defined in the Comprehensive Dangerous Drugs Act of 2002 (RA 9165).

xii. Any acts violating the revised penal code.

xiii. Cyber bullying, cyber sex, taking/uploading, distribution of indecent pictures or videos.

xiv. Possession of deadly weapon/s.

2. Immorality:

i. Engaging in lewd, indecent, or immoral conduct while within the school premises or during school functions.

ii. Dissemination of immoral or obscene literature

iii. Any other acts leading to public scandals

3. Dishonesty:

i. Falsification, misrepresentation, forging or tampering school records or transfer of forms or securing or using false transfer credentials

ii. Use and possession of false records or misrepresentation of facts during enrollment and/or
iii. Tampering with, or lending / switching of ID cards, excuse slips and/or other official
documents to other students or outsiders
iv. Use and/or possession of tampered and/or falsified documents, receipts, certificates, ID
cards, excuse slips, and other official documents.
   i. Plagiarism

2. Stealing and other similar acts

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 and/or opening of mouth to his neighbor, side glancing and turning of heads
during examination/quiz.
   ii. Use of sign language.
   iii. Plagiarism.
   iv. Copying another examination answers or allowing one to copy one’s examination
answers.
   v. Passing on and receiving information regarding answers to questions in
examination/quiz. Possession of above sources of information is prima facie evidence of
intention to cheat.
   vi. Reading or copying from books, pamphlets, notebooks and notes or any other source of
information bearing on the subject of examination/quiz 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.
   vii. Employing/allowing another person/student to do his class assignment/assigned clinical
work/laboratory work. Accomplishing the class assignment/assigned clinical work for
another student.
   viii. Allowing or employing another person to take the examination. Taking the examination
for another student.
   ix. Securing examination questions through robbery, theft or bribery.
   x. Participation in organized or mass cheating through conspiracy.
   xi. The use of electronic gadgets to acquire/give assistance during examinations

4. Any other grounds similar or analogous to the foregoing

**Disciplinary Actions for Academic / Intellectual Dishonesty**

The faculty member concerned may report the student to the Office of the Dean for
investigation and disciplinary measures or may directly impose appropriate disciplinary measures in any
one or all of the following:

1. **First Offense (Cheating):**
   i. Invalidate the quiz or examination;
   ii. A grade of 40% will be given to the student for the particular quiz or exam.
   iii. Oral or written apology from the student concerned.
   iv. Warning notice that repetition of same and related acts may be cause for graver
disciplinary actions

2. **Succeeding Offense:**
   i. Failing grade in the subject concerned
   ii. For graduating students, disqualification from graduation
   iii. Disqualification from holding or seeking any position either by appointment or
election.
iv. Cancellation of scholarship
v. Suspension, or exclusion, or expulsion, as the case may be (refer below)

Other Disciplinary Actions

Suspension
A school may suspend an erring student during the school year or term for a maximum period not exceeding 20% of the prescribed school days. Suspensions which will involve the lose of the entire year or term shall not be effective unless approved by the Commission on Higher Education (CHED). Suspension for at least two weeks is the disciplinary action for carrying intoxicating liquor with the school premises; grossly insulting g or disobeying school authorities, improper or undue interference with the administration officers, faculty members, employees and school activities; and to any student who in the course of an examination in any subject is caught doing acts within the bounds of cheating. Students found to be addicted to narcotics shall be suspended pending final action by the Commission on Higher Education on the basis of a subsequent report and the recommendation of the Director of the Bureau of Private Schools.

A student who is suspended is prevented from participating in ALL circular activities whether on-campus or off-campus inclusive of the period of suspension. He cannot take quizzes/assessment tests (written/practical/oral) given during the period of suspension. 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.

Warning notices that repetition of same and related acts maybe a cause for severe disciplinary actions.

Such other sanctions as may be recommended by the Disciplinary Committee and approved by the Dean/Office of Student Affairs.

Exclusion
A penalty in which the school is allowed to exclude or drop the name of the erring student form the rolls for being undesirable and transfer credential immediately issued. 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.

Expulsion
A penalty of expulsion is an extreme form of administrative sanction debars the student from all public and private schools. To be valid and effective the penalty of expulsion requires the approval of the Commission on Higher Education. According to the manual, expulsion is usually considered proper punishment for:

gross misconduct;
dishonesty;
hazing;
carrying a deadly weapon;
immorality;
selling and/or possession of prohibited drugs;
drug dependency;
drunkenness;
vandalism;
hooliganism;
assaulting a student or school personnel;
instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes;
preventing or threatening students or faculty members or schools personnel from discharging their duties, or from attending classes or entering the school premises;
forging or tampering with school records, or school forms;
securing or using school records, forms and documents.

