St. Paul University Philippines
Tuguegarao City, Cagayan 3500

HISTORY OF ST. PAUL UNIVERSITY PHILIPPINES

I. St. Paul University Philippines: Growth and Development through the Years

<u>Background</u>

The Sisters of the Congregation of St. Paul of Chartres (SPC) ventured into this verdant valley-home of Cagayanos in 1907, on the invitation of the Diocese of Cagayan, 303 years after the founding of the town of Tuguegarao in 1604. One Chinese and four (4) French Sisters, together with one Filipina postulant became the nucleus of the Community of SPC Sisters. They planted the seed of Paulinian Education in Cagayan that has grown through the years to become the foundation of the first Catholic University in Region 02.

The Tuguegarao Paulinian family takes pride in being the only University among the 36 schools belonging to the Congregation of SPC Sisters spread in the Philippines.

<u>Early Beginnings</u>

1907	Education in the region began with the opening of two classes for pre-schoolers and one class for advanced pupils at the old two-storey Spanish Convento adjoining the St. Peter's Cathedral. A dormitory was set up for girls studying at the school. They were known as "internas".
1909	The name of the fledgling grade school was changed from Colegio de San Pablo to Colegio Del Sagrado Corazon de Jesus, then to Sacred Heart Academy.
1912	With one higher grade opened each year, the school grew, was incorporated, and obtained government recognition.
1917	The school graduated its first batch of Grade VII pupils.
1923	An annex building was constructed for foreign students who were then studying in an American school, and was later opened to girl boarders who were studying at the public high school. They were known as "dormitorianas" to distinguish them from the "internas". Classes from kindergarten to seventh grade prospered.
1925	A first year high school was reopened which apparently did not prosper earlier and was given up because there were not enough classrooms.
1931	The school's name was changed to Sacred Heart of Jesus Institution (SHOJI) and the "colegialas" were known as Shojians.

1934   The SPC Community moved to the old Dominican – Colegio de San Jacinto and its grounds (where SPU stands today) which the SPC Community acquired from the Dominican Order.

It also marked the opening of a High School Department exclusively for girls, and a dormitory exclusively for the Shojians.

1938   The first batch of twenty-two high school students graduated.

1939   Two normal courses were opened – one for the formation of teachers in the elementary, another for the teaching of Home Economics.

World War II Years

1941   December 8, World War II brought the Japanese to Tuguegarao. The school was taken over by the occupation forces and the Sisters evacuated to Tuao where they organized classes and taught Catechism.

1942   In June, the Sisters returned to Tuguegarao and resumed classes throughout the Japanese occupation in makeshift bamboo and nipa classrooms.

Becoming a Teacher-Training Institution

1948   More collegiate courses were opened: Elementary Teacher's Certificate (E.T.C.-General); E.T.C. – Home Economics (H.E.); three years E.T.C.– combined; four-year Bachelor of Science in Education (B.S.E.); two-years Associate in Arts (A.A.); and six-month Stenography-Typing course, thus, making St. Paul College of Tuguegarao one among the first Teacher-Training Institutions in Cagayan Valley.

1949   The first semi-concrete building was inaugurated and the school assumed the name, St. Paul College of Tuguegarao (SPCT).

The first E.T.C. graduates were one male and twelve females.

1951   The first graduates in E.T.C. combined with Home Economics (E.T.C.-H.E.) numbered to four.

1952   The Bachelor of Science in Elementary Education (B.S.E.ED.) program was opened.

The Bachelor of Science in Education (B.S.E.) program was given government recognition with the graduation of eleven students.

1954   The Liberal Arts (A.B) program was given government recognition with the graduation of eleven students.

Elementary Education graduated two, thus, earning government recognition for the B.S.E.ED. Program.

The Commerce Program was opened with two-year Associate in Commercial Science Certificate (A.C.S.) course.

1956   The Secretarial Course was opened with a one-year certificate program offering.

1957   SPCT celebrated its golden (50th) jubilee.

1961   SPCT applied for accreditation to the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU).

1962   Following the PAASCU pre-survey, Level 1 status was granted to the three degree programs: Education, Liberal Arts and Commerce.

1965   January 18 - At high noon, a fire broke out reducing to ashes the entire school building complex. The SPC community and student body took refuge at the Ateneo grounds where academic life was resumed until the reconstruction of new buildings was completed. On December 19, exactly eleven months later, the Paulinian family was back in its home grounds with the near completion of the St. Paul building for the college department and a temporary structure built on the foundation left by the fire for the elementary and high school classrooms.

1966   The Secretarial program started to offer a two-year Diploma in Secretarial Science (DSS).

        The last two years of the Commerce program was approved leading to a Bachelor in Commerce (BSC) degree.

1967   The tradition of having only women in the college department gave way to the admission of male college students.

1968   The formal PAASCU survey that did not take place in 1965 because of the fire finally materialized and earned for SPCT a Level II accreditation status for its programs in Education, Liberal Arts and Commerce, making SPCT the only school in Cagayan Valley with accredited college programs.

Curricular Expansion to Meet Regional Development Needs

1971   The alumni aspiration for professional growth was answered with the opening of the Graduate School. The first Master's program in Administration and Supervision was offered.

1972   The SPC Congregation adopted the shared-authority concept, separating the administration of the academic and religious communities. The first Sister-President was appointed to head the academic community and a Sister-Superior to head the religious community. A Board of Trustees made up of 15 religious and lay persons became the highest policy-making body of the School.

        The Office of the College Dean for the entire tertiary level was abolished and a Dean was appointed to head each college.

1973   The College of Nursing was opened and granted government recognition five years later.

The Office of Research and Development was created as the School became affiliated with the Philippine Social Science Council (PSSC).

The Nursing Supplemental Course was offered but phased out in 1980.

1974   The Commerce program was revised to open new fields of concentration leading to the Bachelor of Science in Business Administration (BSBA).

The once traditional all-girl high school from kindergarten to graduate school became co-educational.

1975   March 4 and 5 - The second PAASCU re-survey of the three College programs was conducted – Arts and Sciences, Teacher Education, and Business and Accountancy.

1976   The Graduate School opened the Master in Business Administration program to respond to the needs of industries in the Region, Tuguegarao being the Regional Center.

1977   SPCT celebrated its Diamond Jubilee and marked further expansion of its programs.

Summer classes in the doctoral program were started in consortium with the University of Sto. Tomas leading to a Doctor of Philosophy in Education (Ph.D.), major in Educational Management.

A four-year program in Foods and Nutrition (BSFN) and two-year course in Dietetic Technology were opened.

1978   June - the permit for the doctoral program to operate independently from the UST Graduate School was granted.

Towards a University Status

1979   Preparation for the change of status from a college to a university was underway.

1982   The application for a five-year Bachelor of Science in Civil Engineering (BSCE) was approved for operation during this school year.

January 15, the charter for the university status was signed.

January 30 - The Charter was formally presented to the University President.

March 6-7 - the third (PAASCU) re-survey of the three College Programs: Arts

and Sciences, Teacher Education, and Business and Accountancy was conducted.

March 30 - the First President of St. Paul University was formally installed.

The Secretarial course was expanded to include a Bachelor of Science in Secretarial Administration (BSSA) program.

St. Paul University was chosen as one of the pilot schools to experiment the New Integrated Teacher Education Program (ITEP) but this was scrapped two years later.

1983 The Grade School Department was given Level I accreditation status after it's pre-survey.

1985 Religious Education as a major field in Education was started in the summer to train and prepare rural-based Theology teachers and catechists, as the University's share in the Diocesan apostolate for providing catholic Education in public schools.

The Commission on Audit, regional Office launched the three-year associate Degree in Government Accounting and Auditing with scholarship assistance to qualified first year accounting students enrolled in the College of Business Administration. The program was scrapped three years later.

The College Freshman program (CFP) was introduced to enrich the learning experiences of college freshmen. The program was phased out in 1992.

The Grade School Department was given Level I accreditation status after it's pre-survey.

1986 The first formal survey of the Grade School Department took place.

1987 Short-term courses in Technology were opened to include a three-year Associate in Geodetic Engineering (AGE) and a two-year Certificate in Surveying Aide (CSA).

1988 February 8 - The SPU Credit Cooperative was formed to service the financial needs of the faculty, office and maintenance staff.

July 16 - The present University President was formally installed, concurrently serving as President of St. Paul College, Quezon City

1989 Another technology course was opened, the first of its kind in the region-the Bachelor of Science in Computer and Information System (BSCIS).
February 20-21, the three College programs – Arts and Sciences, Teacher Education, and Business and Accountancy went through a fourth PAASCU re-survey and earned a Level III accreditation status.

Onwards to the Year 2000

1990 May 10 -The formal appointment of the present University President on a full-

time basis took place.

The grade school program was expanded to include Early Childhood Education consisting of two nursery classes.

The Accountancy Program of the College of Business Administration was further enriched with the opening of the Bachelor of Science in Accountancy (BSA) Program.

The Secretarial Division likewise introduced a Certificate in Computer Secretarial Course (CCSC) and Computer Science as a field of specialization for the BS in Secretarial Administration.

The two board programs, Nursing and Civil Engineering went through the PAASCU pre-survey and were granted Level I Status by FAAP.

1991   The first PAASCU re-survey of the Grade School Department was conducted. This granted the department a Level II accreditation status for five years.

1992   The long-projected opening of the two-year Midwifery Course (CMC) and the programs Master of Arts in Nursing and Master of Science in Nursing materialized.

August 3-4 - the Colleges of Nursing and Civil Engineering went through their first formal survey by the PAASCU accrediting team.

August 17-18 - the High School Department had its pre-survey by the PAASCU accrediting team.

With a U.S AID funding, the College of Nursing launched the Health Resource Development Program (HRDP) aimed at undertaking community-based health activities in eight identified deprived, depressed and underserved barangays of Cagayan.

1993   New undergraduate and graduate programs were launched, namely; Bachelor of Science in Biology (BS Bio), Certificate in Hotel and Restaurant Management (CHRM), Master of Science in Nursing (MSN), Master in Public Administration (MPA), and Doctor in Public Administration (DPA).

1994   The programs of the College of Engineering and Technology (CET) were expanded to include the following new courses: Bachelor of Science in Computer Engineering (BSCoE), Bachelor of Science in Electronics and Communications Engineering (BSCECE), Bachelor of Science in Sanitary Engineering (BSSE), Certificate in Computer Programming (CCP), Computer Technician Course (3 months).

The Bachelor of Science in Hotel and Restaurant Management Program was approved in addition to the Certificate Course in the same field.

September 15-16, the High School Department had its first formal survey by the PAASCU Accrediting team and was granted Level I accredited status.

1995   The Graduate School launched additional areas of Specialization as a response to the needs of the graduate school students, namely: Doctor in Business Management (DBM), Master of Science in Social Work (MSSW), Master of Science in Engineering Education (MSEE), Master of Science in Information Technology (MSIT), Master in Computer Science (MCS), Master of Arts in Psychology (MA Psycho), and short term courses in Continuing Education.

Undergraduate programs were expanded to include the following: Bachelor of Science in Physics (BS Physics), Bachelor of Science in Chemistry (BS Chem.), Bachelor of Science in Public Administration, (BSPA), one year Community Health Aide, and six-month Health Aide Course.

New major fields of specialization were added in the Bachelor of Secondary Education Program, namely: Physics and Chemistry.

September 20-22 - The Colleges of Nursing and Civil Engineering went through the PAASCU re-survey and were granted Level II accredited status for five (5) years

1996   The Commission on Higher Education approved the Recommendation of the CHED Technical Panel identifying St. Paul University as one of the Centers of Excellence for Teacher Education and Nursing for a period of five years beginning June, 1996.

St. Paul University was chosen by Commission on Higher Education and the Teacher Education Council of the Department of Education as one of the recipients of the Philippine-Australia Project in Basic Education (PROBE). It was selected as one of the focused Teacher Education Institutions (TEIs) with the purpose of improving pre-service teacher education in English, Science and Mathematics.

The former Computer Technology Department was expanded to become the College of Information Technology. In line with this modification, the Bachelor of Science in Computer and Information System (BSICS) became the Bachelor of Science in Information Technology (BSIT) with two majors, Information System and Computer Science. BSIT and two other courses, Bachelor of Science in Computer Engineering (BSCoE) and Bachelor of Science in Electronics and Communications Engineering (BSECE) were offered with a ladderized curriculum based on the revised curriculum of the courses during the school year 1994-1995.

August 23-24 -The Grade School Department went through the PAASCU re-survey.

September 26-27 - the Colleges of Arts and Sciences, Education and Accounting and Business went through the fifth PAASCU re-survey.

The Philippine Normal University Doctoral Program (EdD) and Masters Program were opened in the second semester in order to address the issue of in-breeding.

| 1997 | Classes in the Master of Engineering Program were started in the second semester, SY 1997-98 in consortium with the University of Sto. Tomas, Polytechnic University of the Philippines, MAPUA Institute of Technology and Adamson University. |

1998   February 16-17 - The High School Department had its PAASCU re-survey. This granted the department a Level II accredited status for five (5) years.

August 19-20, the College of Information and Technology and the Social Work Department had their PAASCU pre-survey.

September 26, the SPU Graduate School launched its "Open Distance Education Program."

The College of Nursing and Midwifery was changed into College of Health Sciences and Human Services. The BS Pharmacy program was opened.

SPUP was cited by the Commission on Higher Education as a Center of Development for Business Administration.

1999   SPUP was recognized by the Commission on Higher Education as a Center of Development for two programs: Civil Engineering and Geodetic Engineering.

December 1-3, TUV Rheinland, St. Paul University's external audit agency, conducted a pre-audit on the organization.

December 15-17, the TUV Rheinland conducted the final audit for ISO Certification.

2000   January 23 - St. Paul University was formally granted its ISO 9001 Certification-the First Catholic University in Asia and the First Private University in the Philippines to receive such recognition at the Boracay Room, EDSA Shangri-La through the TUV Certification Body for Quality System, TUV Rheinland, Anlagentechnik GmbH, Guam Stein, 51101 Cologne, Germany.

