



STUDENT HANDBOOK

2022 Edition
College of Biology

Davao Medical School Foundation, Inc.
Dr. A. Gahol Avenue, Bajada, Davao City Philippines

I. MESSAGE FROM THE COLLEGE ADMINISTRATION

Welcome to the Davao Medical School Foundation, Inc.!

This handbook contains the Vision, Mission, and goals of the College as well as the core values which a graduate should possess. Rules and regulations were written to ensure an environment which is conducive for learning.

We hope that this handbook will help you in your quest for an exciting, challenging, and productive future.

THE ADMINISTRATION

First Edition

2022

II. HISTORICAL BACKGROUND OF DMSFI

The Davao Medical School Foundation, Inc. (DMSFI) was established in July 1976 in response to the recognition of the lack of doctors serving rural communities and lack of specialists in urban centers of Mindanao. Its College of Medicine was thus the first such college to be set up in Mindanao and is dedicated to providing medical education and training of the highest order, leading to the provision of effective medical care in both rural and urban communities.

A consortium, the members of which are the Ateneo de Davao University, Brokenshire Memorial Hospital, the Development of Peoples' Foundation, San Pedro Hospital, and San Pedro College operate the Foundation. It is registered with the Securities and Exchange Commission (SEC) as a non-stock, non-profit organization and is approved by the Commission on Higher Education (CHED). In addition to the College of Medicine, DMSF operates a College of Dentistry, an Institute of Primary Health Care (IPHC), and a Center for Education, Research, and Development in Health (CERDH).

The school is located on a 2.5-hectare site close to the center of Davao City, which boasts of a stable climate, both in terms of its weather and its politics. There are five universities within the boundaries of the City as well as several schools and colleges. Students are affiliated with the Davao Medical Center, the Davao Doctors Hospitals, San Pedro Hospital, and Brokenshire Memorial Hospital for their clinical rotations in the third and fourth years of their courses.

III. VISION, MISSION, CORE VALUES, AND GOALS

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 with an 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 partnerships and networks with consortium members and other stakeholders in the areas of health and community development; and,
4. Keep at pace with global developments in health sciences education and health care services.

CORE VALUES

F - Faith in God

I - Integrity

R - Respect

E - Excellence

GOALS

In general, the Bachelor of Science in Biology program is structured as a generalized framework of study with the end view of grounding students with the fundamental concepts, principles, and theories of the biological, natural, and physical sciences, and the conduct of research (CMO 49, s. 2017). The DMSFI program offering, however, for this course is concentrated on human and medical biology in preparation of the students for Doctor of Medicine Program. Even with this, the subjects offered still complies with the CMO to meet the needs of a professional biologist who

1. Can be employed in government/private institutions and other agencies where scientists with biological expertise are needed;
2. Can conduct research in the various areas of biology;
3. Undertake post graduate education in Biology and allied fields including environmental science and public health; and,
4. Pursue a career in teaching.

IV. GUIDING PRINCIPLES

The Davao Medical School Foundation is a Christian health institution established to contribute to the amelioration of health conditions primarily of the people of Mindanao, especially those residing in rural areas, but without neglecting the urban underserved urban areas, through its various operating units; College of Medicine, College of Dentistry, Institute of Primary Health Care (IPHC), College of Nursing, College of Midwifery, College of Biology, DMSF Hospital and the Institute of Graduate and Research (IGSR).

As an educational institution, it is dedicated to the development of a graduate who is of high moral caliber;

- imbued with a sense of personal growth and genuine concern for others especially for those under their care;
- a component in the rendition of comprehensive medical, or dental or nursing care to the person, the family, and the community;
- persevering in the pursuit of excellence in their chosen profession through attendance at continuing education courses or training;
- diligent in the fulfilment of the responsibilities of their profession;
- dedicated to their role as a teacher not only in their practice but also in the training of undergraduates;
- capable of manifesting an analytical curiosity regarding scientific problems, an attitude which will result in the conduct of research studies relevant to the problems at hand;
- flexible and willing to employ alternative therapeutic measures when indicated; and,
- willing to adapt to the particular socio-cultural norms of the community without detriment to the welfare of the people.

The Davao Medical School Foundation, Inc. as an institution aims:

- to develop a dedicated, competent, concerned general practitioner;
- to develop the capability of its faculty and students to do health research;
- to influence and if called on, to assist the policymakers in the formulation of relevant health policies for the region;
- to contribute to health promotion and disease prevention;
- to develop community capability in both rural and urban underserved areas through its Institute of Primary Health Care (IPHC)
- to encourage and assist the students and graduates in the pursuit of professional and personal growth and development in the fulfilment of their responsibilities as a person and as a professional.

V. THE BIOLOGY PROGRAM

The Davao Medical School Foundation, Inc. (DMSFI) was established in Davao City, Philippines, in 1976. It was founded as the Davao Medical School with the goal of providing quality medical education in Mindanao, the southernmost major island group in the Philippines. The institution aimed to address the shortage of doctors in the region and contribute to the improvement of healthcare services.

As the DMSFI gained recognition and established itself as a reputable medical school, there was a growing need to expand the curriculum and offer more specialized programs. In response to this demand, the Department of Biology was established in 2013 within the DMSFI framework, under the College of Medicine. The Department of Biology then aimed to provide a comprehensive and rigorous education in the biological sciences, preparing students for careers in research, academia, healthcare, and related fields.

The Bachelor of Science of Biology Program established by the Department of Biology, from the start, has been providing students with a strong foundation in the biological sciences and exposing them to various research opportunities. The curriculum is designed to be interdisciplinary, integrating knowledge from fields such as genetics, physiology, biochemistry, microbiology, and ecology, among others.

By 2021, Dr. Erwin Rommel Hontiveros, Dean of the College of Medicine by then, deemed that the Department can stand alone on its own. It was then that the Department has been elevated to College of Biology and has played a vital role in fostering scientific research and innovation among students in the institution. Faculty members and students have conducted research in diverse areas, contributing to the advancement of knowledge and addressing local and global health challenges. The college has developed collaborations with other academic institutions, government agencies, and industry partners to promote scientific inquiry and application.

As part of DMSFI, the College of Biology benefits from the institution's commitment to excellence in medical education. The college upholds high standards of teaching and learning, promoting a student-centered approach and providing state-of-the-art facilities and resources. The faculty members are accomplished experts in their respective fields, dedicated to imparting knowledge and mentoring students in their academic and professional development.