Refer to Table of Disciplinary Actions for Other Offenses and/or Violations of School Rules and Regulations below.

<table>
<thead>
<tr>
<th>Nature of Offense</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not wearing the School ID inside the campus.</td>
<td>Verbal / written reprimand</td>
<td>Suspension for 1 day</td>
<td>Suspension for 2 days</td>
<td>Suspension for 1 week</td>
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<tr>
<td>Not wearing the prescribed uniform (include shoes &amp; haircut).</td>
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<tr>
<td>Non-attendance to institutional activities (e.g. recollection)</td>
<td>Verbal / written reprimand + Special project</td>
<td>Suspension for 2 days</td>
<td>Suspension for 3 days</td>
<td>Suspension for 1 week</td>
</tr>
<tr>
<td>Drunkenness – Bringing of alcoholic drinks to the campus and/or caught under the influence of liquor on campus and its extensions.</td>
<td>Parents conference + 1 day suspension</td>
<td>Suspension for 3 days</td>
<td>Suspension for one week</td>
<td>Suspension for two weeks</td>
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<tr>
<td>Bringing of gambling paraphernalia &amp; engaging gambling in any form inside the campus, its extensions or in casinos</td>
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<tr>
<td>Immorality</td>
<td>Parents conference + 1 day suspension</td>
<td>Suspension for 3 days</td>
<td>Suspension for one week</td>
<td>Suspension for two weeks</td>
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<tr>
<td>• Engaging in lewd, indecent, obscene or immoral conduct while within the school premises or during school functions.</td>
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<tr>
<td>• Public display of affection, such as kissing, and any other related indecent acts.</td>
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<tr>
<td>• Dissemination of immoral or obscene literature, uploading of pictures in any social network sites through any</td>
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<td>media.</td>
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<tr>
<td>• Any other acts leading to public scandals</td>
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<tr>
<td>Any student caught using or/in possession of prohibited drugs or administering or trafficking them.</td>
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<td>Expulsion</td>
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<tr>
<td>Illegal use, possession of/or bringing of explosives and deadly weapons into the campus</td>
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<td>Expulsion</td>
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<tr>
<td>Littering or Vandalism to any school property.</td>
<td>Parents conference + 1 day suspension</td>
<td>Suspension for 3 days</td>
<td>Suspension for one week</td>
<td>Suspension for two weeks</td>
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<td>Hazing – Any act that injures, degrades or disgraces any teacher, employee, student or person attending the school, whether in conspiracy or engaging in the activity; and it includes, but it not limited to initiations to fraternities and other student organizations.</td>
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<td>Suspension for one week</td>
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<td>Instigating, leading or participating in concerned activities leading to the stoppage of classes.</td>
<td>Parents conference + 1 day suspension</td>
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<td>Abusive behavior, discourtesy, disrespect or defamation and/or insubordination committed against any teacher, student, employee or school authority or its agents.</td>
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<td>Suspension for 3 days</td>
<td>Suspension for one week</td>
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<tr>
<td>Dishonesty</td>
<td>Suspension to Expulsion</td>
<td>Exclusion</td>
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<td>Nature of Offense</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt; Offense</td>
<td>4&lt;sup&gt;th&lt;/sup&gt; Offense</td>
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<tr>
<td>records or transfer of forms or securing false transfer credentials.</td>
<td>Parents conference + 1 day suspension</td>
<td>Suspension for 3 days</td>
<td>Suspension for one week</td>
<td>Suspension for two weeks</td>
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<td>• Using false records of misrepresenting of facts during enrollment and/or during the school year.</td>
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<tr>
<td>• Stealing/Theft</td>
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<td>Smoking within the campus and its extensions.</td>
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<tr>
<td>Fighting on campus (and its extensions) or off campus (and its extensions) if the incident originated on-campus</td>
<td>Parents conference and written reprimand</td>
<td>Suspension</td>
<td>Exclusion</td>
<td></td>
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</tbody>
</table>