Part of the ISO 9001 certification requirements was the development of the Institution's Vision-Mission, Quality Policy, Quality Manual and Procedures. Consequently, the University's Administrative, faculty and Employees' Manuals were reviewed and revised. The Institution's quality policy "St. Paul University Provides Quality, Catholic Paulinian Education" was later reviewed, revised, and restated as follows: "St. Paul University provides Quality, Catholic Paulinian Education in a Caring Environment".

Forty-six (46) Master of Science in Nursing (MSN) students who came from schools, hospitals, clinics, and health units in Regions I, II, IV, VI, VII, the Cordillera Autonomous Region and the National Capital Region graduated in March 2000. The program was conceived six years ago with the assistance of visiting professors. In SY 2000-2001, the enhanced capabilities of in-house professors qualified them to take over the program.

The pioneer group of the Master of Arts major in Psychology Program, which

was opened in 1997 by the School of Arts and Sciences (SAS), graduated in March 2000.

The Legal Management and Tourism courses were opened.

Other courses opened were BSBA major in Agri-Business and Bachelor of Science in Environmental Engineering and Management.

The PAASCU Preliminary Survey of the Graduate School of Education was done in February, 2000.

2001   St. Paul University (SPU) implemented vertical articulation, an organizational structure based on Section 2 of the Commission on Higher Education Memorandum (CHED) Order No. 1 Series of 1998 containing the Policies, Standards and Guidelines in Graduate Education. With this academic structure, graduate programs emanate from strong undergraduate programs across all higher education disciplines.

Changes in the university seal were introduced featuring the motto "Caritas, Scientia, Cultura", the addition of the foundation year "1907", the change from Tuguegarao, Cagayan to "Tuguegarao City, Philippines", the initials "SPC" on the upper hand of the seal to represent the congregation of the Sisters of St. Paul of Chartres, and the use of gold as background of the seal.

In line with ISO 9001, the Integrated Modular Curriculum Delivery System (IMCDS) Model was implemented in the tertiary, secondary and the grade school levels to enhance the quality of instruction. The IMCDS is a shift from the Curriculum Instructional Guide (CIG). It includes the objectives, content, strategy and evaluation.

The first and second floors of the Learning Resource Center were completed. The first floor houses the Archives and Memorabilia Room, and the Mother Madeleine Hall - a facility for conferences/seminars and assemblies, while the University Library is housed at the second floor.

The first floor of the St. Paul Building was converted into seven classrooms, three of which house equipment for film viewing. On the same floor of the building   is the SAB Simulation Room which features advanced office machines and equipment. Business students undergo training in the use of the facility before they start their on-the-job-training. For the convenience of students using
Mere Marie and St. Paul Buildings, a concrete pathway connecting the second floor of the two buildings was constructed.

The construction of the University Grandstand, the "KLIK" Station and printing/binding services were completed.
PAASCU re-accreditation of the Accountancy and Business, Teacher Education, and Arts and Sciences Programs for Level 3; Civil Engineering, Social Work, and Health Sciences Programs for Level 2

The School of Education designed and implemented a Curriculum leading to

Master of Science in Teaching with majors in Biology, Mathematics, English, Filipino and Home Economics and with initial classes in Solana and Baggao, Cagayan. Cluster classes were opened at Gattaran, Lasam and Peńablanca in June 2002.

The Commission on Higher Education (CHED) granted St. Paul University full Autonomous status in December 2001. The recognition grants the University special administrative privileges for five years, particularly to exercise autonomy over its curricular offerings and fees. Only thirty higher education institutions among 1,800 colleges and universities in the Philippines were granted full autonomy.

2002   In the 2nd annual surveillance audit of St. Paul University conducted by TUV Rheinland/ Berlin-Bradenburg on February 19-20, 2002, St. Paul University maintained its ISO certification, an evidence of an enhanced quality management system at SPUP in accordance with the DIN EN ISO 9001: 2000 standards.

St. Paul University was one of the participating Schools selected by the CHED under the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP), an Educational Scheme whose accreditation and equivalency framework recognizes the knowledge, skills and prior learning obtained by individuals from non-formal education experiences. There were five pioneer graduates under the ETEEAP in School Year 2001-2002.

St. Paul University was tapped as Continuing Education Provider for Civil Engineering, Accountancy, Electronics and Communications Engineering, Geodetic Engineering, Nursing, Nutrition-Dietetics, Midwifery, Social Work and Education as awarded by the Professional Regulation Commission per Resolution No. 436, Series of 1999.

June - the new Junior Olympic size swimming pool was opened which allowed the inclusion of swimming in the curriculum. Its services were opened to the faculty, staff, alumni and even outsiders.

The programs Master of Arts in Language and Literature (MALL), Doctor in Nursing Science (DNS), Doctor in Mathematics Education (DME), and Doctor in Information Technology (DIT) were opened.

The Paulinian Heritage Center which is located at the ground floor of the Learning Resource Center was opened. This showcases the SPC, Paulinian, and Cagayan Heritage. The Paulinian Heritage Center serves as a repository of memorabilia, bearing witness to the life and history of the Sisters of St. Paul of Chartres, the University's growth and development through the years, and the history, traditions and culture of Cagayan, the locale of the University. The center's collection and activities help build and strengthen institutional culture and promotes appreciation for local and ethnic history and traditions.

The St. Paul University Chorale went on a second concert tour in Minnesota, Chicago, North Carolina, Connecticut, New York, New Jersey and Bangkok.

The Science and Engineering laboratories collaborated and networked with the Department of Science and Technology, Philippine Institute of Traditional and Alternative Health Care, Philippine Foundation for Science and Technology.

The School of Health Sciences entered into a Women's Health Project in collaboration with the Department of Health, Region 02 from December 2001-May 2002.

2003   Ph.D. in Social Psychology was opened.

2004   February 10, 2004 – Certification of the St. Paul University System by the Commission on Higher Education

February 17, 2004 – Installation of Sister Remy Angela Junio, SPC as 2nd Chancellor of the St. Paul University System (SPUS) and 3rd President of St. Paul University Philippines (SPUP).

August 12, 2004 – Establishment of the Knowledge for Development Center, World Bank.

December 2004 – Signing of an Agreement with Guangzhou and Beijing, China for the delivery of a Philippine-based Nursing Curriculum.

2005   Twinning Program was forged between the Philippines and Warn borough University, Canterbury, England for BS in Business Administration and BS in Nursing

2006   Saint Paul University, through the School of Education was identified by the Commission on Higher Education as the Delivering Institution for the CHED-Continuing Education Program for Master of Mathematics in Region 02.

2007   SPUP celebrated its centenary.

2008   SPUP was recognized by the Commission on Higher Education as Center of Development (COD) for Information Technology and Business Administration.

St. Paul University Philippines was granted permission by CHED to operate its Review Center for Nursing Program effective May 5, 2008.

2009   SPUP was cited by the Commission on Higher Education as Center of Development for Teacher Education.

SPUP was recognized as Center of Teacher Training by the Commission on Higher Education and Department of Education.

Bachelor of Science in Physical Therapy, Bachelor of Science in Medical Technology and Bachelor of Science in Radiologic Technology were opened.

2010   With continuing application for re-certification audits, SPUP was granted ISO 9001:2008 Certificate by the TUV Rheinland/Berlin-Bradenburg Group of Companies. With the university's meritorious achievement in Higher Education in the provision of instruction and in the conduct of research and community

extension services; for high performance of its graduates in licensure examinations; and for maintaining a long tradition of integrity and untarnished reputation in the educational service, the Commission on Higher Education granted St. Paul University Full Autonomy Status entitling the university with special administrative privileges.

On December 2010, the United Nations Educational, Scientific and Cultural Organization (UNESCO) Associated Schools Project Network (ASPNet) accredited SPUP as member school.

2011   Completion and inauguration of the University's centennial gift, Our Lady of Chartes Chapel, a replica of the Our Lady of Chartres Cathedral in France.

February 2, 2011 - Consecration of Our Lady of Chartres Chapel presided by His Excellency ,the Most Reverend Diosdado Talamayan of the Archdiocese of Tuguegarao.

June – The program Ph.D. in Rhetoric and Linguistics was opened.

December 8, 2011 – Thanksgiving Mass and Enthronement of the Reliquary of St. Teresa of Jesus of Avila. The presider was the Apostolic Nuncio, His Excellency Most Reverend Guiseppe Pinto.

Implementation of the Dynamic Instructional Plan in consonance with the University's adoption of the 21st Century Learning Landscape. This is part of the five-year Strategic Directions of SPUP for the Academic Year 2010-2015.

2012   March 1-12 - Expansion of linkages with Indonesia and adoption of the first Muslim School.

"Sword of St. Paul" award was conferred to the University President Sister Remy Angela Junio, SPC during the International Health Congress sponsored by the School of Health Sciences on April 15-18, 2012.

March 8-9, 2012, SPUP, as Center of Teacher Training, was tapped by the Department of Education through the Teacher Education Council (TEC) as a service provider for the K to12 Regional Mass Training of Grade 7 public school teachers.

May 3-June 3, 2012 – SPUP, as a service provider of the DepEd K to 12 Training, conducted the K to 12 Mass Training of Grade 7 public school teachers in Region 02 for the six learning areas namely: English, Science, Mathematics, Filipino, Araling Panlipunan and Edukasyon sa Pagpapakatao.

June 2012- the College of Medicine was opened.

August 28 to 29 – The Arts and Sciences, Teacher Education, Business and Accountancy, Nursing, and Social Work Programs went through the PAASCU re-accreditation.

2013	April 9-10 - The consultancy visit of thirteen (13) Graduate School programs, (both Masters and Doctoral), by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) was conducted.

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May 2-24 – SPUP was tapped by the Department of Education-Teacher Education Council as the service provider for the K to 12 training of Grade 8 public school teachers in Region 02 for the six learning areas namely: English, Science, Mathematics, Filipino, Social Science and Values Education.

May 27-29 – SPUP hosted the FAPE INSET Training of private school teachers in Region 02 on UBD and the K to 12 Enhanced Basic Education Curriculum.

2014   January - The SPUP School of Accountancy and Business was cited by the Commission on Higher Education to participate in the ASEAN International Mobility for Students (AIMS) Program. SPUP is the only HEI in Region 02 and among the 12 universities in the country recognized by CHED for this program.

January - The SPUP School of Accountancy and Business was accorded Full Accreditation Status by the Asian Association of Schools of Business International (AASBI) for the period March 1, 2014 to February 28. 2017.

February 5-7 – SPUP hosted the International Research Conference. Anchored on the theme, "21st Century Education: Milestones and Directions," the conference attracted about 450 academicians, researchers and students from HongKong, Indonesia, Thailand, India, Oman and USA and from the different regions of the Philippines.

February 11 – The National Historical Commission of the Philippines (NHCP) led by its Executive Director Ludovico D. Badoy, unveiled the Historical Marker of St. Paul University Philippines in recognition of SPUP's historical significance in the Philippines, particularly its contribution to national growth and progress specifically in the Cagayan Valley Region.

This is in recognition of the historical significance of SPUP in the Philippines, particularly its contribution to national growth and progress specifically in the Cagayan Valley Region. The text of the marker states

ST. PAUL UNIVERSITY
TUGUEGARAO CITY

ITINATAG NG SISTERS OF ST. PAUL OF CHARTRES BILANG COLEGIO DE SAN PABLO, KALYE RIZAL, 1907. NAGING COLEGIO DEL SAGRADO CORAZON DE JESUS, 1909. BINUKSAN ANG ANTAS NG SEKUNDARYA, 1911. PINANGALANANG SACRED HEART OF JESUS INSTITUTION, 1925. LUMIPAT SA KASLUKUYANG KINATAYUAN, 1934. NANGUNA SA PAGBUKAS NG MGA KURSONG PAGTUTURO SA CAGAYAN VALLEY, 1939. GINAMIT NA HOSPITAL AT GARISON NG MGA HAPON NOONG IKALAWANG DIGMAAN PANDAIGDIG,

1941-9145. IPINAGPATULOY ANG PAGTUTURO, 1941-1944. BINOMBA NG MGA AMERIKANO, 1945. NAGING ST. PAUL COLLEGE OF TUGUEGARAO, 1949. ITINALAGA BILANG PAMANTASAN, 1982.

March 1 – The School of Accountancy and Business was granted international accreditation by the Asian Association of Schools of Business International (AASBI).

April 28-30 – The Graduate School went through the PACUCOA Preliminary accreditation of the following Masters programs: Master of Arts in Nursing, Master of Science in Nursing, Master in Information Technology, Master in Business Administration, and Master in Public Administration.

May 2-28 - SPUP conducted the K to 12 Mass Training of Grade 9 public school teachers in Region 02 for the six learning areas namely: English, Science, Mathematics, Filipino, Araling Panlipunan and Edukasyon sa Pagpapakatao

May 12-14 - The Graduate School went through the PACUCOA Preliminary accreditation of the following Doctoral Programs: Ph.D. in Education, Doctor in Mathematics Education (DME), Doctor in Public Administration (DPA), Doctor in Rhetoric and Linguistics (DRL), Doctor in Business Management (DBM), Doctor in Nursing Science (DNS), and Doctor in Information Technology (DIT).

May 19-21 - The Graduate School went through the PACUCOA Preliminary accreditation of the following Masters programs: Master of Arts in Education, Master of Science in Social Work, Master of Arts in Psychology, and Master of Arts in Language and Literature.

June 07 – The Graduate School was granted Candidate Status by PACUCOA for the following graduate programs: Ph.D. in Education, Doctor in Mathematics Education, Doctor in Public Administration, Doctor in Business Management, Doctor in Nursing Science, Doctor in Information Technology, Master of Arts in Nursing, Master of Science in Nursing, Master in Information Technology, Master in Business Administration, Master in Public Administration, Master of Arts in Education, and Master of Arts in Psychology.

July 1 – The University was granted international accreditation by the International Accreditation Organization (IAO) for three years from August 1, 2014 to August 1, 2017.