Throughout its history, the College of Biology has produced graduates who have excelled in various scientific and healthcare disciplines. Many alumni have pursued further education, engaging in advanced research or pursuing specialized medical careers. Others have contributed to society by working as healthcare professionals, educators, or researchers, making significant contributions to the fields of biology and medicine.

In the present, the College of Biology of Davao Medical School Foundation, Inc. has a distinguished history rooted in its commitment to providing quality education in the biological sciences. It has played a vital role in training skilled professionals, conducting research, and contributing to the advancement of knowledge in the Philippines and beyond.

VI. ADMISSION POLICIES AND REGULATIONS

Any student, regardless of nationality, culture, or religious belief, shall be admitted to the College of Biology provided that the student is willing to comply with school policies, rules, and regulations.

The College reserves the right to refuse admission or re-admission to students because of poor health, undesirable conduct or moral character, or poor academic performance.

ADMISSION PROCEDURES

First-year students

1. The prospective applicant must take a written entrance examination to be administered by the Guidance Office.
2. The applicant then submits thru email (biology@email.dmsf.edu.ph) a copy of the following requirements
 - a. PSA Birth Certificate
 - b. Form 138
 - c. Good Moral Certificate
 - d. Certificate of Graduation
 - e. 2x2 ID photo
3. Upon assessment, the applicant will be contacted for an interview by a select member of the Admission Committee.
4. The admission committee then releases the Notice of Acceptance (NOA) to successful applicants ready for enrolment thru their respective emails. The Notice of acceptance would contain the instructions and the link to the Online Student Enrolment (OLSEN).

Transferees

1. The office of the College of Biology Dean shall decide on the acceptance of the request to transfer of a biology student or a student who shifted from another course provided that the applicant can provide a valid reason for the transfer.
2. The applicant must initially submit a copy of grades for assessment and possible crediting of subjects.
3. The applicant then submits thru email (biology@email.dmsf.edu.ph) a copy of the following requirements
 - a. PSA Birth Certificate
 - b. Transcript of Record from the previous school
 - c. Good Moral Certificate
 - d. Honorable Dismissal
 - e. Certificate of Graduation
 - f. 2x2 ID photo

4. Upon assessment, the applicant will be contacted for an interview by a select member of the Admission Committee.
5. The admission committee then releases the Notice of Acceptance (NOA) to successful applicants ready for enrolment thru their respective emails. The Notice of acceptance would contain the instructions and the link to the Online Student Enrolment (OLSEN).

B. Enrolment Procedure

1. Accepted applicants and old returning students access the Online Student Enrolment (OLSEN) to start the enrolment process.
2. Detailed instruction is provided as a step-by-step guide to enter student data such as Enrolment Profile data and Academic data (status, department, year level). This also includes detailed instructions on what documents to upload, where to upload, and how to pay the enrolment fee.

Provision on Registration

1. Students are officially enrolled only if they have submitted their appropriate admission or transfer credentials; have paid their fees or made arrangement/s for them as have been duly authorized to attend classes. Students who still have to pass their admission/transfer credentials are still considered "probationary enrolled" until such time that they had completely complied with the requirement/s.
2. Enrolment is by semester. Once registered, students are considered "enrolled" for the whole semester unless they withdraw or be dismissed for a cause.
3. Students are allowed to attend only the class/es in which they have officially enrolled.

ADDING, DROPPING, AND CHANGING OF SUBJECTS

1. A student may request for adding/changing of subjects only upon proper consultation with the Chair of Department. And must be done within the first two weeks of the start of the semester.
2. A student may be allowed to drop a subject before the start of the Midterm Period as stated in the school calendar, for any of these reasons:
 - Conflict of schedule, being an irregular student
 - Declaration for a change of course, deeming the subject irrelevant
 - Other valid reasons, with supporting proofs or testament from a person in authority

The instructor of the concerned subject shall refer to the Department Chair. The Chair shall provide an honest recommendation to the Assistant Dean, who shall make the necessary recommendation, and must be acknowledged by the Dean.

LEAVE OF ABSENCE

1. Students may take a leave of absence. The LOA will not be counted against the maximum residence of eight (8) years.
2. To file a leave:
 - Letter of LOA
 - Clearance
 - Approved LOA

Withdrawal from the School and Release of School Credential

1. Students submit 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 with 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.

VII. THE BACHELOR OF SCIENCE IN BIOLOGY (MEDICAL TRACK)

The Bachelor of Science in Biology program of the Davao Medical School Foundation, Inc., streamlines subjects to better prepare the students for future medical careers. It offers a holistic curriculum for aspiring medical doctors and scholars in the allied health care industry.

The BS Biology-Medical Biology track is designed to prepare the students for a rigorous life in the Medicine Program. Students are taught relevant subjects that are designed to broaden their knowledge, thinking abilities, and research skills while still instilling the core values of the institution so that they may qualify as Doctors of Medicine exuding faith in God, integrity, respect, and excellence once they graduate from the program. The BS Biology-Medical Biology track provides a strong foundation in human biology as it emphasizes subjects such as Anatomy and Physiology, Medical Entomology, Parasitology, Medical Microbiology, Immunology, and Human Genetics.

Curricular Content

First Year

The first 2 semesters include courses that offer an introduction to the basic concepts involved in undergraduate biology. The Department strives to establish a strong foundation in the knowledge and understanding of these fundamental courses to train and prepare the students for the next succeeding years of their undergraduate journey. From learning about the organic compounds and the cell theory to memorizing the anatomy and understanding the basic physiology of different types of organisms, to exploring the kinds and diversity of organisms and their ecological relationships, students will be attending a considerable number of lectures which will be accompanied by practical work (either lab-based or fieldwork), write-ups and group projects which will establish student collaboration and strong communication skills. Students will also develop general laboratory skills which include the usage of different types of laboratory equipment, proper laboratory etiquette as well as analyzing biological data by the use of statistical tools to equip each student with the necessary skills to become an efficient researcher.