- Smoking within the campus and its extensions.
- Fighting on campus (and its extensions) or off campus (and its extensions) if the incident originated on-campus.
- Records or transfer of forms or securing false transfer credentials.
- Using false records of misrepresenting of facts during enrollment and/or during the school year.
- Stealing/Theft.
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 to:
   i. Be informed of the nature of the charge or charges against him
   ii. Be allowed to answer the charge or charges against him within a period of 72 hours, and in a formal investigation to be conducted after due notice to the parties concerned.
   iii. Puts up his own defense and present evidence in support thereof if any.
   iv. Avail of the assistance of counsel if he so desires.
   v. Appeal to the CHED any adverse decision against him within 15 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.
4. Any Student who has been absent or late in a particular class is responsible for the lessons and assignments given in class that day.
5. Absence from any class does not exempt the student from fulfilling the requirements of the course covered by the class during the absence.
6. Students, who miss a quiz due to unexcused absence, shall be given a grade of 40% for the missed quiz.

Other Sanctions:
1. Expulsion, general suspension and dropping from the rolls of school, cancellation of scholarship, exclusion from holding or seeking any position either by appointment or electron and payment of actual damages inflicted shall be sanctions imposed only by higher school authorities.
2. 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 in a particular class where the offense has been committed, invalidation of a quiz/examination, term paper or any other class work, oral or written reprimand, oral or written apology from the student and warning.
3. Misconduct committed outside the school campus constitutes no defense if it involves his status as a student or affects the good name of the school.
4. The disciplinary measures for students caught doing the acts within the bounds of cheating will also apply to those found guilty of conniving with cheaters.

Procedures for Disciplinary Action
1. Any complaint necessitating disciplinary action shall be filed with the Office of Student Affairs.
2. The Student Affairs Officer shall refer the matter directly to the Guidance Office, if in his honest judgment after a thorough evaluation of the case, such is purely a guidance and counselling matter.
3. The Student Affairs Officer shall inform in writing the student of the nature and cause of accusation and require him/her to answer the charge or charges against him/her with the
assistance of counsel of his/her own choice, if so desired and adduce evidence in support thereof within a period of 72 hours.

4. If the student denies or refutes the charge/s, the Officer shall conduct a fact-finding investigation 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.

5. 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.

6. If no settlement shall have been reached at the OSA level, the Student Affairs Officer shall elevate the unresolved case and submit his report to the Disciplinary Committee for further action. The report shall include the formal charge/s, the facts of the case, the evidence and other relevant materials presented and recital of precedent cases.

7. The Disciplinary Committee shall be composed of:
   a. Five (5) faculty members who are all appointed by the DMSFI President;
   b. The President of the Supreme Student Government and
   c. The Vice-President of the Supreme Student Government

8. The Disciplinary Committee will then convene for the hearing of the case, after receipt of the following:
   a. Copy of the formal complaint
   b. Result of preliminary investigation
   c. Pertinent documents (e.g., evidence)
   d. Counter-statement of the student being charged

9. All parties shall be notified of the scheduled hearing through the Office of Student Affairs. Parents and their counsel may likewise be invited at any stage of the proceeding should the Committee find their presence necessary.

10. Deliberation and formulation of decision shall be by majority vote (1/2 + 1).

11. The Disciplinary Committee in its deliberation and formulation of decision, shall be guided by the Student Handbook.

12. All disciplinary measures shall be accompanied with referrals for counseling.

13. The Disciplinary Committee shall then forward its findings and recommendations to the Office of Students Affairs.

14. The Office of Students Affairs shall forward this report to the Dean for decision. The Director thereafter notifies the student in writing regarding the Dean’s decision.

15. The decision is implemented if not appealed within ten (10) days after the receipt of the notice from the Director of Student Affairs.

16. The student may appeal to the School President for reconsideration of the Dean’s decision. Upon receipt of a copy of the student’s appeal to the School President, 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.
DETAILS OF CONDUCT IN THE CLINICS

Modules (Third and Fourth Year Clerks)
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 in the department orientation. Unless a schedule of groupings is posted ahead, the group will first report to the Office of the Department Chairperson who will assign the students in smaller groups per hospital or clinic.
3. At the end of each module, the Department Chairperson, Course Coordinator and/or preceptors will carry out evaluation exercises which will be forwarded to the Office of the Dean.
4. A student will not be allowed to enroll in the clerkship cycle the following school year should he/she fail in any 3rd year module or subject. No advance 4th year module will be allowed.
5. No special module will be given at any time other than the regular third year 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.