August – SPUP launched its ASEAN initiatives and other undertakings as a response to the commencement of the ASEAN Regional Integration.

Nov. 20-22 – The Level I PACUCOA accreditation of the following Doctoral Programs - Ph.D. in Education, Doctor in Mathematics Education, Doctor in Public Administration, Doctor in Business Management, Doctor in Nursing Science and Doctor in Information Technology was conducted.

Nov. 27-29 - The following Masters Programs went through Level I PACUCOA accreditation: Master of Arts in Nursing, Master of Science in Nursing, Master

in Information Technology, Master in Business Administration, Master in Public Administration, Master of Arts in Education and Master of Arts in Psychology.

Dec. 1-3 - The University went through the Institutional Sustainability Assessment (ISA) which was conducted by a team of national assessors deployed by the Office of the Institutional Quality Assurance and Governance (OIQuAG) of the Commission on Higher Education (CHED) Central Office.

The School of Accountancy and Business was conferred the "Annual Award for Excellence" by the Asian Association of Schools of Business International (AASBI).

December 13 – The following Masters Programs were granted Level I accredited status by PACUCOA for the period December 2014 to December 2017: Master of Arts in Nursing, Master of Science in Nursing, Master in Information Technology, Master in Business Administration, Master in Public Administration, Master of Arts in Education and Master of Arts in Psychology.

2015   March 7 – The Graduate School was granted Level I Accreditation Status by PACUCOA for the period, March 2015 to March 2018 for the following Doctoral Programs: Ph.D. in Education, Doctor in Mathematics Education, Doctor in Public Administration, Doctor in Business Management, Doctor in Nursing Science and Doctor in Information Technology.

April 10 – The PACUCOA consultancy visit for the Pharmacy and Medical Technology programs was conducted.

May 3-16 - SPUP conducted the K to 12 Mass Training of Grade 10 public school teachers in Region 02 for the following learning areas: English, Science, Mathematics, Filipino and Edukasyon sa Pagpapakatao

August 15 – The third floor of the Global Center was inaugurated. It houses the Review Center, Speech Laboratories, Teleconference Room, IELTS/TESOL Review Room, and the Office of International Relations.

September 9-11 – The Hotel and Restaurant Management Program went through the PACUCOA preliminary accreditation.

December 21 - New Graduate School programs were opened with the endorsement of the Commission on Higher Education, namely;

- PhD in Science Education, PhD in Education, major in Religious Education and Master of Arts in Global Health Care Leadership.
- Doctor of Philosophy in Mathematics Education, Doctor of Philosophy in Nursing Science, and Master of Arts in Education major in School Leadership were offered in lieu of the Doctoral programs, Doctor in Mathematics Education, Doctor in Nursing Science, and the Masters program, Master of Arts in Education major in Administration and Supervision respectively, with slight revisions in the course offerings.
- A new major, Technology and Livelihood Education for the Master of Science in Teaching Program, was offered.

2016   January 1 – SPUP was recognized by CHED as Center of Excellence (COE) in Nursing and Center of Development (COD) in Information Technology for the period January 1 2016 to December 31, 2018.

January 10 – Master of Arts in Global Healthcare Leadership was opened to cater to all healthcare professionals.

January 14-16 – SPUP hosted the 2nd International Research Conference with the theme, "Towards an Integrated ASEAN Community."

January 29 – SPUP Knowledge and Information Resource Network (KIRN) was conferred the award, "Outstanding Academic/Research Library" by the Philippine Association of Academic and Research Librarians, Inc. (PAARL) for its commitment to highest intellectual, moral and cultural standards exemplified by its contributions to academic research librarianship; outstanding leadership in national and regional library development on the areas of management, education, training, information and documentation services; commitment to information networking and linkages; and to PAARL's objectives as demonstrated by its continued support and cooperation in PAARL's activities and undertakings.

February 5 - The Nursing Program was granted Level IV PAASCU accreditation status.

April 1 - SPUP was granted Autonomous Status for 3 years from April 1, 2016 to May 31, 2019 by CHED.

April 1 – SPUP was recognized by CHED as Center of Excellence (COE) in Teacher Education for the period April 1, 2016 to December 31, 2018

May 14 - SPUP was granted government permit to operate the Senior High School Program

May – SPUP was identified as the sole service provider for the DepEd Mass Training of Grade 11 Teachers in Region 02.

June 1 - The Graduate School was recognized by CHED as a Delivering Higher Education Institution for the K to 12 Transition Scholarships for Graduate Studies as specified in CMO No. 4, series of 2016.

June 13 - The School of Medicine was granted Government Recognition as stipulated in CMO No. 13, series of 2016.

August – SPUP School of Nursing and Allied Health Sciences hosted the 3rd International Health Congress.

December – SPUP hosted the DepEd Regional Pre-Service Teachers' Congress organized by the DepEd Central Office.

2017   April 24-25 – The PAASCU re-survey visit of the BS in Information Technology

Program was conducted.

March 27-29 - The Hotel and Restaurant Management Program went through Level I accreditation while the Pharmacy and Medical Technology programs were visited for preliminary accreditation by PACUCOA.

May 10 - SPUP celebrated its 110th Founding Anniversary with the theme, "Educating the Young, Serving the Poor, Celebrating God's Love."

May 22-June 8 – The 2nd Generation Regional Faculty Training for the New General Education Core Courses was conducted, particularly on two courses, Science, Technology and Society, and Understanding the Self. SPUP was recognized by CHED Central Office as a Delivering Higher Education Institution for the 2nd Generation Faculty Training for the New GEC courses.

May-June - SPUP was identified by the Department of Education as the sole service provider for the Mass Training of Senior High School Teachers in Region 02.

July – SPUP's partnership with the Department of Health and Zuellig Family Foundation on Health Leadership and Governance Program was established. The partnership aimed at building the capacity of local government units and other stakeholders in public health in Region 2 that will contribute to the shared vision of addressing health issues and problems in the region.

December – The following Masters programs: Master of Arts in Nursing, Master of Science in Nursing, Master in Information Technology, Master in Business Administration, Master in Public Administration, Master of Arts in Education and Master of Arts in Psychology; and Doctoral Programs: Ph.D. in Education, Doctor in Mathematics Education, Doctor in Public Administration, Doctor in Business Management, Doctor in Nursing Science and Doctor in Information Technology were granted Level 2 accreditation status by PACUCOA for the period December 2017 to December 2020

2018   January 10 - New major fields of specialization were offered in the Doctor in Information Technology Program, namely: Information Management and System Administration and Security.

February 2-3 – Outcomes-Based Education (OBE) Seminar was conducted with Dr. William Spady, the father of OBE, as Resource Speaker.

February 14 – Cultural Center of the Philippines (CCP) designated SPUP as Regional Arts Center.

May – SPUP BEU graduated the first Batch of Senior High School graduates.

June 13-14 – PAASCU re-survey visit to the Arts and Sciences, Teacher Education and Business Education, and Nursing programs was conducted.

June 29 – Bachelor of Science in Midwifery was opened.

July 5-7 – SPUP hosted the Philippines Association for the Study of Culture, History and Religion (PASCHR) 4th International Conference.

August to September – SPUP hosted the DepEd School Heads Development Program (SHDP) Foundation Course from August 30-September 5 and September 10-15.

October 25-27 – SPUP hosted the 16th National Conference on Information Technology Education (NCITE) 2018.

2019   April 25-26 - PAASCU re-survey visit of the Basic Education unit was conducted.

May 27 - New Graduate School programs were opened with the endorsement of   the Commission on Higher Education, namely;

- Doctor of Philosophy (PhD) in Education major in Physical Education
- Master in Business International
- Master of Arts in Education major in Biology

June 1 - SPUP was granted Autonomous Status for 2 years from June 1, 2019 to May 31, 2021 by Commission on Higher Education.

December 12-14 - SPUP hosted the 4th International Interdisciplinary Research Conference with the theme, "Creating Educational Pathways in the Fourth Industrial Revolution."

St. Paul University Philippines

Vision

St. Paul University Philippines is an internationally recognized institution dedicated to the formation of competent leaders and responsibilities citizens of their communities, countries, and the world.

Mission

Animated by the gospel and guided by the teachings of the Church, it helps to uplift the quality of life and to effect social transformation through:

quality, Catholic, Paulinian formation, academic excellence, research and community services

optimum access to Paulinian education and service in an atmosphere of compassionate caring; and

responsive and innovative management processes

Quality Policy

St. Paul University Philippines provides Quality Catholic Paulinian Education in a Caring Environment.

Institutional Outcomes:

The Paulinian graduate is expected to:

- demonstrate a comprehensive understanding of the methods of inquiry and how these methods are used to interpret knowledge in their own field;
- analyze problems and issues and generate ideas and solutions that contribute to a better understanding of the world;
- use innovative methods and technologies in solving problems and in making decisions;
- demonstrate ethical standards in the conduct of research ;
- utilize research findings for the upliftment of local , national and global communities;
- communicate effectively and confidently in a given social context through verbal and written texts;
- manifest support for global sustainable development and the preservation of cultural heritage through active engagement in local, national and international endeavors;
- engage in service learning activities, either as a leader or an active member;
- manifest sound relationships with God, self, others, and the environment with compassion, respect, integrity and empathy; and

- Practice Christian servant leadership to contribute positively to the accomplishment of team goals through collaborative processes.

Graduate Attributes:

Being a Christ-centered service institution, St. Paul University Philippines sees its roles as providing the students opportunities to discover and develop their human potentials to the full. We commit ourselves to make every Paulinian a:

CHRISTIAN LEADER, imbued with a social doctrinal training, good spirit and will power to live the Faith and be a Christian witness in the community;

PAULINIAN, one who generates gracious warmth, simplicity, sincerity and dynamic leadership in work;

FILIPINO, a worthy and responsible citizen of the Philippines proud of his national identity and one who is of ready serve to God and his fellowmen,

GOOD PERSON, imbued with a balanced personality with its mark being a proper balance between the interior and exterior self (things outside self), and an awareness of the dignity of self and others;

COMPETENT AND COMMITTED GRADUATE, one equipped with the necessary knowledge, skills and values demanded of his profession and committed to the application of these for service to the community;

RESPONSIBLE CITIZEN, one with an awareness of his relations with society and a sense of responsibility for and commitment to its improvement through the exercise of professional competence and dedication;

EFFICIENT AND EFFECTIVE COMMUNICATOR, one who explores ideas critically and expresses them clearly in various modes for a variety of purposes that are meaningful to the society and the Church.

CRITICAL THINKER AND PROBLEM SOLVER, one who utilizes innovative and creative methods/strategies and technologies to find solutions to problems, and to formulate and implement decisions.

LIFELONG LEARNER, one who is aware of the significance of life; keeps track of, manages and evaluates his/her own thought processes, performance and behavior; and accepts and seeks new challenges in learning.

The Paulinian Core Values (The 5 C's)

CHRIST - Christ is the CENTER of Paulinian life. The Paulinian follows and imitates Christ, doing everything in reference to Him.

COMMISSION - the Paulinian has a mission - a LIFE PURPOSE to spread the Good News. Like Christ, he/she actively works "to save" this world, to make it a better place to live in.

COMMUNITY - the Paulinian is a RESPONSIBLE FAMILY MEMBER and CITIZEN, concerned with building communities, promotion of peoples, justice and peace, and the protection of the environment.

CHARISM - the Paulinian develops his/her GIFT/TALENTS to be put in the service of the community, he/she strives to grow and improve daily, always seeking the better and finer things and the Final Good.

CARITAS - urged on by the LOVE OF CHRIST, the Paulinian is warm, loving, hospitable and "all to all", especially to the underprivileged.

Thus, PAULINIAN EDUCATION is committed to the formation of SELF-DIRECTED CATHOLIC MEN AND WOMEN who find fulfillment in intelligent followership and responsible leadership in meeting their responsibilities to God, country and fellowmen.

University Seal and Motto:

The **SEAL** itself and its various symbols was adopted from the coat of arms of the Congregation of the Sisters of St. Paul of Chartres (SPC) who own and run St. Paul University Philippines and other Paulinian Institutions.

Sword: The sword of St. Paul is the Gospel that cuts both ways - inviting to conversion from the old life to commitment to the values of Christ. For the Paulinian, it stands for fortitude and bravery to face life's challenges and to stand for one's convictions.

Book: Stands for knowledge and wisdom, for the skills, values, attitudes, and competencies which the Paulinian seeks to acquire.

Lamp: Stands for light, witness, service; for a life that benefits others.

Laurel Leaf: It signifies triumph. It is a reminder of the Christocentric Paschal spirituality and challenges every Paulinian has to accept - to endure the pains that is our share in the sufferings of Christ so we could share in His victory.

Wavy Line: The waters of the sea that signify readiness to go where the mission calls and tranquil daring to face what is difficult and unknown. It also stands for Cagayan where the University is located and whose people it is committed to serve.

1907: The date of the school's foundation; shows not only the historical distance traversed by the school from its early beginnings as Colegio de San Pablo but its stability and consistency of commitment

THE MOTTO:

Caritas - This is action born of faith and of deep love of God and neighbor. It is compassionate, caring, warmth, hospitality, being "all to all" which marks the

Paulinian service. Like the Sisters of St. Paul of Chartres whose life motto is Caritas Christi Urget Nos, the Paulinian is motivated by love and reaches out to the underprivileged, the marginalized and the poverty-stricken members of the community.

Veritas – This is an epitome of morality, values and social concern, the striving for truth and justice, peace and unity and the higher gifts of the Spirit. It is entrenched by the legacy left by the founder of the Sisters of St. Paul of Chartres, Father Louis Chauvet, who said, "I have no greater blessing than to see my daughters walk in the truth." It is an improved quality of life rooted in Christ and Paulinian zeal to build communities of authentic disciples.

Scientia - It refers to an authentic scholarship, systematic and disciplined effort to teach and learn so that the gifts or "charism" of the Paulinian may be fully developed to make him a competent servant leader of the Church and country.

COLORS:

Green and Gold are the official colors of St. Paul University Philippines, and of all St. Paul Schools in the Philippines.