Second Year

Having established some basic understanding of the core principles of biology, the course contents for the second year are focused on how the molecular and cellular processes give rise to complex physiological functions among different types of organisms and what evolutionary processes shaped them. Students will also be subject to relevant biological research work techniques and laboratory procedures that will help them acquire analytical skills to draw conclusions from complex data sets. During the second year, students will also receive an in-depth understanding of the scientific literature and how to use it in technical writing and in communicating their research to others.

Third Year and Fourth Year

The course contents for the final year will introduce students to the usage of physical methods in the study of biological systems, insects of medical importance, major bacterial pathogens of humans, basic immunology and the body's response to invasive organisms, anatomy, and

physiology of the human body as well as the microscopic structure and function of human cells and tissues, and standards of conduct for research. Most sessions will begin with teacher-directed lectures and guided student practice through various laboratory activities that will help apply the concepts learned in class to new situations. To further reinforce all the basic principles in each course, student-directed learning via small group discussions will help students gain the initiative to practice independent, cooperative, and peer-to-peer learning. Reporting skills will also be developed by assigning students to present findings in written and spoken form to an excellent academic standard.



DAVAO MEDICAL SCHOOL FOUNDATION, INC
BACHELOR OF SCIENCE IN BIOLOGY
Revised Curriculum per CHED CMO#49, series 2017
Effective Academic Year 2018-2019

FIRST-YEAR

First Semester				
Code	Course Name	Units	Pre-requisites	Grades
FC1	General Botany	5		
FC2	General Zoology	5		
GEC1	Understanding The Self	3		
GEC2	Readings In Philippine History	3		
GEC5	Purposive Communication	3		
PE1	Physical Fitness 1	2		
NSTP1	National Service Training Program/CWTS	3		
VALU ES1	Core Values 1	2		
	Total # of Units	26		

Second Semester				
Code	Course Name	Units	Pre-requisites	Grades
FC3	Systematics	5	FC1, FC2	
CHEM BIO1	Organic Chemistry	3		
STAT BIO	Biological Statistics	3		
GEC3	Mathematics In The Modern World	3		
GEC6	Art Appreciation	3		
GEC10	Filipino 1 - Sining Ng Pakikipagtalastasan	3		
PE2	Movement and Rhythmic Activities 2	2	PE 1	
NSTP2	National Service Training Program/CWTS 2	3	NSTP1	
VALU ES2	Professionalism in the Health Profession	2	VALU ES1	
	Total # of Units	27		

SECOND-YEAR

First Semester				
Code	Course Name	Units	Pre-requisites	Grades
FC4	Microbiology	5	FC 2, FC1	
FC5	General Ecology	5	FC 2, FC1	
CHEM BIO2	Analytical Chemistry	3	CHEM BIO1	
GEC4	Science, Technology, And Society	3		
GEC7	Ethics	3		
GEC8	Contemporary World	3		
PE3	PATH-FITI (Physical Activities Towards Health and Fitness 1	2	PE 1, PE2	
Total # of Units		24		

Second Semester				
Code	Course Name	Units	Pre-requisites	Grades
CHEM BIO3	Biological Molecules	5	CHEM BIO 1&2	
FC7	Evolution Biology	5	FC3	
FC6	Genetics	5	FC 2, FC1	
GEC11	Filipino 2 - Panitikan	3	GEC10	
GEC9	Math, Science, and Technology	3	GEC3	
PE4	PATH-FITI (Physical Activities Towards Health and Fitness 2	2	PE 1, PE2, PE3	
Total # of Units		23		

THIRD-YEAR

First Semester				
Code	Course Name	Units	Pre-requisites	Grades
FC8	Cell Biology	5	FC4, FC6	
FC9	General Physiology	5	FC 2, CHEM BIO3	
FC10	Developmental Biology	5	FC 2, FC6	
THESI S I	Introduction to Biological research	2		
GEC12	The Life and Works of Jose Rizal	3		
Total # of Units		20		

Second Semester				
Code	Course Name	Units	Pre-requisites	Grades
BIOPH S 1	Biology Physics	4	FC5, FC8,F C9,	
SC1	Medical Entomology	5	FC5, FC8,F C9,	
SC2	Medical Microbiology	5	FC3, FC4	
SC3	Immunology	5	FC4,F C5, FC9	
THESI S II	Thesis Proposal	2	THESI S I	
Total # of Units		21		

SUMMER

PRACTICUM				
Code	Course Name	Units	Pre-requisites	Grades
PRACTICUM	PRACTICUM	3	Fnd. Courses (FC1 to FC10)	
	Total # of Units	3		

FOURTH-YEAR

First Semester				
Code	Course Name	Units	Pre-requisites	Grades
SC4	Medical Histology	5	FC4,F C5, FC8,F C9	
SC5	Human Anatomy and Physiology	5	FC5 FC6, FC8,,F C9	
IML	Intro to Medicine Life	2		
	Total # of Units	12		

Second Semester				
Code	Course Name	Units	Pre-requisites	Grades
THESIS III	Thesis Defense	2	THESIS I & II	
SC6	Human Genetics	5	FC5, FC8,FC9 / CHEMB IO3	
	Total # of Units	7		

DMSF-BS BIOLOGY Revised Curriculum 2018 per Memo #49, series 2017

VIII. INSTRUCTIONAL POLICIES AND REGULATIONS

Merging of General Education subjects to other departments

The General Education department, an institutional unit under the office of the administrative support would sometimes recommend merging general education subjects to other academic units with the same offering. Regardless, these subject offerings have the same number of units and descriptions as our subject offerings in our curriculum.

Academic Load

Students are required to take all the prescribed subjects per semester in all year levels. Students must also pass the prescribed pre-requisites of the subject before he/she can take the next subject

GRADED ACTIVITIES FOR ACADEMICS

Formative and summative evaluations are given in all courses. A student earns credit for a subject when he/she obtains a grade of 75% or better. To be in good standing, a student must maintain a minimum weighted average of 75% with a grade no lower than 75% in any subject.