Non - Modular Subjects (Third Year)
1. These are subjects/classes held regularly at DMSF on a semestral 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:
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 wells 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.
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.

Policy for Fourth Year Clerks

I. Rationale of Attendance Policy:
Regular attendance in all modules (including clinical skills training) is essential to the learning process and good work habits. In order to obtain the best possible education, it is important for students 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, students who fail to develop responsible attendance habits will approach their professional practice at a distinct disadvantage. The entire process of education requires regular active participation in order to
achieve continuity of instruction and learning experiences. As such, students are expected to be in attendance everyday throughout the clerkship program. For a student to graduate at the end of the clerkship program, and receive a diploma, one must fulfill and pass all academic requirements in each module within the prescribed period, and must have an attendance rate not less than 80% of the total curriculum hours per module. In other words, a student cannot be absent (excused and unexcused) for more than 20% 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 s/he will receive no credit in that module. In very special cases (for excused absences only), a student can make an appeal in writing to the Office of the Dean which will be entertained and evaluated on a case to case basis.

A. Excused Absences
Absences that are considered EXCUSED include:
   a. Illnesses that require hospitalization;
   b. Contagious diseases;
   c. Death in the immediate family (parent, sibling, child)
   d. Court appearance
   e. In special cases, attendance to official activities as mandated by the Office of the Dean (supported by a Dean’s Memo)
   f. special circumstances as determined by the Dean

Such absences must be supported with official documentation (e.g. medical certificate coming from the dean’s office, laboratory result/s, death certificate, and/or court order) and submitted to the course coordinator and/or preceptor within two working days from the time the clerk reports back for duty; Medical certificates issued by relatives will not be honored. Likewise, medical certificates should be presented to the school physician for validation within two working days from the time the clerk reports back for duty. Students should be aware that forgeries and other forms of deceit are serious offenses that will be dealt with accordingly (e.g., repeat rotation, suspension, or expulsion from school). All other absences are considered unexcused.

B. Unexcused Absences
Unexcused absences represent truancy. Unexcused absences occur when a student is absent for reasons not stated above, and/or those that are illegitimate and unacceptable such as leaving his/her post after checking in for duty and/or class. 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.

C. Make Up Policy
Students who incur absences (20% or less) and other deficiencies must compensate for the lost learning experience/s. However, for a student to graduate at the end of the clerkship program, she/he MUST complete all deficiencies BEFORE the LAST DAY of filing for graduation. A student who cannot complete his/her deficiencies before said deadline will not be included in the roster of graduating students. Instead, the student will have to complete the remaining deficiencies before s/he will be included in the next graduation exercise. Students who incur beyond the 20% limit shall repeat the module.

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 should be done with in the present modular rotation. There will be remediation period of three days hence, clearance for each clinical module and enrollment should be done within the modular rotations;

4. No clearance from the previous rotations will mean the student is not officially rotating in the next module hence is considered an unexcused absence. The student has to fulfill all requirements of the clinical rotation to be able to proceed to the next rotation.

5. Serving of deficiencies for absences (excused and unexcused) that will require make-up days BEYOND the LAST DAY of filing for graduation has to continue his/her clerkship training with the next clerkship program. The student therefore cannot be included in the graduation exercise set at the end of the regular clerkship program, unless an appeal is forwarded to the Dean for re-consideration;

D. Requirements

A portfolio for each student will contain all cases that the student has encountered in the clinics. In order to have such a file, databases are required to be filled up immediately after each 24 hour duty. The deadline of each will be 7:00 am of the second day after the 24 hours duty. Late databases (7:01 - 5:00 pm) will be given a grade of 40%. After the 5:00 pm there will be an additional sanction of 24 hours. Succeeding days of late databases will incur a 4 hours extension per day until the submission of the databases. No databases or course requirements will mean the student has not fulfilled the requirement of that module.

It is important to differentiate medical students from other hospital personnel. This differentiation will create a different set of expected competencies and knowledge. Hence, students are required to wear the prescribed uniforms (white round neck t-shirts under their short sleeved blazers) for 24 hours, non-compliance will also result to sanctions:

- 1st offense: warning
- 2nd offense: 4 hours
- 3rd offense: 8 hours
- Subsequent offenses: 8 hours/offense

Conferences are important part of each students learning experience failure to attend the conferences will also result to sanctions:

- 1st offense: warning
- 2nd offense: 4 hours
- 3rd offense: 8 hours
- Subsequent offenses: 8 hours/offense

Students are required to be in their posts when they report to the hospital they are assigned to. When a clerk cannot be located on his or her designated post without prior notice sanctions will be (post x 3) hours every incident. If the student is on 24 hour post and is found to be out of post she/he will have a 72 hour sanction.