Green stands for Life, Hope, and Youth: for the Paulinian, it means a joyful openness to life.

Gold stands for Purity, Integrity, and Glorify in Christ's victory; for the Paulinian it means striving for what is excellent, good, and perfect.

School of Medicine Vision and Mission

Vision

St. Paul University School of Medicine will achieve excellence in Medical Education through the conception, application, and dissemination of new knowledge in the biomedical sciences and medicine grounded on a humanistic-caring based approach. This will be realized through international leadership in biomedical research, development of new therapies, and delivery of humane and altruistic health care services through state-of-the-art medical care and innovative biomedical education.

Mission

Grounded on the Gospel of Christ, SPUP's School of Medicine seeks to promote health through biomedical education characteristic of international leadership, biomedical research, development of new therapies, community service and altruistic health care services through innovative strategies and state-of-the-art facilities.

St. Paul University School of Medicine is committed to the educational, intellectual, professional, and personal development of a diverse group of students and faculty who are deeply faithful to the study and to the practice of medicine founded on a humanistic-caring philosophy, to biomedical research, and to the health of the public.

The Brand of Paulinian Medical Education Curriculum

The Medical Education Curriculum is grounded on the vision-mission of St. Paul University Philippines.

Hence, the SPUP College of Medicine's Brand is **MEDICAL ETHICS** and **COMMUNITY MEDICINE** threading through the four years of Medical Education.

SPUP BRAND OF MEDICAL EDUCATION CURRICULUM

Shall be marked by:

- Humane, caring and compassionate interactions with the individual, family, groups and communities utilizing primary health care.

- Commitment to form medical graduates who are Maka-Diyos, Makatao, at Maka-kalikasan; and

- Provision of humane medicine and health care.

St. Paul University Philippines' College of Medicine will achieve excellence in Medical Education through the conception, application, and dissemination of new knowledge in the biomedical sciences and medicine grounded on a humanistic-caring based approach.

Core Values

We, as a community, place great value on excellence, scholarship, compassionate caring, integrity, social justice, diversity, equality of opportunity, and interdisciplinary collaboration.

College Goals and Objectives

The Graduates will demonstrate the following:

- Demonstrate knowledge and understanding of the theories and principles that govern ethical-decision making and ethical dilemmas in medicine;

- Demonstrate knowledge and understanding of the normal structure and function of the body and its organ systems;

- Demonstrate knowledge and understanding of the importance of science and medical research in understanding the causes of diseases and the efficacy of palliative, curative, and rehabilitative treatment and management;

- Demonstrate knowledge and understanding of the various diseases and causes of injury and the ways they effect the normal functioning of the body;

- Manifest a comprehensive knowledge and understanding of the basic principles of health care and therapeutic management;

- Manifest capability to treat patients with compassionate caring and respect to preserve humanity and dignity;

- Interact with patients, patients' families, colleagues, and other with honesty and integrity;

- Demonstrate commitment to life-long learning and share the wisdom through mentoring and teaching;

- Promote the utilization of primary health care in partner barangays, communities, and underserved populations;

- Provide holistic patient care for patients of all ages in a variety of settings;

- Provide appropriate management strategies including diagnostic, therapeutic, and rehabilitative aspects of care for patients with common conditions;

- Apply critical thinking and reasoning in solving clinical problems;

- Demonstrate a commitment to recognize and collaborate with other health care disciplines.

GOALS OF THE DOCTOR OF MEDICINE PROGRAM

In the pursuit of its mission, the SPUP-SOM sets forth the following goal statements:

- Our students will acquire an exemplary foundation in medical knowledge, skills and professional attitudes.

- Our students will be instilled with high moral and ethical standards in the practice of the medical profession.

- Our students will excel in qualifying examinations and successfully compete for postgraduate training programs.

- Our students will be ready to serve patients and communities in fulfilling and productive careers.

- Our innovative and unique approaches to adult education will foster relevant, integrated and interactive learning experiences.

Foundational knowledge and skills are those core competencies that underlie every practicing physician's approach to patient care, are prerequisites to training and practice in any specialty and subspecialty, and support the ability to assess patients, manage presenting problems, seek out and critically analyze new information and learn throughout their career.

Foundational attitudes and behaviors are essential to the practice of medicine in all its variations. The program ensures that the terminal competencies are fully aligned with the promulgated standards of the Commission on Higher Education.

Specific Objectives

The Doctor of Medicine Program aims to produce physicians for the Philippine Health Care System, who will be primary physicians, who can go into the different types of medical practice, and/or undergo further training to become medical specialists.

More specifically, the SPUP Medical graduate is expected to:

1. **Demonstrate**

   a) knowledge of the theories and principles that govern ethical decision- making and ethical dilemmas in medicine;

   b) knowledge of the normal structure and functions of the body and its organ systems;

   c) knowledge of the importance of science an medical research in understanding the cause of diseases and the efficacy of palliative, curative, and rehabilitative treatment and management;

   d) knowledge of the various diseases and causes of injury and the ways

in which they affect the   normal functioning of the body;

    e) competence in managing clinical conditions of patients in various settings.

2. **Manifest**

    a) comprehensive knowledge and understanding of the basic principles of health care   and therapeutic management;

    b) capability to treat patients with compassionate caring and respect to preserve humanity and dignity;

    c) commitment to lifelong learning and share the   wisdom through mentoring and teaching;

    d) commitment to continuing personal and professional development;

    e) commitment to recognize and collaborate with other health care disciplines;

3. **Interact** with patient, patients' families, colleagues and others with honesty   and integrity;

4. **Promote** the utilization of primary health care in partner barangays, communities and underserved   populations;

5. **Engage** in research activities and utilize research   results in decision making;

6. **Provide:**

    a) holistic patient care for patients of all ages in a   variety of settings;

    b) appropriate management strategies including diagnostic, therapeutic, and rehabilitative aspects of care for patients with common conditions;

7) **Use** critical thinking and reasoning in solving clinical problems.

Educational Programme

SPUP SOM Educational   Strategy Statements

These 7 elements and features govern the design and delivery of the curriculum:

1. Structure-intensive (based on instructional learning materials well conceptualized to incorporate learning goals, activities and results), process-oriented, outcomes-based (the assessment and evaluation are well-defined).

2. Embraces evidence-based clinical practice and education, inclusive of environmental health & complementary medicine.

3. Promotive of team-based, collaborative, interdisciplinary interaction among students, faculty, administrative staff, patients.

4. Person-centered, learner-focused, nurturing of both healer and the recipients of care, with transcending spirituality as the foundations of a genuine kind of relationship-based care.

5. Focused on both proactive/preventive (wellness) and reactive (disease-oriented) health care management , and primary health care (both specialized and general medicine) in both individual-based and population-based care.

6. Utilizes mentored out-of-classroom real-life-situation learning venues (distributed model) where higher-level integrated skills are called for, upgraded to the prevailing IT means.

7. Aligns longitudinally with postgraduate pathways like   residency in St. Paul Hospital or community /public health practice.

The Paulinian 5 C's, which are very much aligned and congruent with the 5-star role of a physician, provides inspiration that a strong person-centered core is the key to honing physicians   grounded in their vocation:

- **Christ-centeredness.** The Great Healer matches with the Healer/Health provider role, with Christ as the Great Physician, the highest and greatest epitome civilization has ever known and revered, and should be the top figure for emulation in a career that deals with human life, in all its sacredness

- **Charity.** Compassionate Love matches with the Counselor/ Formator role, as unconditional love received and love shared is the most genuine and enduring kind that can enable one to balance healthy self-love and authentic other-orientedness.

- **Community** matches with the Steward /Manager /Social Advocate as unity, partnership and cooperation are vital to a group of people to work for an advocacy.

- **Commission** matches with Servant Leader role, as service should emanate from a spirit of humility, devotion, example, and sense of responsibility.

- **Charism** matches with Teacher /Educator/Researcher /Lifelong Learner role, as integration and excellence in the use of gifts and talents are characteristics of scholarly pursuit for education, research, and life-long learning.

ADMISSION POLICY

The University subscribes to the admission policy set by the School of Medicine in admitting medical students who are of duly attested good moral character, who have the required academic credentials and who respect the Catholic doctrine.

Guidelines:

1. An Admissions Committee screens all applicants for admission. After thorough study of all pertinent information, the committee makes a list of those are best suited to study of Medicine and recommends that they be accepted for enrolment.

2. All freshmen applicants who meet the general requirements may be admitted; However, they are expected to maintain the academic standards set by the School of Medicine for retention in the succeeding years. The school reserves the right to refuse the admission of applicants for reasons like limitations of school facilities, poor academic performance, activities/affiliations contrary to the institutional mission, philosophy and goals of the University, lack of moral fitness and the like.

The general requirements for admission are:

A. A properly filled-up Student Information Sheet from the School of Medicine.

   A complete application includes:

   A properly accomplished application form of the SPUP SOM forms will be made available at the office of the Dean for a minimum fee and to be paid at the Business Affairs Office.

B. Two (2) copies of ORIGINAL/OFFICIAL Transcript of Records of any baccalaureate degree, one (1)original, one (1) certified true copy, if coming from private institution, must come with Special Order from CHED or at least the first three and one-half (3-1/2) years Baccalaureate Program if not yet graduated.

C. Two copies of 2x2 pictures (plain white background)

D. Photocopy of birth certificate from Philippine Statistical Authority.

E. Certificate of Good Moral Character from two (2) former professors in College.

F. NMAT score. **The required score is 40 and above** (not later than 2 years from date of exam).

G. NBI Clearance

H. Long white folder with the name of the students

3. The Office of the Dean will verify the submitted credentials, to ensure authenticity and completeness. Any falsification and misrepresentation of such documents would constitute ground for disqualification.

ADMISSION TO THE SCHOOL OF MEDICINE

The Committee on Admissions has the authority to determine the criteria of selection and to recommend and select who among the applicants are qualified students. Selection is based on intellectual and personal preparedness of the applicant.

General Admission Policies

1. Only applicants of good moral character shall be admitted.

2. Only applicants who have never been convicted by a court of competent jurisdiction of any offense involving moral turpitude shall be admitted.

3. Only applicants with good academic records shall be considered for admission.

4. Only applicants with the personality and attitudes considered suitable for a career in medicine shall be accepted.

5. The maximum number of students that can be accommodated without negating teaching-learning effectiveness shall be admitted.

6. The highest ranking applicants based on the requirements will be further evaluated in an interview by a faculty panel.

7. An admitted student who fails to enroll may be admitted in any succeeding year only after he/she re-applies and is selected on a competitive basis with the rest of the applicants for that year.

8. Qualified applicants who are not admitted may re-apply in any succeeding year.

9. Students who have been dropped from the rolls of the SPUP School of Medicine or other medical schools shall be denied admission or readmission.

Admission Policy for Foreign Students

The following requirements are to be submitted upon application:

1. One (1) copy of College Official Transcript of Records and Certificate of Graduation (Diploma), duly authenticated by the Philippine Embassy or Consulate Office in the applicant's country of origin; (with red ribbon)

2. Notarized photocopy of passport pages where photo, name of birth and birthplace appear;

3. Original copy of NBI clearance.

4. Medical health certificate with routine laboratory tests and Chest X-ray requirements.

5. Three (3) original Personal History Statement with photos and signature.

6. Four (4) 2x2 pictures

7. National Medical Admission test (NMAT) result (not later than 2 years from date of examination) with passing mark.

8. Certificate of Eligibility for Admission to Medicine (CEAM) from the Philippine Commission on Higher Education.

CRITERIA FOR SELECTION

1. A candidate must have completed a College Education (Bachelor of Science or Arts Degree) that includes premedical science courses, essential for medical school as well as a broad exposure to the humanities and social sciences. Preferred courses are: BS Biology, BS Medical Technology, BS Pharmacy, BS Nursing, BS Public Health, BS Physical Therapy, BS Respiratory Therapy, BS Chemistry, etc). Other BS/AB degree must take extra units in Chemistry (Organic- 5 units and Biochemistry- 5 units), Physics-3 units, and Biology/Zoology-12 units.

2. Academic competence to succeed in medical school is assessed by the applicant's college records, including Screening Examinations, Personal Interview and NMAT scores.

3. The applicant must also demonstrate evidence of those personal characteristics expected of a physician: altruism, compassion, empathy, honesty, integrity, cultural and emotional competency and a commitment to provide care for people who are disadvantaged and underserved.

4. A medical student must have the capability of excellent observation and communication, the motor functions, and the conceptual, integrative and quantitative skills needed to study and practice medicine.

5. A future physician must have the physical capacity and emotional maturity to complete medical school and practice medicine independently.

A candidate will not be denied admission on the basis of any discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, age, gender, sexual orientation or disability. Strongly motivated students from educationally deprived and culturally or geographically underrepresented backgrounds are actively sought and encouraged to apply.

It is the policy of the School of Medicine to seek to admit a diverse class, with respect to gender, sexuality, race, ethnicity, cultural and economic background and life experience. The School believes that a diverse student body

provides a valuable educational experience that prepares the medical student for the real world of medical practice in a multicultural society. Diversity in medicine has been shown to improve access to health care for underserved populations.

All policies regarding admissions, employment and educational programs and activities are established and administered in conformity with the Commission on Higher Education Memorandum Order No. 10 Series of 2006: Policies, Standards and Guidelines for Medical Education.

- The admission slots to the School of Medicine are limited to ensure that there are enough learning materials and resources for every student. The application process is competitive and each applicant is subject to an individual, holistic evaluation and review.

- Admission to the first year class will be based mainly on the applicant's academic performance in the undergraduate program (30%); the National Medical Admission test Score 40% (30%); Screening examination (20%) and the Personal Interview (20%).

The School requires General Weighted Average of at least 2.5 with no grade below 2.5 in any Science course taken in the undergraduate program.

Each criterion is rated using a rubric–based tool. The evaluation results serve as basis for ranking the applicant.

The following rubrics will be used as basis for evaluating the applicants in terms of four criteria for admission.