1. There are three scheduled major examinations in a semester: Prelim, Midterm, and Final Examinations for all subjects and in General Education and Professional Subjects. The instructor has the right to administer more than the required but not less than the required major examinations to ensure a thorough learning assessment.
2. A practical examination may likewise be administered to subjects that have laboratory units
3. All students are required to take all scheduled examinations. Failure to do so without any just case shall be given a grade of 40% for the examination missed.
4. A special examination for the missed examination/quiz may be granted only for the following reasons:
 - a. Illness/Accident in which a duly notarized medical certificate must be presented;
 - b. Death of an immediate family member (i.e, parents and siblings including spouse and children for married students);
 - c. Force majeure and declared by authorized government as a calamity;
 - d. Absence due to official representation outside Davao City;
 - e. Other analogous reason/s.
5. As a general rule, no special examination may be given in advance of the scheduled dates based on the school calendar. Valid exemptions shall be considered upon recommendation of the Dean and/or the head of the academics.
6. The administration of any special examination/quiz shall be not more than ten (10) days of the scheduled examination/quiz. The conduct of the special examination/quiz shall be stipulated in the Course Syllabus.
7. The DMSFI has a strict policy that a student must secure clearance from the Finance Department to be eligible to take the scheduled major examinations. Should the student fail to comply, his/her shall not be checked, unless a granted clearance from the Finance Department is presented to the faculty.
8. At the start of the semester, the Instructor shall stipulate the policies in the Course Syllabus, on the conduct of examinations/quizzes/demonstrations of skills. Percentage of attendance,

and grading system different from the major examinations. Included are the conditions for retake, removals, and reconsiderations; all for the students to be given a chance to satisfactorily pass the subject, without prejudice.

9. In the conduct of quizzes and recitations, these may not NEED to be announced and maybe given anytime during class time. Failure to take a quiz or recitation without a justified excuse, the student shall incur a transmutation grade of 40%.
10. There must be at least 3 graded accumulated activities for quizzes, recitations, assignments, reports for a valid class standing in the lecture as well as in the laboratory. Should it be less than the prescribed number of 3 graded accumulated activities at the end of the period, the instructor must seek approval from the class, of the modified grading system to be applied.

GRADING SYSTEM

1. At the end of the semester, the students will receive grades for every subject enrolled. These grades show the students' academic performance during the semester in the three (3) grading periods of the *Prelims*, *Midterms*, and *Finals*.

Grades are computed as follows:

$$\text{Prelim Grade (PG)} = \frac{\text{CS}^* + 2/3 \text{ Prelim Examination Grade}}{3}$$

$$\text{Midterm Grade (MG)} = \frac{2 (\text{CS}^* + 2/3 \text{ Midterm Examination Grade}) + \text{PG}}{3}$$

$$\text{Final Grade (FG)} = \frac{2 (\text{CS}^* + 2/3 \text{ Final Examination Grade}) + \text{MG}}{3}$$

Class Standing is the sum of all grades accumulated from quizzes, recitations, assignments, laboratory exercises, class reports, demeanor, and the like. The faculty shall spell out the appropriate percentage for the said activities, as:

- a. Quizzes, recitations, class reports, assignments = 60%
- b. Laboratory exercises = 30%
- c. Attendance = 10%

A subject without any laboratory activity shall the appropriate percentage, as:

- a. Quizzes, recitations, class reports, assignments = 90%
- b. attendance = 10%

2. A Transmutation Table (the percentage grade accredited to the examinee for every written test "that equates zero to a pre-selected base grade and adjust other scores accordingly") is employed to the computer for the grades of all tests, quizzes, exercises, reports, assignments, major examinations.

3. The passing percentage is 75% or in every 100-point examination, for example, the student must get at least 60 to pass.
4. **A Failed** mark is given when a student did not get achieve 75% in the final grade for a subject. A failed mark will also be given to the student who incurs more than 20% absences without valid excuses and/or did not file for withdrawal or dropping.
5. No removals for all subjects will be allowed. This also includes asking for special projects
6. A student must always be informed of his/her class standing at all times.

Academic Sanctions for students

1. A student should not fail more than 50% of his/her subject load per semester. Should a student fails more than 50% of the subject load, a probationary warning will be given by the Dean of the program. Incurring two probationary warnings may result in the student being debarred or out of the program. A student given a warning should write a promissory note to the Dean to improve academic performance in the next semester.
2. Students should also not fail multiple times for the same subject, especially fundamental subjects and specialized subjects. A student failing 3 consecutive times for the said subject may also result in the student being debarred in the Biology program.

Releasing of Grades

1. Final grades are released by the Office of the Registrar 15 to 30 days after the final deliberation of the grades by the academic unit.
2. Final grades submitted to, and approved by the Dean cannot be changed except when it is evident that an error has been committed.

Graduation Honours and Awards for Outstanding Students

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

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

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

IX. 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

DMSFI will not be held responsible for the behavior and activities of students and clubs outside the campus. However, any complaints of scandalous behavior or misconduct outside the campus especially those acts affecting the good name of the school will bring about the investigation of the students or clubs concerned.

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, 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 about their relationship with the opposite sex. Scandalous displays of affection (those contraries to acceptable moral and social decorum) will not be tolerated.
3. Students should refrain from using words that are offensive, vulgar, indecent, and blasphemous.
4. Students should refrain from loitering along the corridors, loud talking, whistling, boisterous conversations, and other forms of disturbance while classes are going on.

RESTRICTED AREAS

1. The chapel/prayer rooms are places for communion with God, meditation, and prayer, therefore, should not be used as a meeting place. Students are expected to behave with decorum while liturgical services are going on.
2. The libraries are to be used for study and research and not for meetings and small group discussions.
3. All classrooms are off-limits to students after classes and/or after 8:00 p.m. unless permission from the Office of Student Affairs is secured for their use.
4. Nobody is allowed to enter/use the facilities of the school unless approved by any designated school authorities.
5. Entry to campus and/or use of school facilities during Sundays and Holidays is restricted unless early arrangements shall have been made with the administration.

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. Muslim students are likewise requiring to wear their prescribed uniform (*See Appendices D/E for sketch of 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. If a student is unable to wear the prescribed uniform because 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 as the latter may deem fit.
 - c. Other reasons for not wearing the prescribed school uniform like wearing sandals or slippers due to feet injury, a medical certificate must be secured from his/her 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. A written request for non-wearing of uniforms for practice sessions and other manual activities must be filed at the OSA at least two (2) days before 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 the enrolment period, students not in uniform may be allowed to enter the campus provided they present their ID cards to the security guard.
6. Students are encouraged to be modest in wearing valuable items like pieces of jewelry and the likes.