E. Misbehavior

A student is required to behave professionally in the hospital and community, hence any misbehavior not covered by this supplemental will be referred to the student handbook. If such incident
may happen a student is required to make incident report to be submitted to the deans office within one week from the incident for further investigation.

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.

Tuition Fees
A. First Year to Third Year
   1. Full payment of tuition and other fees upon enrolment will be granted a 5% discount.
   2. Installment Plan: Upon enrollment, the Finance Office requires the enrollee to pay 50% of the tuition fees assessed for the whole semester, with the remaining balance paid in two installments:
      1st Installment...........a week before the Midterm Exam
      2nd Installment...........a week before the Final Term Exam

B. Fourth Year
   1. Full payment on enrollment will be granted 1% discount.
   2. Installment Plan: Upon enrollment, the Finance Office requires the enrollee to pay 20% of the tuition fees assessed for the whole year, with the remaining balance paid on the following dates:
      June 30 ..................20% of the balance
      September 22 ..........20% of the balance
      February 28 ..........20% (full payment)

Note: No promissory note will be entertained.

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:

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Schedule of Payment/Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the enrollment period but before the start of classes</td>
<td>Registration fee in full</td>
</tr>
<tr>
<td>Within the first week of classes</td>
<td>10% of total semestral charges</td>
</tr>
<tr>
<td>Within the second week of classes</td>
<td>20% of total semestral charges</td>
</tr>
<tr>
<td>After the second week of classes</td>
<td>Total semestral charges</td>
</tr>
</tbody>
</table>

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Scholarship
The DMSFI provides scholarship grants to intellectually-deserving students through the Nellie Kellogg Van Schaick (NKVS) Foundation and Academic Scholarship Program. The Scholarship Committee shall determine the type of scholarship (full, partial, etc) to be awarded.

Recipients of the scholarship must:
1. Conform to academic requirements set by the Scholarship Committee
2. Established financial need
3. Agree to render “return of service” to the school or to the community as determined by the Dean; length of service shall be one year of service for every year (or a fraction thereof) of scholarship grant

Financial Assistance Program
Short-term financial assistance is available through the Student Assistance Program. Inquiries may be forwarded to the Office of the Treasurer.

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:
- Provide an effective means of communication between the student body and the administration, faculty and staff;
- Promote scholarship;
- Encourage high standards of character and conduct among the students;
- 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

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
   ii. Transcript of Records (from Registrar’s Office) – number of hospitals plus 1
   iii. Certificate of Internship (from Dean’s Office)
   iv. 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 for each new academic year is based on satisfactory compliance with all academic and non-academic requirements 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.

Conformed:

_______________________________________________
Name of Student

Witnessed:

_______________________________________________
Parent / Guardian

Noted:

_______________________________________________
Dean, College of Medicine
Transmutation Table (For Filipino Students - BASE 60)
Appendix B
Pattern of School Uniform

Female Uniform for 1st – 3rd year:
White blouse and skirt (the length of the skirt should be two inches or lower below the knee); black closed shoes; plastic nameplate (1st year – white on green background, 2nd year – white on yellow background, 3rd year – white on red background).

Female Uniform for 4th year:
Any white shirt with round closed neckline, white blazer covering the hip and white long pants; black closed shoes with black socks; nameplate (black on metallic silver background).

Male Uniform for 1st – 3rd year:
White polo shirt and white pants; black closed shoes leather shoes with black socks; nameplates as in females. Wearing of earrings, nose rings and other body piercing objects are not allowed within the school and hospital premises. Decent haircut is required (no ponytails).

Male Uniform for 4th year:
White collared shirt and blazer and white pants; closed black leather shoes and black socks; nameplates as in females. No earrings, nose rings and other body piercing objects are not allowed within the school and hospital premises. Decent haircut is required (no ponytails).

Scrub Suits for Male and Female
Royal Blue – for both 3rd year and 4th year levels, with school seal and student’s name embroidered on the breast pocket.

(insert uniform drawing)
Alma Mater Song
Appendix D

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.
OATH OF HIPPOCRATES
Appendix E

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.