GENERAL WEIGHTED AVERAGE		WEIGHT
1.00	(96-100)	5
1.25 – 1.50	(92-95)	4
1.75	(89-91)	3
2.00 – 2.25	(84-88)	2
2.50	(82-83)	1
INTERVIEW		WEIGHT
9-10		5
7-8		4
5-6		3
3-4		2
1-2		1
SCREENING EXAM		WEIGHT
RAW SCORES/STANINE SCORES		
89 – below / Below Average 1-3		1
90 – 110 / Average 4-6		2
111 – Above / Above Average 7-9		3
For the NMAT Scores, percentile scores will be considered in the computation of the rank. The raw score will be multiplied by the corresponding weight (30%)		

Only applicant screened, ranked and recommended by the Committee shall be admitted to the program.

- Additional weight of one (1) point each may be given to applicants who passed professional regulation examinations, or who are graduates of SPUP.

- As a matter of policy, applicants with more than 12 units of failure in the undergraduate program may not be considered.

- Application and screening period for freshman will be from March to July of the preceding school year.

- Qualified applicants are notified at least a month prior to the start of the school year.

- Personal Goal Statement (not more than 200 content words) is required from each qualified applicant.

Significant impairment and disabilities which are reasonably likely to affect a prospective students' capacity to satisfy the basic outcomes, or which represent a condition reasonably likely to prevent completion of the curriculum, may not be concealed or otherwise misrepresented. Doing so would be grounds for immediate suspension, dismissal and/or other disciplinary action.

ENROLMENT

Policy Statement:
> The SPUP adopts a fast and systematic registration and enrolment procedure. All students should be officially enrolled in order to receive credits for course work.

Guidelines:
1. Students should enroll during the designated period. Late enrolment may be entertained within 2 weeks from start of classes. However, enrolment after the 1st week of classes shall be subject to penalties/surcharges.

2. Unless approved by the Dean, a student must maintain at least one-half (1/2) of the regular semestral load.

3. Old students must present their clearance of grades before enrolment forms are issued.

4. Students are not allowed to overload except in the last 2 semesters prior to graduation.

5. Students are considered enrolled only after payment of fees. Students are advised to pay their fees as scheduled:

Down payment is 50% of total fees/ semester.

Before Prelim exam is 25% of total fees/semester.

Before Midterm exam is 25% of total fees/semester.

6. All enrollees must undergo the prescribed medical tests prior to official enrolment.

Medical Examination including laboratory results of the following:

i. CBC

ii. Urinalysis

iii. Fecalysis

iv. HBsAg and Anti-HBs

v. Chest X-Ray

vi. Drug test

viii. Medical/Dental clearance from the University Clinic.

Policy on Scholarship: (Entrance Scholarship)

For Suma Cum Laude   - 100% Tuition Fee Discount

For Magna Cum Laude   - 75% Tuition Fee Discount

For Cum Laude   - 50% Tuition Fee Discount

Academic Distinction   - 25% Tuition Fee Discount

ACADEMIC RULES AND REGULATIONS

School Discipline

The School of Medicine adopts such rules and regulations for discipline as promulgated by the Commission on Higher Education.

The School of Medicine requires the students to attend classes and other official functions of the School in their prescribed uniforms. Wearing

the nameplate or identification tag is integral to the uniform. This is necessary not only to identify the students but also as a matter of good conduct and discipline. Failure to be in uniform shall be sufficient cause to ban the student from classes and such other official functions in the School. Such absences shall be considered as unexcused.

Smoking and eating, including drinking alcoholic and non-alcoholic beverages are prohibited in the classrooms, laboratories, and lecture rooms.

DROPPING/CHANGING OF SUBJECTS

Policy: The University recognizes the right of the students to make decisions concerning their academic life, allows adding/dropping of subjects.

Guidelines:

1. Addition/change in schedule shall be done during the enrolment period, subject to the approval of the Dean and the Registrar.

2. Dropping of the subject during enrolment shall be considered as cancellation of enrolment in that subject.

3. No dropping of subjects shall be allowed after the Preliminary examinations.

4. Any student who drops a subject without the approval of the Dean obtains a failing grade (i.e, "WF – Withdrew without permission = Failed), in that subject.

5. For reasons of serious illness or upon justifiable cause, the Dean may act on the request for the dropping of the subject after the preliminary examination.

6. In dropping a subject, upon securing the approval of the Dean, the student must obtain the corresponding endorsement from the Registrar's Office to the Finance Department for adjustment of fees.

TRANSFEREES

The SPUP-SOM does not seek nor encourage transfer applications. In exceptional and meritorious cases, a transferee should write the Dean or Chairman of the Admissions to determine whether his application can be considered; however he shall be governed by the following policies:

Guidelines:

1. No student with failure shall be accepted as transferee.

2. He must be able to complete 80% of the total units of the course at SPUP-SOM.

3. A student who wishes to transfer to the SPUP-SOM must submit the following documents:

a. A clear copy of the transcript of records

b. Certificate of Good Moral Character from the previous school.

4. His grades in all subjects taken will be evaluated and validated by the Evaluation Committee.

ATTENDANCE / ABSENCES

Policy: SPUP-SOM requires that every student attends no less than 80% of the class hours/days required for every course to earn the corresponding units in that subject.

Guidelines:

- Students are required to attend and participate in class activities beginning the first day of classes. The medium of instruction and communication is English.

- All missed work covered by the classes during excused absences shall be made up to the respective instructor and within a reasonable time. When the number of hours incurred by unexcused absences of a student reaches 20 percent of the total number of hours of a course/module, he/she shall be dropped from the course/module.

- Time lost by late enrollment shall be considered as time lost by absence, which is unexcused. Exceptions may be decided upon the discretion of the Dean.

- If a student is absent from the final examinations, he/she will be given a final grade of "X". If his/her absence is justifiable as determined by the faculty in-charge, a special examination may be authorized by the Dean.

- Students who received a grade of "X" or "INC" must satisfy all requirements for such a course before the opening of the next academic year. Failure to do so will cause the grade of "X" or "INC" to be converted to "5".

- In case a student is absent from classes due to illness, a medical certificate from a duly noted Physician approved by the Dean is required so that the absence will be excused.

- No other medical certificate shall be entertained. Failure to submit the proper medical certificate is cause for the absence to be unexcused.

Leave of Absence (LOA)

Policy: SPUP-SOM recognizes its responsibility to provide students the chance to complete the program of studies, and thus, will allow a leave of absence by the student. Only in these cases shall the university be obliged to provide for the readmission of the student.

A first to third year level student, may file a leave of absence from the University on or before the 10th week of classes of each semester, subject to approval by the Dean. Courses that have been completed and graded before the filing date will be considered final; while courses in progress will be considered dropped without credit and therefore not graded.

Similarly, a fourth year student may also file a leave of absence from the University at any time during clerkship or junior internship, subject to approval by the Dean. If the rotations completed and graded comprise 60% of the total rotations, these shall be credited and considered final, while the rotation in progress will be considered dropped without credit and therefore not graded. Otherwise, the clinical clerk shall repeat all the rotations.

Approved leave of absence will be applicable only for that particular school year. The student may request in writing, for an extension of a leave of absence by re-applying for a leave for another year. Leave of absence can only be availed of for two consecutive years.

If a student fails to enroll after the lapse of the approved leave of absence, he/she shall be notified by the registrar, shall be considered Absent Without Leave (AWOL), and shall be dropped from the rolls of the University.

Procedures for filing a leave of absence:

A student may request for a leave of absence from the college by submitting a request for leave of absence together with a letter of petition indicating the reasons and accompanied by supporting documents to the Dean. This should be accomplished on or before the 10th week of the current semester except in extenuating circumstances like severe illness. In the case of a fourth year student, he/she shall follow the rules of the house staff manual.

Once approved, this leave of absence is applicable for one (1) year renewable for a maximum of two (2) years consecutive.

When a student returns from a leave of absence, he/she should re-enroll at either the first or second semester in order to take the courses that he/she has not completed in curriculum level when he/she went on LOA.

ACADEMIC LOAD

Policy: The University programs the academic load of the students to prepare them to face the challenges of their course of study and to enable them to earn their degrees within the specified period.

Guidelines:

- A student should carry a regular load. (e.g. for first year: 31 units (780 hours) fir first semester, 25 units (620 hours)for second semester; for second year: 36 units (960 hours) for first semester, 38 units (890 hours) for second semester; and for third year: 39 units (800 hours) for first semester, and 41 units (840 hours) for second semester).

- Only graduating students shall be allowed to carry an over-load not exceeding 6 units per year.

FEES/ADJUSTMENTS/REFUNDS

Policy: The University shall collect fees, refund fees, corresponding to the change of course/dropped subject.

Guidelines:

- A student who officially drops from the course before the start of classes shall be charged P1000 only.

- A student who officially drops a course/subject shall be charged as follows:

  a. within the 1st week of classes: 10% of the total fees for the course program

  b. within the 2nd week of classes: 20% of the total fees for the course program

  c. after the 2nd week of classes: concerned student shall be charged in full.

- Registration fee is Non-refundable.

DEBARMENT

Policy: The University shall debar students who do not show satisfactory performance in their academic undertaking.

Guidelines:

- Old students who incur Failures in more than 9 or more units will NOT be readmitted for enrolment in the succeeding semester.

- First year students who incur failures of 9 or more units in the 1st semester shall be allowed to enroll for the 2nd semester under probation but only in those subjects authorized by the Dean (mostly semestral subjects). Those under probation and who still incur the same deficiencies by the end of the year shall not be readmitted to second year.

EXAMINATIONS

   a. Major examinations i.e. preliminary or final examination should be administered as scheduled.

b. A student shall present an examination permit before they are allowed to take any major examination. Otherwise, the student should secure a temporary permit from the Dean's Office

c. A student who doesn't take the final examination or submit a major requirement of the course, on account of illness or other valid reason is given a mark of "INCOMPLETE". The completion must be scheduled and supervised by the Office of the Dean which in no case should go beyond the succeeding semester. A student must remove an incomplete grade within the said period; otherwise, a failing grade shall be given.

d. To apply for completion, a student must:

   i. Secure from the Office of the Registrar an official Application form which contains the following:

      - Complete Name

      - Course and Year

      - Subject Code and Title

      - Semester A.Y. Attended

      - Final Grade and Remarks

   ii. Submit the application form to the teacher concerned who will indicate, after the determination of justifiable cause, the following

      - Completion Requirement

      - Approval of Application

      NOTE: Completion requirements must be consistent with the nature of the actual requirement that the student failed to comply with.

      In the event that the concerned faculty is on leave or unavailable, the Dean may delegate another faculty to administer the completion process of the student.

   iii. Return the application form to the Office of the Dean. The Office of the Dean shall set the specific date(s) and venue for all completion in the faculty/college/institute for proper supervision and for proper implementation of the joint guidelines for the completion of grades given by the Office of the Registrar and by the Office of the Vice President on Academics.

e. For a justifiable cause as determined by the teacher concerned, completion examinations are given. The explanation in writing must be accompanied by supporting paper, which must be submitted to the teacher concerned within one week before the scheduled examinations.

f. All electronic devices and gadgets (pagers, palm organizers, cellular phones, tablet, etc.) are not allowed to be used during examinations.

Should the student carrying one, he or she should surrender it to the proctor prior to the administration of the examination. Except when allowed by the professor, calculators are likewise prohibited. Violations thereof subject the students to appropriate disciplinary actions.

g. Any student who cheats during an examination, quiz, test or recitation, or who plagiarizes, or who deliberately looks at another examination paper, or who talks or communicates with another without permission, or who copies from another's examination paper of report, or who sends another to take examination/course/class requirement for himself/herself shall be subject to disciplinary action. In addition to the sanction imposed, cheating is punishable by a grade of zero in the exercise involved. This rule also applies to any student rendering such aid.

h. Students should be in complete uniform and are required to follow all instructions given during the examination time.

i. A student will be asked to sign his name upon receiving his examination papers and upon submitting the same.

j. During examination, students are not allowed to leave assigned places without the permission of the proctors.

k. Cheating during examination is punishable under the Code of Conduct of Students.

l. Anybody who comes late in an examination will be given an examination but he will have to submit the examination paper on the scheduled time.

m. For excused absences, a special examination is given upon request by the students.

n. The score or answer sheets of the students shall be shown to the student within fourteen (14) days after the exam

o. Questionnaires will not be given back to the students.

p. Most items in the major examinations should be multiple choice questions, however, it does not restrict the faculty from giving other types of questions.

GRADING SYSTEM

- Final grades shall be given and placed in the transcript of records for each course.

- Students' performance is evaluated at the end of each course.

- Evaluation shall cover student performance in the cognitive, psychomotor and affective domains. The grades shall be on performance in tutorials, SGD (Small Group Discussion), reports, examinations and other requirements of the course.

- Grades shall be reported in the ten-point system as follows for Bioethics, History of Medicine and Perspectives in Medicine wherein grades are passed or failed:

  The work of the medical students shall be graded at the end of each term in accordance with the following 5-point numerical grading system:

  > 1.00 = 96-100%
  > 1.25 = 94-95%
  > 1.50 = 92-93%
  > 1.75 = 89-91%
  > 2.00 = 87-88%
  > 2.25 = 84-86%
  > 2.50 = 82-83%
  > 2.75 = 79-81%
  > 3.00 = 75-78%
  > 5 = 74% and below

  > FA = Failure due to absences
  > WP= Withdrew with permission
  > WF = Withdrew without permission
  > INC = Incomplete
  > W =Dropped without credit
  > GW=Grade withheld
  > X = Absent from exam
  > IP=In progress

- Final grades shall be verified by the College Secretary and approved by the Dean.

- If the final grade is short of the passing but remediable, a grade of "deferred assessment" shall be reported. A re-examination shall be given at the end of the semester.

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- The final grade of each course is computed based on the weights assigned to the different grade components/criteria which are reflected in the course syllabus.

- A student with a failing grade of 70-74% (5.00) may be given a remedial examinations in both lecture and laboratory. The remedial examination is given only once and is not a guarantee to passing. Failure in the remedial examination automatically means a failing grade in the course.