7. Students are not allowed to dye their hair with any loud and bright colors other than natural colors.
8. Male students are not allowed to sport long hair and ponytails, wear earrings and other body piercings. Wearing of ball caps is not allowed inside the classroom.
9. Male students are required to have a gentlemen's haircut, no hair touches the ears, eyebrows, and collars of the school uniform.
10. Visible body tattoos are not allowed on any students.
11. All students are prohibited from wearing the following while on 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 a school identification card to every bonafide student during the student's first enrolment and is validated every semester by the same office.
2. Students are required to wear their IDs and nameplates at all times inside the campus.
3. Security guards are instructed to check students' Identification Cards or Nameplates at all entry points of the school.
4. Lost ID cards or nameplates may be replaced within one week; an excuse slip duly validated by OSA should be presented by the student at the campus gate to be allowed entry to the campus.
5. All identification cards must be surrendered to the OSA after graduation or upon withdrawal from the College.
6. 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 types of equipment with reasonable care.
2. Students are strongly urged to keep the campus clean. Proper disposal of trash should be observed.
3. Students caught vandalizing any school property will be subjected to 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.

4. 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.
5. Any unauthorized entry to the Stock Room and Basement laboratory 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 must be followed to avail the use of the school facilities:
 - A letter of request indicating the activity and facility to be used with the signature of the requesting party (e.g. president of the 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) the roving guard on duty and (2) OSA for file.

NOTICES AND OTHER FORMS OF COMMUNICATIONS

1. Posters, notices, and/or announcements for club meetings, programs, and other activities may be posted only in designated areas after it has been approved 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 or call slips should go to the person concerned as soon as possible.
3. Tampering of notices or documents posted for dissemination is a major offense and will be dealt with accordingly.
4. Students are not allowed to use electronic gadgets like mobile phones, iPods, tablets, laptops, and the like while classes and exams are going on unless part of instruction for the class. The teachers are empowered to confiscate mobile phones and gadgets of students violating this policy. The confiscated gadgets 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 on campus:

1. Random inspection of vehicles, bags, and other personal belongings.
2. Presentation of school ID card and nameplate upon entry to the school. The "NO ID/nameplate, NO ENTRY" policy will be strictly implemented.
3. Students from other schools and other visitors are not allowed entry to the campus unless for an official business and duly acknowledge by OSA and/or Office of the Dean.

4. Parents and relatives who wish to see their children and relatives during class hours may wait at the Dean's Office.
5. Students are responsible for the security of their valuables and personal effects when inside the campus.
6. Students are empowered to report fellow students not abiding by the school rules and regulations and, likewise, report any suspicious person/s loitering around the campus. This is especially appreciated if done by Council members and respective class officers at all levels.

FUNDRAISING ACTIVITIES

Fundraising activities of any kind, whether in or out of the campus, maybe allowed after permission has been granted by the Office of Student Affairs. A project proposal must be submitted at least one (1) month (major fundraising) or two weeks (minor fundraising) 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 & respective Deans.
2. Non-Academic Concerns - through the Office of Student Affairs.
3. Faculty Concerns - through the faculty member concerned and the program coordinator and respective deans.
4. Other Student Concerns - through the Guidance Counselor/Club Moderators/Advisers.

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 for providing opportunities for student learning, it is also responsible for 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):

1. Matters which impinge on academic achievement and standards, and the personal integrity of the student;
2. The obligation to protect school property and the property of other members of the academic community;
3. Special interest in the mental and physical health and safety of members of its community;

4. Preserving the peace to ensure orderly procedures and for maintaining student morals;
5. Responsibility for character development for maintaining standards of decency and good taste, and for providing a moral climate in the campus;
6. A commitment to enforcing its contractual obligations, and
7. The protection of its public image as an educational institution, through its governing board, in a nationwide community.

STUDENT DISCIPLINE

The following offenses are subject to school disciplinary action:

1. 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 is not limited to initiations to fraternities and other student organizations.
2. 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.
3. Vandalism - The willful destruction of any property and which include, 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; tampering with official notices; 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.
4. Hooliganism - Habitual disorderly conduct, destructiveness, or violence, including bringing in persons, known to be hooligans, and not concerned with the school.
5. Instigating - Leading or participating in concerted activities leading to the stoppage of classes.
6. Preventing or threatening students of faculty members or school authorities from discharging their duties, or from attending classes or entering the school premises, threatening faculty members, employees, and students.
7. Abusive behavior, discourtesy, disrespect or defamation, and/or insubordination committed against a teacher, student, employee or school authority, or his agents.
8. Engaging in any form of gambling, within the premises of the school.
9. Fighting on campus (and its extensions), or off-campus (and its extensions) if the incident originated on-campus.
10. Possession, use, and/or distribution of marijuana, hallucinogens, narcotic drugs, and/or other prohibited drugs.
11. Use of obscene language and dissemination of immoral and obscene literature.
12. Possession of deadly weapons.
13. Intoxication or bringing into, consumption of intoxicating liquor within the campus.
14. Stealing or theft.
15. Gambling.
16. Cheating during examinations.
17. Plagiarism - the act of using and presenting the work of another as one's own. It is:
 - a. Quoting or paraphrasing some other author's actual words, writings, ideas, opinions, works, data, theories without due acknowledgment, and may include information from any source, including the Internet;
 - b. Failing to use quotation marks when quoting directly the work of another.

18. Fabrication or falsification – the intentional and knowingly making unauthorized alterations to information (falsification) or inventing or counterfeiting information or citations (fabrication) in an academic exercise. It may happen:
 - a. When one alters or falsifies a work that has been evaluated by the instructor and re-submits it for re-grading;
 - b. When one invents data or provides a false account of the method by which data were generated;
 - c. When one misrepresents by fabricating otherwise justifiable excuses such as illness, injury, accident, etc. to avoid timely submission of academic work or to avoid or delay the taking of a test or examination.
19. Forging of and/or tampering/falsifying school documents, including those in official bulletin boards.
20. Tampering with or lending ID cards, excuse slips, or other official documents to other students or outsiders.
21. Use and possession of tampered and/or falsified documents, receipt, certificate, ID card, excuse slip, and other official school documents.
22. Any form of public immorality on campus or during school function/s;
23. Any acts violating the revised penal code.

DUE PROCESS

1. No penalty shall be imposed upon any student except for cause and only after due investigation and hearing from the Committee on Discipline. A due investigation shall include among others the right of students to:
 - a. Be informed of the nature of the charge or charges against them.
 - b. Be allowed to answer the charges against them within seventy-two (72) hours and in a formal investigation to be conducted after due notice to the parties concerned
 - c. Put up their defense and present evidence in support thereof (if there are any).
 - d. Avail of the assistance of counsel if he so desires.
 - e. Appeal to CHED any adverse decision against them within 15 days from their receipt of a copy thereof.
2. Administrative sanctions should be commensurated 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 five years to afford the opportunity to review the same in the event an appeal is taken thereon.

CATEGORIES OF ADMINISTRATIVE PENALTIES

The three (3) categories of disciplinary administrative sanctions for serious offenses or violations of school rules and regulations which may be applied upon an erring student are Suspension, Exclusion, and Expulsion.

A. Suspension

Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty (20%) percent of the prescribed class days for the school year or term.

The decision of the school on every case involving the penalty of suspension which exceeds 20% of the prescribed school days for a school year or term shall be forwarded to the CHED Regional Office concerned within 10 days from the termination of the investigation of each case for its information.

B. Preventive Suspension

A student under investigation in a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally conceived that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operations of the school or possess a risk or danger to the life of persons and property in the school.

C. Exclusion

Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the rolls for being undesirable and transfer credentials immediately issued. A summary investigation shall have been conducted and no proper approval from CHED is required in the imposition of the penalty.

The decision of the school on every case involving the penalty of exclusion from the rolls, together with all the pertinent papers, therefore, shall be filed in the school for one year to allow CHED to review the case in the event of an appeal is taken by the party concerned.

D. Expulsion

Expulsion is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary of Education. The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the CHED Office concerned within 10 days from the termination of the investigation of each case.

Note:

1. Expulsion, general suspension and dropping from the roll of the school, cancellation of scholarship, exclusion from holding or seeking any position either by appointment or election

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 to those students, shall have the authority to impose appropriate and reasonable disciplinary measures 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 classwork, 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.

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 her honest judgment after a thorough evaluation of the case, such is purely a guidance and counseling matter.
3. The Student Affairs Officer shall inform in writing the student of the nature and cause of the 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 not less than 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. Four (4) faculty members who are all appointed by the DMSFI President;
 - b. The President of the Dental Students Executive Council or any DSEC officer in his absence.
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 the 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 by 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 OSA Officer 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 Student Affairs Officer.
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.

TABLE OF DISCIPLINARY ACTIONS

Nature of Offense and/or Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Not wearing the School ID or nameplate inside the campus.	(3x ID confiscated = 1-day suspension)	2 days' suspension	3 days' suspension	For disciplinary committee hearing
Lending/borrowing of ID/nameplates of another student				
Not wearing the prescribed uniform (include shoes, haircut, colored hair, long beard, short skirt).				
Lending to outsiders official school insignias like IDs, nameplates, logos, symbols, badges, etc.	1-week suspension	2 weeks suspension	3 weeks suspension	1-month suspension
Non-attendance to institutional activities (e.g. recollection, intramurals, students' orientation, etc.)	Special project/goods	2 days suspension	5 days suspension	For disciplinary committee hearing
Involved directly or indirectly in spreading false information, derogatory remarks, or rumors against persons and institutions through social media	3 days + apology whenever necessary	5 days	exclusion	
Tampering of notices or documents posted for dissemination.	1-day suspension	3 days suspension	1-week suspension	exclusion
Hazing/Ragging - 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,	1-week suspension	1-month suspension	exclusion	

but is not limited to initiations to fraternities and other student organizations.				
Hooliganism - Habitual disorderly conduct, destructiveness, or violence; to include bringing in persons, known to be hooligans and not concerned with the school.	1-week suspension	1-month suspension	exclusion	
Instigating, leading, or participating in concerted activities leading to the stoppage of classes.	1-month suspension	exclusion		
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, employees, and students.	1-week suspension	1-month suspension	Exclusion	
Abusive behavior, discourtesy, disrespect or defamation, and/or insubordination committed against any teacher, student, employee or school authority, or its agents.	1-week suspension	2 weeks suspension	Exclusion	
Smoking within the campus and its extensions, as well as all non-smoking areas in Davao City.	1-week suspension + fine	5 days suspension + fine	Exclusion	
Fighting on-campus, or off-campus if the incident originated on campus; assaulting a fellow student,	1-week suspension	2 weeks suspension	Exclusion	

teacher, or faculty member. Any incident outside the campus and its extensions involving enrolled students will be referred to proper authorities.				
Cyberbullying, cybersex, taking/uploading, and distribution of indecent pictures or videos.	2 weeks suspension	1-month suspension	Expulsion	
Vandalism, the willful destruction of any property and other official documents of the school.	1-week suspension + payment of damaged facility	2 weeks + payment of damaged facility	Exclusion	
Immorality <ul style="list-style-type: none"> • Engaging in lewd, indecent, obscene, or immoral conduct while within the school premises or during school functions. • Public display of affection, such as kissing, and any other related indecent acts. • Dissemination of immoral or obscene literature, uploading of pictures in any social network sites through any media. • Any other immoral acts leading to public scandals 	2 weeks suspension	1-month suspension	Exclusion	
Dishonesty <ul style="list-style-type: none"> • Forging or tampering of school records, receipts, or transfer of forms or securing false transfer credentials. • Using false records of misrepresenting of facts during enrollment and/or 	1 month Suspension	Exclusion	Expulsion	

<p>in all school transactions during the school year.</p> <ul style="list-style-type: none"> • Stealing/Theft • Stealing or copying of data such as answer keys, whether manually or electronically, and other similar acts. • Unauthorized selling/distribution of reprinted books/handouts & substandard medical kits 				
Drunkenness – Bringing alcoholic drinks to the campus and/or caught under the influence of liquor on campus and its extensions.	1 week suspension	2 weeks suspension	Exclusion	
Bringing of gambling paraphernalia & engaging gambling in any form inside the campus, or its extensions or in casinos	1 week Suspension	2 weeks suspension	Exclusion	
Possession, distribution, selling, and consumption of any kind of dangerous and prohibited drugs as defined in the Comprehensive Dangerous Drugs Act of 2002 (RA 9165)	Expulsion			
Illegal use, possession of/or bringing of explosives and deadly weapons into the campus	Expulsion			
Indecent acts of sexual indulgence /exploitation in whatever form; gang rape	Expulsion			
Involvement in terroristic activities, whether directly or indirectly	Expulsion			

Cheating	Suspension to Expulsion			
Plagiarism, Fabrication of Falsification of documents	Revision/completion of the work in question, with a grade reduction	A failing grade for the entire course	Exclusion	
Any acts committed off-campus that bring shame and dishonor to the good name of the school	1-year suspension	Expulsion		
Any acts violating the Philippines revised penal code or local city ordinances	Suspension to expulsion			

Cheating

Slight Degree of Cheating

1st Offense - Invalidation of quiz/exam, a grade of 40% in the particular quiz/exam, oral and written reprimand, oral and written apology, warning notice that repetition of the same act may be cause for other disciplinary actions.