- The Promotions Board shall recommend the removal examinations given to student who has incurred only one failure. The board shall set the date of the

removal examination and relayed to the respective instructor. Failure of the student to take the scheduled removal examination without due cause will mean a failing grade in the course.

- The Promotions Board shall be composed of the College Secretary as Chair, Heads of Departments, and faculty concerned as members.

- All grades submitted by the faculty of each department which have been finally deliberated by the Promotions Board, and after having been signed by the members, and approved by the Dean, are deemed final and will entered into the students' permanent record.

CURRICULUM FOR DOCTOR OD MEDICINE

FIRST YEAR: 1ST Semester

COURSE CODE	COURSE TITLE	LEC	LAB	UNITS	PRE-REQUISITE	NUMBER OF HOURS
M1ANAT A	Human Anatomy (including Gross and Microscopic Anatomy and Development Anatomy)	4	2	6		160
M1PHYS A	Human Physiology	4	2	6		160
M1BCHEM A	Biochemistry, Molecular Biology Genetics and Nutrition	4	2	6		160
M1PSY1	Behavioral Medicine (Introduction to Psychiatry)	3		3		60
M1ETH1	Medical Ethics I (Basic Principles and Attitudes)	2		2		40
M1ERM I	Research I (Basic Statistics)	3		3		60
M1HIST	Histology	3	2	5		140
	TOTAL NUMBER OF UNITS	23	8	31		

FIRST YEAR : 2nd Semester

COURSE CODE	COURSE TITLE	LEC	LAB	UNITS	PRE-REQUISITE	NUMBER OF HOURS
M1ANAT B	Human Anatomy (including Gross and Microscopic Anatomy and Development Anatomy)	4	2	6		160
M1PHYS B	Human Physiology	4	2	6		160
M1BCHEM B	Biochemistry, Molecular Biology Genetics and Nutrition	4	2	6		160
M1PCM1	Preventive, Family and Community Medicine I	3		3		60
M1NAN	Neuroanatomy and Neurophysiology (Introduction to Neurology)	2	1	3		60
M1HPM	History and Perspective in Medicine	1				20
	TOTAL NUMBER OF UNITS	18	7	25		

SECOND YEAR: 1st Semester

COURSE CODE	COURSE TITLE	LEC	LAB	UNITS	PRE-REQUISITE	NUMBER OF HOURS
M2PCM2	Preventive, Family and Community Medicine II	3		3	M2PCM1	60
M2PATH A	Pathology (Clinical Anatomic)	4	2	6	M1ANAT, M1PHYS, M1BCHEM	160
M2PHAR A	Pharmacology and Therapeutics (including Alternative Medicine)	5	1	6	M1ANAT, M1PHYS, M1BCHEM	140
M2MED1 A	Medicine 1 – Physical Diagnosis	3	2	5	M1ANAT, M1PHYS, M1BCHEM	140
M2MICR A	Medical Microbiology and Immunology	2	1	3	M1ANAT, M1PHYS, M1BCHEM	80
M2ANES	Anesthesiology (Introduction and Overview)	2		2		40
M2PED1	Pediatrics I (Introduction to Pediatrics)	5		5		200
M2ERM2	Research II (Clinical Epidemiology)	3		3	M1ERM1	60
M2LABD	Laboratory Diagnosis/Clinical Pathology	2	1	3		80
	TOTAL NUMBER OF UNITS	29	7	36		

SECOND YEAR: 2nd Semester

COURSE CODE	COURSE TITLE	LEC	LAB	UNITS	PRE-REQUISITE	NUMBER OF HOURS
M2PATH B	Pathology (Clinical Anatomic)	4	2	6	M1ANAT, M1PHYS, M1BCHEM	160
M2PHAR B	Pharmacology and Therapeutics (including Alternative Medicine)	5	1	6	M1ANAT, M1PHYS, M1BCHEM	140
M2MED1 B	Medicine 1 – Physical Diagnosis	3	2	5	M1ANAT, M1PHYS, M1BCHEM	140
M2MICR B	Medical Microbiology and Immunology	2	1	3	M1ANAT, M1PHYS, M1BCHEM	80
M2SUR 1	Surgery 1 – Principles of Surgery	4		4	M1ANAT, M1PHYS, M1BCHEM, M1HIST	80
M2OBS1	Obstetrics I – Gynecology (Introduction to Obstetrics)	4		4		80
M2NEU 1	Neuroscience I (Basic and Clinical)	2		2	M1PHYS.M1ANAT,M1NAN, M1PSY2	40
M2PARA	Medical Parasitology	1.5	1.5	3	M1HIST, M1BCHEM	70
M2PSY2	Behavioral Medicine (Psychiatry II – Psychopathology)	3		3	M1PSY1, M1HIST, M1PHYS, M1ANAT, M1BCHEM	60
M2ETH2	Medical Ethics (Healing and Caring for Patients)	2		2	M1ETH1	40
	TOTAL NUMBER OF UNITS	30.5	7.5	38		

THIRD YEAR: 1st Semester

COURSE CODE	COURSE TITLE	LEC	LAB	UNITS	PRE-REQUISITE	NUMBER OF HOURS
M3PED2 A	Pediatrics II (including Child Protection)	3	2	6	M2PED1, M2PARA, M2PHAR, M2MICR	120
M3SUR2 A	Surgery II	4	2	6	M2SUR1	120
M3OBS A	Obstetrics II – Gynecology (including Women's Health)	4		4	M2OBS1	80
M3MED2 A	Internal Medicine (Medicine II)	4	2	6	M2MED1, M2PARA, M2PHAR, M2MICR	140
M3PCM3 A	Preventive, Family and Community Medicine III	2	1	3	M2PCM2	40
M3OPHT	Ophthalmology	3		3	M2PATH, M2MED1, M2PHARMA, M2LAB	60
M3PSY3	Behavioral Medicine (Psychiatry III – Clinical Psychiatry)	2		2	M2PSY2	40
M3DERM	Dermatology	2		2		40
M3ETH3	Medical Ethics III (The Patient-Physician Relationship)	2		2	M2ETH2	40
M3LEGJ	Legal and Forensic Medicine, Health Economics and Jurisprudence	4		4	M2PATH, M2PHAR	80
M3SPATH	Surgical Pathology	2		2	M2PATH, M2MICR	40
	TOTAL NUMBER OF UNITS	32	7	39		

THIRD YEAR: 2nd Semester

COURSE CODE	COURSE TITLE	LEC	LAB	UNITS	PRE-REQUISITE	NUMBER OF HOURS
M3PED2 B	Pediatrics II (including Child Protection)	3	2	5	M2PED1, M2PARA, M2PHAR, M2MICR	120
M3SUR2 B	Surgery II	4	2	6	M2SURI	120
M3OBS B	Obstetrics II – Gynecology (including Women's Health)	4		4	M2OBS1	80
M3MED2 B	Internal Medicine (Medicine II)	4	2	6	M2MED1, M2PARA, M2PHAR, M2MICR	140
M3PCM3 B	Preventive, Family and Community Medicine III	2	1	3	M2PCM2	40
M3ENTH	Otorhinolaryngology	3		3	M2PATH, M2MED1, M2PHARMA, M2LAB	60
M3REHM	Physical Rehabilitation Medicine	2		2	M2MED1	40
M3RADY	Radiological Sciences (including Imaging Modalities)	2		2	M2MED1	40
M3NEU2	Neuroscience (Clinical Neurology)	3		3	M2PATH, M2PHAR	60
M3ERM3	Research III (Applied Epidemiology)	3		3	M3ERM3	60
M3ANES	Anesthesiology (including pain Management)	2		2	M2LABD	40
M3CPC	Clinico Pathological Conference	2		2	M2PATH, M2MED1, M2DPHARMA, M2LAB	40
	TOTAL NUMBER OF UNITS	34	7	41		

4TH YEAR (12 MONTH CLINICAL CLERKSHIP)

	CLINICAL CLERKSHIP MONTHS OF TRAINING
Medicine	8 weeks (2 months) (CVMC)
Surgery	8 weeks (2 months) (CVMC)
Pediatrics and Child Health	8 weeks (2 months) (CVMC)
Obstetrics and Gynecology	8 weeks (2 months) (JRRMMC)
Community Medicine	4 weeks (1 month) (2 weeks CHO/ 2 weeks Brgy Tagga)
Ophthalmology	2 weeks (1/2 month) (JRRMMC)
Psychiatry	2 weeks (1/2 month) (V. LUNA)
ENT	2 weeks (1/2 month) (JRRMMC)
Radiology	2 weeks (1/2 month) (JRRMMC)
Neurology (Elective)	2 weeks (1/2 month) (JRRMMC)
Pathology (Elective)	2 weeks (1/2 month) (CVMC)

May choose rotations up to a maximum of two weeks in any of the following departments:

- Anesthesia
- Pathology/Laboratory
- Orthopedic Surgery,
- Radiology
- ENT
- Psychiatry

Guidelines on submission of grades

Students will be given their final grades at the end of the semester. Grades will be submitted to the promotions board no later than three (3) weeks after the final examinations for year levels one to three. For fourth year students, final grades for all rotations will be submitted to the Junior Internship Coordinator within two (2) weeks after each rotation.

The faculty will advise students of their class standing in the middle of the semester and at the end of the semester. Incomplete grades and deferred assessment grades should be completed or remediated before the next academic year or school year.

Guidelines and Standards for Promotion, Retention and Dropping of Students

- A student who receives passing grades in all courses, shall be promoted to the next higher level.

- A student who receives passing grades of at least 3.00 or 75% in all subjects shall be promoted to the next higher level.

- A student who receives failing grade in less than 35% of the annual load shall be retained in the same year. Annual load is determined by the total number of units for the whole annual year (e.g. A student who fails in Biochemistry – 12 units, Neuroanatomy and Neurophysiology – 3 units, a total of 15 units which is less than 35% of the total annual load of 56 units, will be retained in the same year level.) However, he can take semestral courses without any prerequisites. He/She may take advanced courses upon the recommendation of the Promotion Board provided he/she has passed the prerequisite courses. There should be no conflicts in schedule and his/her load shall not exceed 70% of the total annual load.
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- A student who receives failing grade in 35% or more of the annual load shall be dropped from the school roll. (e.g. A student incurred a failing grade in Human Anatomy – 12 units; Biochemistry – 12 units, with a total of 24 units which is more than 35% of the total annual load of 56 units, will be dropped from the school roll).

- A student who fails a course for the second time shall be dropped from the rolls.

- All courses with a grade of "INC" must be completed before the opening of the next academic year or at a date set by the Promotion Board.

- A student who receives a passing grade in all courses shall be promoted to the next higher level.

- A student shall enter clinical clerkship at the start of the semester.

Policy: The **Committee on Student Evaluation & Support**, acting in an advisory role with the Dean for the purpose of retention, promotion, and graduation, shall direct the periodic review and evaluation of the overall achievement and performance record of students pursuing the Doctor of Medicine degree at SPUP School of Medicine. In accomplishing this task, the Committee may assume the additional responsibility for the review and evaluation of procedures used to determine the achievement and performance of students enrolled in SOM.

1. The Committee shall decide issues of students' academic dismissals like involving unprofessional /unethical behavior. The Dean will approve/deny requests from students for voluntary withdrawal and leave of absences and report decisions to Committee, which in turn, review petitions for reinstatement of those students who have been academically dismissed, suspended, or who have voluntarily withdrawn. Decisions will be made on merits of the case.

   1.1 For those students who are reinstated following suspensions, academic dismissals, or voluntary withdrawals and for students placed on academic probation, the Committee shall recommend guidelines and/or requirements, which may facilitate successful completion of the curriculum. In addition, it shall recommend guidelines and/or requirements (e.g., additional coursework, counseling) for students who are academically dismissed from the School.

   1.2 All decisions shall be communicated in writing to the Dean who may, after further review and discussion with the Committee chair shall uphold or overturn the decision.

   1.3 The Dean in consultation with the Committee Chairperson, shall notify personally (if possible), and in writing, each student receiving the designation academic probation, academic dismissal or unsatisfactory clinical performance. The Dean shall communicate personally (if possible), and in writing, to the student who has been academically dismissed by the Committee's decision concerning reenrollment in the School.

3. Definitions
- Leave of Absence: A designation given to any student who has received permission from the Dean for a leave of absence from responsibilities due to valid reasons.

4. Performance:
- Academic Good Standing: A designation given to any student who has satisfactorily completed all required academic and clinical requirements while maintaining acceptable professional behavior.

- Academic Warning: A designation given to any student who has received grades in required courses during any semester or three or more grade of 5 during any academic year.

- Academic Probation: A designation given to any student who has received grade of 5 exceeding 15% of the total required credits earned in the program to date; or three grades of 5 in any required individual unit/module. A student receiving this designation will receive a letter written by the Dean indicating that he/she is on academic probation. The letter will become a part of the student's permanent academic record in the School. The student will be referred to the Committee.

- Academic Dismissal: A designation given any student who has accumulated grades of 5 exceeding 40% of the total credits attempted in required courses in any single semester (excluding semester 1) or in excess of 20% for Semester 2 and beyond.

- Suspension: An interruption in a student's ability to participate, for a specified period of time, in the School professional curriculum leading to the MD degree, for unsatisfactory academic or clinical performance or unprofessional/unethical behavior.

- Voluntary Withdrawal: A designation given any student who has received permission from the Dean to withdraw voluntarily from responsibilities in School.

- Reinstatement: A designation given any student who had previously been academically dismissed, suspended, voluntarily withdrawn, or had a leave of absence, upon re-entering the School.

- Contingency: A designation assigned when continued enrollment or reinstatement is contingent upon the completion of specific recommendations and/or requirements as made by the Committee, and approved by the Dean.

5. Procedures

- Quorum: Any member of the committee may designate a proxy to serve in his/her absence from a Committee meeting. The proxy member shall have voice in the deliberations but no vote in the decisions. The Chairperson should be notified of the proxy prior to the Committee meeting.

- Notification: At the end of each academic semester during the Pre-clerkship Program, the course instructor or coordinator shall notify the Dean and the University Registrar Officer in a timely fashion .