2nd Offense - Suspension

3rd Offense - Other sanctions as recommended by the Disciplinary Committee and approved by the Dean and the Student Affairs Officer

Less Serious Forms of Cheating

1st Offense - Failure in the subject, cancellation of scholarship

2nd Offense - suspension

3rd Offense - Other sanctions as recommended by the Disciplinary Committee and approved by the Dean and the Student Affairs Officer

Serious Forms of Cheating

1st Offense – Dismissal from School (The school reserves the right to drop or dismiss at any time any student who is found after due investigation to have seriously violated its rules and regulations)

Note: A student who is suspended is prevented from participating in ALL curricular and extracurricular activities whether on-campus or off-campus inclusive of the period of suspension. He/she cannot take quizzes, and or assessment tests (written/practical/oral) given during the period of suspension. No special quiz shall be given to a student who misses it during his/her period of suspension. Absences incurred during the period of suspension shall be included in the computation of the maximum number of absences allowed. The suspension takes effect the day the notice of suspension is served, provided it does not fall during the final exam.

STUDENT ACTIVITIES

DMSF encourages and supports activities that contribute to the balanced formation and development of student potentials. These include athletics, social, cultural, religious, and civic activities which are categorized into the following:

A. Co-curricular Activities

These include all activities concerned with the improvement and enhancement of academic experience such as:

- organization of seminars, lectures, exhibits, panel discussion, and the likes
- exposure to and affiliation with professional organizations and activities.

B. **Extra-curricular Activities.** These include activities of school clubs and in the following areas: community service, sports, and games, cultural, social, spiritual, and special projects.

1. Students may join any school club/organization, which they think can enhance their talents and abilities.
2. Students' participation in any campus activity may be suspended if it interferes with their studies or is detrimental to their welfare.
3. All students are encouraged to participate in the annual festivities and other extracurricular activities during the year. Class hours however are not to be sacrificed for practice, games, meetings, and the likes.
4. Fellowship activities such as balls, parties, and dances sponsored by a recognized campus organization within or outside the campus must have prior written approval of the Office of Student Affairs.
5. Students are expected to participate in the celebration of the following events:
 - Masses
 - Foundation Day Activities
 - Intramurals

- Recollections/Retreats
 - Cultural Activities
 - Baccalaureate and Graduation Ceremonies
 - Other Activities and Assemblies called by the school administration
6. For the conduct of such activities, the written consent of parents/guardians must be secured and filed at the OSA before the date of the activity.
 7. A faculty member or club moderator or any delegate designated for the activity must accompany the group.
 8. Safety and security should always be considered in planning the activity.
 9. Students are not allowed to use the name of the school or the use of the school seal in any public affairs without the explicit permission of the school administration.
 10. The use of any school facility by a club/organization must have prior approval from the OSA. Requisition of supplies for a school-wide activity must be submitted to the OSA at least 3 days before the actual event.
 11. In case contributions from members are necessary, the organization must secure from the OSA a permit specifying the kind and manner of contribution and the intended purpose of this.
 12. All club officers are jointly responsible with the moderator/adviser for the actions of the members of their organization.

CLASS AND STUDENT ORGANIZATIONS

1. **Class Organization.** At the beginning of each school year, a set of officers is elected by every class. This is to develop leadership among the students and to promote unity and active participation in school activities. Class organizations are encouraged to initiate programs/activities throughout the school year.
2. **Student Organization.** This is composed of the elected representatives of the entire student body. The officers are elected to a one-year term each. The purpose of the organization is to coordinate student activities for the following reasons:
 - To provide an effective means of communication between the student body and the administration, faculty, and staff;
 - To promote leadership;
 - To encourage a high standard of character and conduct among the students; and
 - To assume responsibility for organized school activities.

PUBLICATIONS

1. The official publication of the College is the DMSF Newsletter named Liyab
2. To qualify for the editorial board and staff, the applicant must have at least 83% WPA with no failing remarks in any subject.
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 a monthly financial report to the Moderator and 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 one (1) year and may be allowed to renew operations subject to policies and regulations set by the College.

1. Classification of Clubs

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

2. Club Requirements

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

New Clubs

For clubs to be recognized, the criteria are as follows and must 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. At least 20 student members;
- d. Directory of officers and members;
- e. Filled-up moderators' form by the appointed or recommended faculty member or staff.
- f. Annual Plan of Activities

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

STUDENT SERVICES

1. Health Services

A medical-dental clinic is maintained for student use. Emergency medical care is available as needed. Dental services are available at subsidized rates. All first-year students are given routine physical examinations.

2. 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.

3. Library

The DMSF has two (2) libraries: The Nellie Kellogg Medical Library (Main Library), located on the 3rd Floor of the main building, and the Nursing Library, located on the 3rd Floor of the Nursing Building.

The facilities include an in-house Online Public Access Catalog; online databases; air-conditioned reading areas; drinking fountain; and female and male restrooms.

All students should read and understand the DMSFI Library Rules and Regulations. (*See Appendix I - General Rules and Regulations*)

DMSFI students may also avail themselves of the library facilities of the Ateneo de Davao University, San Pedro Hospital, and San Pedro College, by securing a letter of recommendation from the DMSFI Librarian.