- Academic Probation: The student receiving this designation will be notified in writing by the Dean, and will be directed to appear before the Committee. Pre-clerkship Program students who fall within the probationary range for the first time due to 5.0 received (excluding levels resulting in academic dismissal)

will be directed to appear before the Committee for guidance and consultation.

- The student must meet with the Committee for referral to Student Mentoring Program.

  Having a physician who serves as a mentor is one of the most valuable resources on the path to becoming a doctor. Mentoring happens in both formal and informal settings. Establishing a mentoring relationship with a knowledgeable professional can lead to increased success throughout the students' medical education. An area in the Office of the Dean is designated as mentoring room. A committed faculty is assigned at least 10 students to his care until he/she graduates. The mentoring program provides an avenue for discussing expectations of relationship, goals, and personal and career concerns, career interests, grades and other issues. A designated time and day of the week is scheduled for the mentoring sessions.

  - The student will not be permitted to enroll/continue in any elective course offering until such time that the student is no longer on Academic Probation

  - The student must step down from any student organization until such time that the student is no longer on Academic Probation.

6. Academic file.

- From the date of matriculation, no student shall be granted more than seven (7) calendar years of enrollment to complete the curriculum,

- No student shall be permitted to enroll in advanced courses without having taken or passed the prerequisite(s).

- In accordance with current statute, each student must be compliant with the following requirements before entry into the Clerkship Program:
  - Pass all Pre-clerkship curriculum courses

  - Pass the Pre-clerkship comprehensive exam.

  - Completion of BLS/ACLS training, and basic clinical procedures.

- A student who has been dismissed, suspended or voluntarily withdrawn and is subsequently reinstated to the School academic program over must adhere to curriculum requirements and retention policies in effect at the time of readmission/restart.

CODE OF DISCIPLINE

Policy: The SPUP-SOM adheres to core values which are reflected in the conduct of students within the campus. Under no circumstances will the University tolerate any of the following which shall constitute MAJOR offenses:

Major Offenses

Clerkship Misbehavior may involve clinical evaluations which have below average scores in two or more categories. With regard to clerkship rotations, below average scores are defined as rankings of Needs Improvement/Unsatisfactory (on a scale of Needs Improvement/Unsatisfactory-Exceptional) or 3 and below (on a numerical scale of 1-7). A single marginal evaluation from any clinical rotation will be referred to the department chairperson for review and appropriate intervention.

Academic Dishonesty - This includes, but is not limited to plagiarism; copying exam answers from other students, with or without their knowledge or consent; acquiring and using in any way a secured exam answer key; taking an exam on behalf of another student and subsequently submitting it under that student's name; falsifying academic or medical records; recording a false entry on documents; printing false information; untruthful statements in the narration of facts, with intent to cause damage, even through online programs.

Disrespect and Inappropriate Care for Patients – Deliberately acting or permitting others to act in ways which the student knows, or should know would endanger the life or medical welfare of patients; failure to respect the well-acknowledged rights of patients and families or other caregivers (e.g., the rights of informed consent and confidentiality).

Disrespect and Inappropriate Care for Fellow Professionals - Insulting degrading other students, faculty or health professionals; not seeking or providing help for peers impaired by drugs and/or alcohol.

Disrespect for the Law - Engaging in felonious criminal   activity.

Violation of Professional Ethics/ Conduct.   Students shall also be bound by the other precepts of professional behavior contained within the Code of Ethics and the institutions in which they rotate on services.

Inappropriate Behavior - This includes, but is not limited to alcohol and other illicit drug use, including sexual harassment.

Special Cases: Pregnancy out of wedlock, Acts of indecency: as University who upholds the sanctity of life as well as the sanctity of conjugal marriage, any student caught with such action shall be encouraged to inform and seek the help of the Guidance Center. She, along with the male subject responsible for her condition shall be made to take a mandatory leave of absence.

PENALTIES

Policy: Penalties shall be imposed as this University does not condone any act of willful violation or defiance the rules and regulations.

Guidelines:

Any minor offense (other than those enumerated above) shall warrant an admonition on the 1st offense, a warning on the 2nd offense and suspension of not more than 20% of the total class days and 4th offense of the same or similar degree shall be imposed dismissal or dropping of the course. Suspension is immediately imposed on those who commit a major offense; dismissal on the 2nd major offense.

Types of Major Offenses

Cheating in any form during an examination, test, or written reports including reaction papers, case analysis, experiments or assignments required. The act of cheating includes but is not limited to the following:

   a. Unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not.

   b. Copying or allowing another to copy from one's examination papers.   In the latter case, both parties are liable.

   c. Glancing or looking at another student's examination paper, or allowing another student to glance or look at his or her examination paper.

   d. Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another or other students.

   e. Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.

   f. Plagiarism and other forms of academic dishonesty.

Vandalism or the destruction of property belonging to the University or to a member of the faculty, administrator, co-academic personnel, another student or to a visitor while on campus.

Bringing in, carrying or possession of a deadly weapon inside the University premises or outside the University during an academic function or school activity.

Deliberate disruption of the academic function or a school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.

Brawls within the University premises or outside the University during an academic function or school activity.

Inflicting physical injuries on another inside the University premises or   outside the

University during an academic function or school activity.

Unauthorized bringing in, carrying, possession or use of prohibited or regulated drugs or chemicals without proper prescription, inside University premises or outside the University during an academic function or school activity, and any other violation of the provisions of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002".

Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises or outside the University during an academic function or school activity, or entering the University premises or attending academic functions or school activities under the influence of liquor or alcoholic beverages.

Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students, and visitors in ridicule or contempt.

Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority.

Threatening another with any act amounting to a crime, or with the infliction of any injury or harm upon his person, honor or integrity.

Acts of lewdness or commission of any act of immorality; the possession (unless with permit approved by the faculty concerned as part of the course requirement), display or distribution of pornographic materials inside the University, including accessing internet sites that do not correlate to any specific subject or course within the University.

Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.

Unjust enrichment or stealing whether attempted, frustrated or consummated.

Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.

Unauthorized collection or exaction of money, checks or other instruments as equivalent of money, in connection with matters pertaining to the University

Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.

Gambling in any form inside the University or outside the University during an academic function or school activity.

Acts of subversion or insurgency.

Membership in a fraternity or sorority for students. This also includes membership in any unrecognized organization that subscribes or participates in any violent act.

Hazing or physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members who were present shall be liable whether they actually participate in the hazing or not. The officers of the organizations, society or group, shall also be liable, whether or not they are present during the hazing incident (Excerpted from Ateneo de Manila University Student Handbook).

Computer security breach: Accessing a University computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:

  i. altering information, (e.g., changing the password of someone else's account and changing data in files beyond one's authorized access, etc.) damaging or destroying information (e.g., deleting someone else's file, etc.);

  ii. Introducing false information (e.g., using someone else's account and sending offensive mail, etc.);

  iii. Preventing authorized use of information; or;

  iv. Preventing normal operation (e.g., changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.

Possession or exploding of firecrackers inside the University or outside the University during academic functions or school activities.

Lending ID to another or using someone else's ID.

Making sexual advances in words or deeds to another student or to any member of the academic community.

Such other acts as may be determined by University authorities, provided the application is prospective and properly disseminated to students through official campus student publications.

Minor Offense

- Behavior unbecoming of a young Christian adult.

- Acts which disturb peace and order short of being a major offense such as disturbing classes, academic-related activities or school functions.

- Disobeying school regulations contained in this handbook, and other rules and regulations approved by University authorities and disseminated through student publications.

- Third and succeeding loss of ID.

- Refusal to present an ID when asked.

- Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating other person's practices and beliefs, or by offering special inducements.

- Littering.

- Failure to pick up any trash or junk found within a radius of one (1) foot from a student for two (2) times

- Selling items, engaging in business or soliciting contributions or donations in campus without prior approval or authority.

- Wearing inappropriate attire within University premises.

- Public Display of Physical Intimacy (PDPI).

- Violation of policies of the Information Technology Center (ITC) such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using cellular phones and other electronic communication devices in computer laboratories.

- Use of classrooms and other school facilities for any purpose without any reservation or proper authority.

- Loitering along the classroom corridors while classes are going on for second and succeeding violations.

- Smoking inside University premises or outside the University during academic functions or school activities.

- Playing cards inside University premises except collectible cards played in designated places(classrooms, laboratories, offices, study areas, and Sports Complex).

Sanctions

The penalties for minor offenses are the following:

- For first offense, warning from the Director of Discipline with written apology addressed to the offended party, if the act is personal in nature and to refer to a Counselor and/or order the restitution or reparation of the damage or injury sustained, if necessary.

- In case of a second offense, a written reprimand from the Director of Discipline in the presence of parents or guardian who shall be informed and invited to discuss the discipline record of the student.

- In case of third and succeeding offenses, the student is charged with a major offense, otherwise, a written reprimand from the Director of Discipline, copy furnished the parents or guardian who may be invited again to discuss the discipline record of the student.

The penalties for major offenses are the following:

- Probation for such time and under such conditions as the Committee on Student Evaluation and Support may determine after thorough investigation and clarification.

- Academic Suspension for such time and under such conditions as the Committee may determine depending upon the gravity of the case.

- Dismissal/Exclusion from the school/dropped from the school rolls

- Expulsion. (in accordance with Article XIV Section 77 of the Manual of Regulations for Private Schoos)

Withdrawal from the SOM

Honorable dismissal is voluntary withdrawal from the SOM with the consent of the Dean. All indebtedness to the School must be settled before a statement of honorable dismissal is issued. The statement indicates that the student withdrew in good standing as far as conduct and character are concerned. If a student has been dropped from the roll on account of poor scholarship, a statement to that effect may be added to the dismissal.

A student who withdraws after the first half of the 2nd semester shall be given a grade of "5" in yearly subject where he has unsatisfactory grades. A student who withdraws without completing his deficiency in any subject shall automatically be given a grade of"5".

A student who leaves the College for reason of suspension or expulsion due to disciplinary action shall not be entitled to honorable dismissal. Should he/she be permitted to receive his transcript of records on the certification of his academic status in the university, it shall contain a statement of the disciplinary action rendered against him.

If a student in good standing desires an honorable dismissal, he should present to the Dean a written petition to that effect, signed by his parents or guardian.

A student may get a certified transcript of records upon withdrawal from the College. However, the transcript of records will be forwarded by mail to the school where the student wishes to enroll.

Clinical Clerkship (Junior Internship) in Other Local Hospital

Clerks rotate in local hospitals with which the SOM has a memorandum of agreement for these rotations to take place. This is done in order to increase the exposure to clinical material that is otherwise limited in the teaching based – hospital of the SOM.

- Junior Interns rotate in local hospitals with which the SOM has a memorandum of agreement for these rotations to take place. This is done in order to increase the exposure to clinical material that is otherwise limited in the teaching based - hospital of the SOM.

- A clinical staff physician of the affiliate hospital shall be appointed as clinical faculty in charge of the junior interns from SPUP SOM.

- This faculty member shall orient, supervise and evaluate the junior interns of SPUP SOM who are rotating in that hospital.

- He/she serves as the liaison between the SOM and the said hospital and shall be given an honorarium for services rendered as clinical faculty.

- Junior Interns rotating in the local outside hospital should be under the direct supervision of the appointed clinical faculty member in the hospital.

- Clinical evaluations should be submitted by the appointed clinical faculty to the corresponding department head at least two (2) weeks after each batch of interns finish their rotations.

- Junior Interns shall observe the school policies and the house staff policies in the hospital wherein the said outside rotations take place.

Guidelines for Evaluation of Clerks

Evaluation of interns should ideally be done within the period prescribed for their rotations. Grades for these evaluations should be submitted in writing to the Junior Intern Coordinator by the junior internship training officer of each clinical rotation within two weeks after the completion of the said rotations.

Remedial Policy

- Score of <74% on the written exam and/or case presentation with are administered after each core rotation

- Score <74% on the clinical rotation based on the Final Clinical Preceptor; Evaluation which is completed by the preceptor (s) clinical faculty)

- Failure to meet other clinical rotation requirements (logging, Case Presentation, Professionalism, more than 2 weeks unexcused absences)

Written Exam Remediation: In the event that a student fails the written, rotation specific examination, he/she will expected to take another rotation specific examination within 14 days. It is the student's responsibility to coordinate with the Clerk's Monitor and to Schedule an exam retake within those 14 days. In the event that the retake examination is failed, an oral exam (or ½ oral, ½ written) will be given after 14 days. In the event that oral/written exam is failed, the student's continuance of the program will be brought before the Promotions Board for further discussion on remediation, retention or dismissal from the program.

Performance Exam Remediation: In the event that a student fails a performance – based examination (OSCE/station exam), he/she will be expected to remediate the component that he/she failed with 14 days.

Preceptorship Remediation: In the event that a student receives an aggregate score of <74% on the evaluation(s) completed by the preceptor(s), the student will required to repeat the preceptorship. In the event that a student fails preceptorship component of the course, but still passes the course due to overall points, such case will be brought before the Head of the Department and its Training Officer for further discussion on remediation, retention or dismissal.

Other Clinical Year Requirements/Remediation: In the event that a student does no meet other clinical rotation requirements (logging, Case Presentation or professionalism) the Training Officer and Clerk's Monitor will determine a remediation plan as needed.

GRADUATION

For the degree of Doctor of Medicine (M.D.), a student MUST satisfactorily:

1) complete 12 months of clinical clerkship as certified by the Director of Clinical Programs to include:
   a) no failure in any service;
   b) no deficiencies (no incomplete grade, no make-up grades); and
   c) passing the Comprehensive Exam for each rotation;

2) settle all accounts with University Business Affairs Office;

3) submit/present a group Research Scientific paper/ Scholarly Project or any Portfolio required by the course syllabi ; and

4) secure clearance from the Central Supply Service Laboratory, X-ray, Records Section and Accounting Department, and must have passed the Written and Oral

Comprehensive.