4. Spirituality Center

The Spirituality Center value individuals' faith lived, committed to service, and opened in partnerships and collaboration with the wider community, secular and interfaith. As a dynamic and organic culture, it aims to address and provide the psychosocial/psycho-spiritual integration and formation needs: religious, cultural, ethnological, and spiritual programs of students, faculty, staff, and administrators regardless of faith, culture, and race which will lead to growth, renewal, and transformation of the individual.

The Spirituality Center invites students, faculty, staff, and the greater community to grow into a meaningful relationship with Jesus through the tradition of worship, inquiry, prayer, and service to develop informed and compassionate individuals who use their intellectual gifts for the benefit of the Church and the World.

The Spirituality Center space is open Monday-Friday and Sundays for those seeking a quiet space for study, reflection, and conversation with the Chaplain of the SpiCe Coordinator.

The Spirituality Center provides the following services:

- General worship programs such as holding of masses (First Friday and other Catholic festivities) interfaith worship during special occasions such as Foundation Day, Graduation, 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.
- The DMSFI has a Catholic Chaplain, who is available for spiritual counseling on schedule and upon request.

5. **Wi-Fi Service**

The DMSFI is a Wi-Fi zone. Students must register with any of the Computer Laboratory Technicians for access.

6. **Skills Laboratory**

This consists of the various laboratory rooms with sections accommodating basic chemistry, zoological, botanical, histological, and other fundamental subjects of biology. They are equipped with microscopes, biological models, and other instruments necessary for demonstration, return demonstration, experimental and observational activities which could better prepare the students when they graduate. Students from other courses may also use these rooms upon the teacher's request with the Office of Biology.

7. **Auxiliary Services**

- a. **Food Services** – A Food Court is located on the 4th Floor of Building B and at the ground the floor of MTRC Building 1. Other tested eateries are located at the DMSFI Hospital and outside in between the two gates.
- b. **Dormitory** – This is provided by the Mindanao Training Resource Center (MTRC), located within the DMSFI Compound.
- c. **Bookstore** – This caters to the school supply needs of the students and personnel of the institution.
- d. **Lost & Found** – All lost & found items are to be deposited at the Office of Student Affairs. These articles may be released only to the rightful owner who can present proof of ownership or who can readily give proper description or identification of the lost items. When claiming lost articles, owners must present his or her identification card.

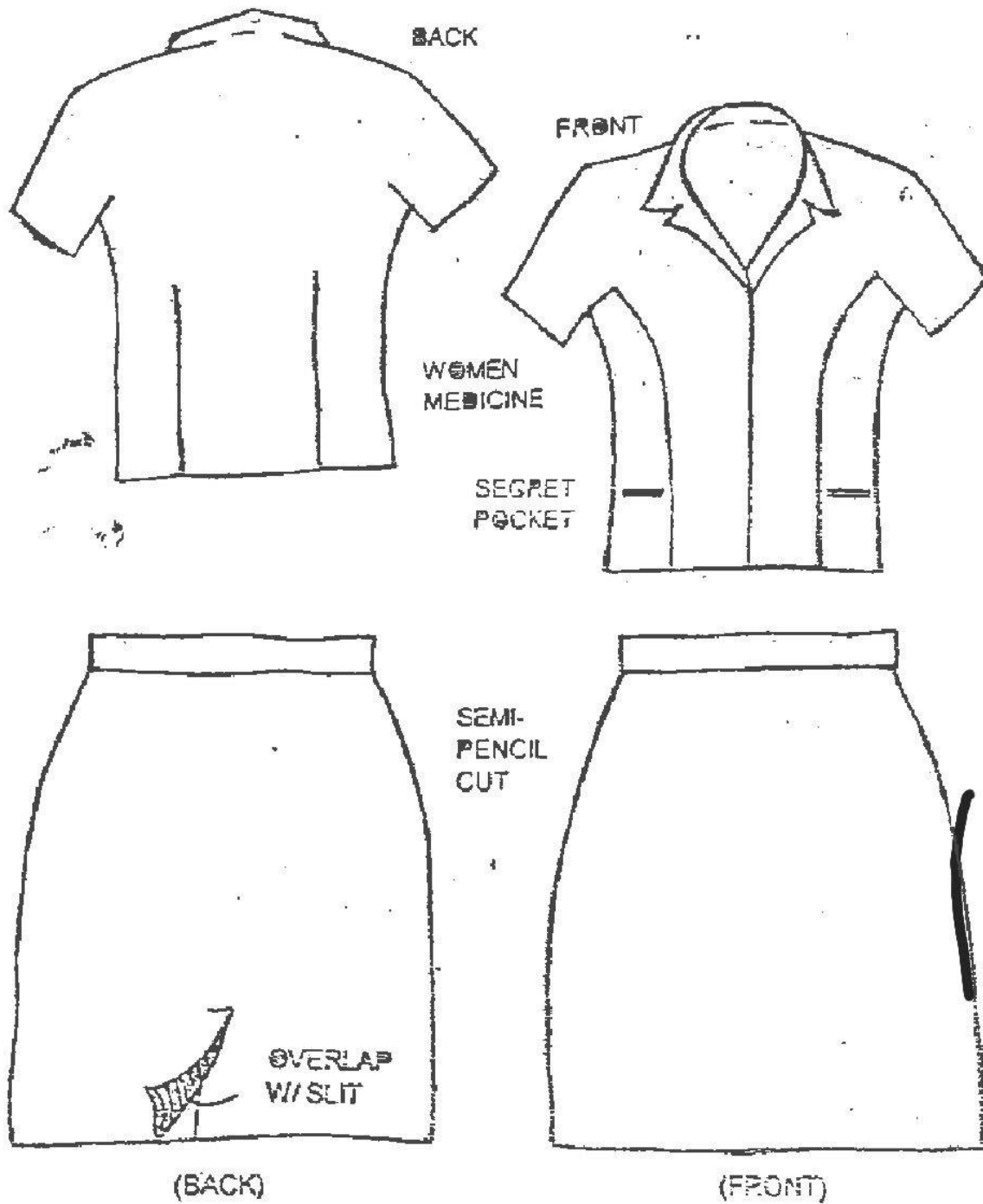
APPENDICES

A. PATTERN SCHOOL UNIFORM (MEDICAL)

1. A Female (Medical) - White Blouse and Skirt; Black Shoes

Pattern:

Specification: Knee Length in Skirt.



APPENDICES

B. ACTUAL SCHOOL UNIFORM