Graduation Requirements of the University

To be eligible for graduation, a candidate should meet the following conditions:
 a) satisfactory compliance with all academic, non-academic and other requirements of the given faculty/college or school of the University; and
 b) residence in the University for at least the last two years of his program;
 c) payment of all financial and property obligations to the University.

A candidate for graduation should file an application for graduation within the first month of the last academic year. Form may be secured from the Office of the Registrar. It is required:

- that the candidate obtains no less than Meritus in the Oral and Written examinations.

- that the candidate has been in residence for at least six consecutive semesters immediately preceding the date of graduation. Those with even one grade of failure do not qualify for honors.

Academic Honors And Awards

The following are the honors and awards given at the end of the terms or Commencement Exercises.

Academic Honors

Fourth Year

- Latin Honors
  - ✓ Cum Laude
  - ✓ Magna cum Laude
  - ✓ Summa Cum Laude

First to Third Year Level

- Non-Latin Honors
  Dean's List

Special Awards
- Most Outstanding Medical Graduate
- Leadership Award
- Most Outstanding Junior Intern

To be eligible for any Academic honors, the student must:

- Be a member of the current graduating class;

- Have fulfilled requirements for graduation for Medicine course within four academics years exclusive of leaves of absences;
- Have no grade lower than 80% or its equivalent in any subject, no marks of Dropped, No Credit (NC), Unauthorized Withdrawal (AWOL), Authorized Withdrawal (AW);
- have a general weighted average of 2.10 or better and in his/her 4th year above average performance in hospital rotations where numerical are not used.
- have no pending disciplinary case.

Specific Criteria For Latin Honors

- Summa Cum Laude
  General Weighted Average of 96 – 100 for all four years of the course leading to the degree of Doctor of Medicine and must be without a grade of 3.0 in any subject.

- Magna Cum Laude
  General Weighted Average of 93-95 for all four years of the course leading to the degree of Doctor of Medicine and must be without a grade of 3.0 in any subject.

- Cum Laude
  General Weighted Average of 90-92 for all four years of the course leading to the degree of Doctor of Medicine and must be without a grade of 3.0 in any subject.

- Dean's List
  A student will be included in the Dean's List when his weighted average for the preceding academic year fulfills of the following:

  - ✓ Weighted average of 85% or better;
  - ✓ No incomplete grade at the time of the closing exercises;
  - ✓ No disciplinary action meet out during the preceding year with no pending case requiring disciplinary action.
  - ✓ No grade of 3.0 in any subject
    Dean's list qualifiers who meet the general average requirements shall be posted in the Bulletin Board at the end of each school term.

GRADING SYSTEM

    1.00 – 96 -100
    1.25 – 94 – 95
    1.50 – 92 - 93
    1.75 – 89 – 91
    2.00 – 87 – 88
    2.25 – 84 – 86
    2.50 – 82 – 83
    2.75 – 79 – 81
    3.00 – 75 –78
    5.00 – 74 below

Computation of Grades

15% - Attendance and Aptitude and Conduct
10% - Case Discussion and Participation
15% - Quizzes
60% - Long Exams
100% - Total Grade

Most Outstanding Medical Graduate Award

- Must have been recommended for the award by any of the basic or clinical departments provided no reasonable objection is interposed by any of the other departments.
- Basis for selection includes all of the following:
  - ✓ Academic performance in the 1st to 3rd year
  - ✓ Clinical Performance
  - ✓ Comprehensive Performance
  - ✓ Extracurricular Performance
  - ✓ No Pending disciplinary action

Leadership Award
This award is given to the nominee of the graduating class provided there is concurrence by the majority of the faculty members present during the Faculty meeting called for the list of candidates for graduation.

COMPREHENSIVE EXAMINATION

A graduating medical student should have a passing grade in the Comprehensive Examination for both basic clinical courses. It aims to ensure that a graduating medical student has acquired the necessary basic knowledge and clinical skills.

Graduation Honors
The following honors are awarded for graduating students in the College of Medicine subject to the following conditions:

Honors	Based on General Average
Cum Laude	86 – 88.4 or 1.74 – 2.10
Magna Cum Laude	88.5 – 91.0 or 1.46 – 1.74
Summa Cum Laude	92 and above or 1.00 – 1.45

Provided:

1. that grades in all academic subject will be included in the computation of weighted general average;
2. that he/she obtains a rating of Benemeritus in the oral and written examinations;

3. that he/she has completed in the University at least 76% of the total number of academic units or hours for graduation;
4. that he/she must have taken during each semester not less than 75% of total load, unless a lighter load was due to justifiable causes as may be determined by the Dean.

AMENDMENTS

The provisions in this Student Handbook of the SPUP SOM, except for the existing Laws provided by CHED Memorandum Orders, may be amended at anytime when circumstances is called for, subject to the approval of the SOM Administration and the University President.

ST. PAUL UNIVERSITY PHILIPPINES
SCHOOL OF MEDICINE

ANTI-BULLYING POLICY

Prefatory Statement

The School values a healthy and peaceful educational environment. All members of the School community, which includes students, parents, and guardians, the

community members and other stakeholders should be made aware of the negative effects that bullying can have on victims and the School in general, and should work towards ensuring that students can work in an environment without fear. The School will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms. The School take a strong stance against bullying. Bullying is unacceptable in our School and will not be tolerated.

I. Preliminary Provisions

Section 1. Legal Basis. This Policy is adopted in compliance with Republic Act. No. 10627, otherwise known as the "Anti-Bullying Act of 2013

Section 2. Scope and Coverage. This Policy applies to the Kindergarten, Elementary, and High School programs at the (Name of the school), hereafter referred to as the "School".

Section 3. The following shall be the parties and /or stakeholders in bullying incidents:

1. **Bully** – refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes student who participates in any of the acts of bullying by supporting or aiding the commission thereof.

2. **Bystander** – refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.

3. **Bullied or Victim** – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.

4. **Parent or Guardian** - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the School.

5. **School** - refers to St. Paul University Philippines School of Medicine

6. School Personnel – refers to all staff and employees of the school; regardless of rank or status; whether classified as academic, academic-support, or non academic; and whether full-time or part-time; and whether probationary, contractual, or regular

PRIVACY POLICY AND TERMS OF AGREEMENT

1. Introduction

SPUP SOM believes in the sanctity of personal information and the rights of individuals   to Data Privacy per Republic Act 10173 (Data Privacy Act of 2012). Thus, SPUP SOM is committed to the protection and responsible use of such information.

This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, disclose and transfer, including your personal data. Understand that this Policy refers to the personal data you provided upon applying to this school.
We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012 (DPA). In line with this, we will cooperate fully with the National Privacy Commission (NPC) when it goes about its work of implementing the DPA. Like the NPC, we are also committed to striking a balance between your personal privacy, which is important to us, and the free flow of information, especially when this is necessary to uphold our legitimate interests, and to effectively carry out our responsibilities as an educational institution.

In this Policy, the terms, "data" and "information" are used interchangeably. When we speak of "personal data", the term includes the concepts of personal information, sensitive personal information, and privileged information. Among them, the first two are typically used to distinctively identify you. For the exact definitions of these terms, you may refer to the text of the DPA. You should also note that while we give examples here to explain this Policy in simple and clear language, these examples do not make up an exhaustive list of all the data that we process.

2. Information We Collect, Acquire, or Generate

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

a.   Information you provide us during your application for admission. When you apply with us for admission, we collect directory information, like your name, email address, telephone number, and other contact details. We also collect data about your personal circumstances, such as your family history, previous schools attended, academic performance, disciplinary record, employment record, medical record, etc.

b. Information we collect or generate after enrolment and during the course of your stay with us. After you join the University, we may also collect additional information about you, such as: (1) your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;

(2) co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance; (3) your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and (4) any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.

c. Unsolicited Information. There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate educational interests, we will immediately dispose of the information in a way that will safeguard your privacy. If it is related to our legitimate educational interests, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will assume that you have obtained the consent of such individuals before providing us with their personal data.

3. How We Use Your Information

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

a. evaluating applications for admission to the University; b. processing confirmation of incoming or transfer students in preparation for enrollment; c. recording, generating, and maintaining student records of academic, co-curricular and extra-curricular progress; d. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays and presentations; e. recording, generating, and maintaining records, whether manually, electronically, or other means, of class attendance and participation in curricular, co-curricular, and extracurricular activities; f. establishing and maintaining student information systems; g. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance; h. processing scholarship applications, grants and other forms of financial assistance; i. investigating incidents that relate to student behavior and implementing disciplinary measures; j. maintaining directories and alumni records; k. compiling and generating reports for statistical and research purposes; l. providing services such as health, insurance, counseling, information technology, library, sports/recreation,

transportation, parking, campus mobility, safety and security; m. managing and controlling access to campus facilities and equipment; n. communicating official school announcements; o. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities; p. soliciting your participation in research and non-commercial surveys; q. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be either necessary for the performance of our contractual obligations with you, or necessary for our compliance with a legal obligation, necessary to protect your vitally important interests, including your life and health, necessary for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or necessary for the pursuit of the legitimate interests of the University or a third party. We understand that the DPA imposes stricter rules for the processing of sensitive personal information, and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time and you can withdraw this at any time, unless otherwise provided by law.

Without your prior consent, we will not use your personal data to carry out any wholly automated decision-making process that affects you.

4. How We Share, Disclose, or Transfer Your Information

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may share, disclose, or transfer your personal data for purposes such as:

- posting of acceptance to the University, awarding of financial aid and merit scholarship
  grants, class lists, and class schedules, online, in school bulletin boards or other places within the campus;

- sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the University, in order to promote your best interests, or to protect your health, safety, and security, or that of others;

- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants, and other forms of assistance;

- publishing of scholars' graduation brochure for distribution to donors, funders, or benefactors;

- distributing the list of graduates and awardees during commencement exercises;

- reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Bureau of Immigration, etc.), when required or allowed by law;

- sharing information with entities or organizations (e.g. Philippine Accrediting Association of Schools, Colleges and Universities and QS World University Rankings) for accreditation and university ranking purposes;

- sharing information with entities or organizations for determining eligibility in sports or academic competitions, as well as other similar events;

- complying with court orders, subpoenas and/or other legal obligations;

- conducting internal research or surveys for purposes of institutional development;

- publishing academic, co-curricular and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites and publications; • sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;

- sharing general (not individual) statistical information on entrance exam performance to senior high schools, upon their request, for the purpose of evaluation of their curriculum;

- marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;

- live-streaming of University events;

- publishing communications with journalistic content, such as news information in University publications, and social media sites.

5. How We Store and Retain Your Information

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University and its different units or offices. Access to your personal data is limited to University personnel who have a legitimate interest in it for the purpose of carrying out their contractual duties. Rest assured, that our use of your personal data will not be excessive.

Unless otherwise provided by law or by appropriate University policies, we will retain your relevant personal data indefinitely for historical and statistical purposes. Where a retention period is provided by law and/or a University policy, all affected records will be securely disposed of after such period.

6. Your Rights with Respect to Your Personal Data

We recognize your rights with respect to your personal data, as provided by the DPA. If you decide to exercise any of your rights, we will consider your action and address the same in accordance with the law.

Should you have any concern or question regarding your rights, this Policy, or any matter involving the University and data privacy, you may contact our website : www.edu.ph.spup landline:+63 078-396-1987 to1997; address:St Paul University Philippines ,Mabini St,Ugac Norte, Tuguegarao City, 3500

7. Changing This Privacy Policy

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

8. Other University Policies

Other policies of the University, which are not inconsistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.

St. Paul University Philippines
Tuguegarao City, Cagayan 3500

SCHOOL OF MEDICINE

CLERKS EVALUATION SHEET

Name : _____

Department: _____ Period Covered:
_____

INTRUCTIONS: Kindly put a check mark in the boxes provided for your evaluation on each clerk's performance base on the different criteria. Rating should be indicated as follows:

NO	Not Observed	
1	Poor	Less than 74
2	Marginal	75-80
3	Good	81-85
4	Very Good	86-90
5	Excellent	91-100

A. CLINICAL COMPETENCE	NO	1	2	3	4	5
1. History and Taking Physical Examination						
2. Diagnostic Tests						
3. Diagnosis						
4. Treatment and Management						
5. Oral presentation						

Score _____   Percentage Rating _____

B. ATTITUDES	NO	1	2	3	4	5
2. Intellectual Integrity						
2. Moral/Ethical Values						
3. Reliability/ Responsibility						
4. Bedside Decorum/Relationship with Patients						
5. Study/Work Habits						
6. Relationship with co-health Workers						
7. Emotional Maturity / Reaction to Emergency or Stress						
8. Social Responsibility						

Score _____   Percentage Rating _____

C. BASIC THEORETICAL KNOWLEDGE
Written Exam: _____ Score: _____
Oral Exam: _____ Score: _____

**Total   Score:
_____**

:_____

D. NUMBER OF DAYS:　Absent _____　　Deficiencies:　_____　days
　　Late: _____
E. EVALUATION:
　Satisfactory　(> 74):　_____
　Unsatisfactory:　　_____
　Incomplete:　　_____

Certified Correct:

_____　　　_____
　　CHIEF RESIDENT　　　　　　**SUPERVISOR CLERKSHIP**

_____
　　　DEPARTMENT CHAIR

St. Paul University Philippines
Tuguegarao City, Cagayan 3500

SCHOOL OF MEDICINE

PRIVACY POLICY AND TERMS OF AGREEMENT

TERMS OF AGREEMENT

Please check the appropriate statement:

I am _____a student applying for the School of Medicine, and   of legal age.

 I have read the Policy and the Terms herein written, and agree to be bound by them. I understand that the Policy and Terms refer to my personal data. By signing below, I agree with the following:

•	Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my personal data.

•	I understand that by applying for admission/registering as a student of SPUP-SOM, I am allowing it to collect, use and process my personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other like circumstances.

•	By providing personal information to SPUP-SOM, I am confirming that the data is true and correct. I understand that SPUP-SOM reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue or incorrect.

•	By entering into this Agreement, I am not relying upon any oral or written representations or statements made by SPUP-SOM other than what is set forth in this Agreement.

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