



**ADMINISTRATIVE, ACADEMIC,
STUDENT & FACULTY MANUAL**

OF THE

ATENEO DE NAGA UNIVERSITY
COLLEGE OF LAW

Issued: Academic Year 2022-23

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THE ATENEAN'S PRAYER AND PLEDGE

Lord Jesus, our Teacher and Master, we praise and thank You for the gifts of body and spirit, mind and heart, life and love. We thank you for the privilege and responsibility of graduate education.

Send us Your Holy Spirit that we may learn more each day about You, the human person and society, and the wonders and richness of Your creation. Give us the knowledge and skills we need to serve You, the Church, and our neighbor.

Teach us to be generous. Teach us to serve You as You deserve. To give and not to count the cost. To fight and not to heed the wounds. To toil and not to seek for rest. To labor and not ask for reward, save that of knowing that we do Your most Holy will.

Make each one of us aware that our Ateneo education cannot be for ourselves alone. In great part, it is a trust to us, of our family, our school, our people and our God.

Relying on your grace, we humbly respond to this trust.

We pledge to be “men and women for others” dedicated to the service of the Church and our society.

As we begin another year at Ateneo, we pledge in a special way to prepare ourselves to give our share for the development of the human community, especially in the Philippines and in Bicol.

Amen.

Chapter I

OUR UNIVERSITY

HISTORY, VISION, MISSION, SEAL, MOTTO, CAMPUS AND ADMINISTRATION

HISTORY

Ateneo de Naga was founded by the Jesuits on June 5, 1940. It initially absorbed the elementary and high school students of the Camarines Sur Catholic Academy then housed in the rectory of the Naga Cathedral. Led by Founding Rector Francis Burns, S.J., the Society took over the Academy upon request of then Nueva Caceres Bishop Pedro P. Santos, himself a product of San Jose Seminary in Ateneo de Manila.

The good bishop envisioned Ateneo to become a “beacon light of Catholic culture for all of Bicolandia.” He donated 6 hectares of land for a new campus, lent money, and helped raise funds for building construction.

Completed in 1941, the Ateneo edifice with its towering Four Pillars (akin to that in Chiesa del Gesù altar in Rome) and a white Cross on top remains today a cherished symbol of excellence and service for the greater glory of God.

Milestones

- 1939 – Nueva Caceres Bishop Pedro P. Santos dared the Jesuits to serve in Naga
- 1940 – Founding of Ateneo de Naga
- 1941 – Pioneer class graduated
- 1941 – New campus built; but taken over by Japanese and made into a prisoner of war (POW) camp
- 1945 – Liberation from Japanese occupation
- 1947 – College Department opened
- 1953 – College coeds admitted
- 1964 – Bicol studies and culture advanced
- 1965 – Birth of student outreach and activism
- 1975 – Mission redefined: “Service of the faith and promotion of justice” and to form “men and women for others”
- 1979 – Amended By-laws: Board of Trustees created with 6 Jesuits and 4 lay persons
- 1993 – Graduate school revived
- 1999 – Granted “University Status”
- 2008 – Conferred “Autonomous Status”
- 2017 – College of Law (COL) opened
- 2022 – COL Pioneer Batch achieved 100% bar passing rate
- 2022 – COL conferred with full “Recognition Status” by the Legal Education Board

VISION

Ateneo de Naga University, a premier university in the country, provides excellent instruction and formation, conducts rigorous research, and engages in community service that are ultimately transformative of society, especially in Bicol. It is possible through its competent, creative and committed faculty, staff and administrators, and integrated systems and excellent facilities.

It prides itself in its scholarship support and responsive student services.

It attracts highly qualified students and produces graduates who are responsible citizens formed in the Catholic faith and inspired by Ignatian spirituality. They are globally competent but locally responsive and environmentally sensitive.

Nurtured by Ignatian spirituality, it is a community that is passionate to seek truth in divergent cultures; cultivate intellectual life; respect creation; build human community and promote justice.

The University engages in and maintains partnerships, linkages, networks with institutions and individuals to further its mission.

MISSION

As a university, the Ateneo de Naga seeks the integral formation of men and women who will contribute to the total development of the family and human society.

As a Filipino university, the Ateneo de Naga fosters love of country and a deep commitment to the culture of human life and care for creation. It commits itself to contribute to and benefit from global society for the transformation of the Filipino nation. Its special task is the development of Bicol and the preservation and enhancement of its culture.

As a Catholic university, the Ateneo de Naga is committed to the service of the faith that promotes justice. It seeks to form men and women committed to the person and teaching of Jesus Christ in loyal and dedicated service of the Church and community, particularly the poor.

As a Jesuit university, the Ateneo de Naga draws its inspiration and education principles from St. Ignatius of Loyola. It thereby seeks to imbue its members with the desire to strive for excellence in every sphere and activity of life. Through teaching, research, community service and deep personal interaction, it aims to form “men and women for others” who will find God in all things, always seek His greater glory and respond generously and courageously to Christ’s call to serve first God’s Kingdom – *Primum Regnum Dei*.

SEAL



At the center of the Ateneo University Seal is the escutcheon of the family of St. Ignatius of Loyola, founder of the Society of Jesus. The shield is divided vertically into two. The right panel shows two wolves on both sides of a hanging cauldron. The design symbolizes hospitality and generosity of the Loyola family. On the left panel, symbolizing nobility and heroism are seven red bars on a field of gold, honoring the seven heroes of the family who distinguished themselves in the battle of Beotibar in 1321. The shield is part of the seal of many Jesuit schools in the world with which the Ateneo shares more than four hundred years of Jesuit liberal education tradition.

Immediately above the Loyola escutcheon is a gold crown of Mary, Mother of God, who under the title of Our Lady of Peñafrancia, is patroness of Bicol. Over Mary's crown shines the sun, symbol of Christ. On its face is the seal of the Society of Jesus in calligraphic form: the first three letters in Greek of the Holy Name of Jesus (IHS) with the cross on top and nail of his Holy Passion underneath. The sun's rays shine over Mary's crown, the Loyola shield, and the six stars beyond. The sun, symbol of Christ truth and life, shines over Mary, Ateneo, Bikol and the world.

Arranged in a semi-circle under the Loyola shield are six gold stars representing the six provinces of Bicol.

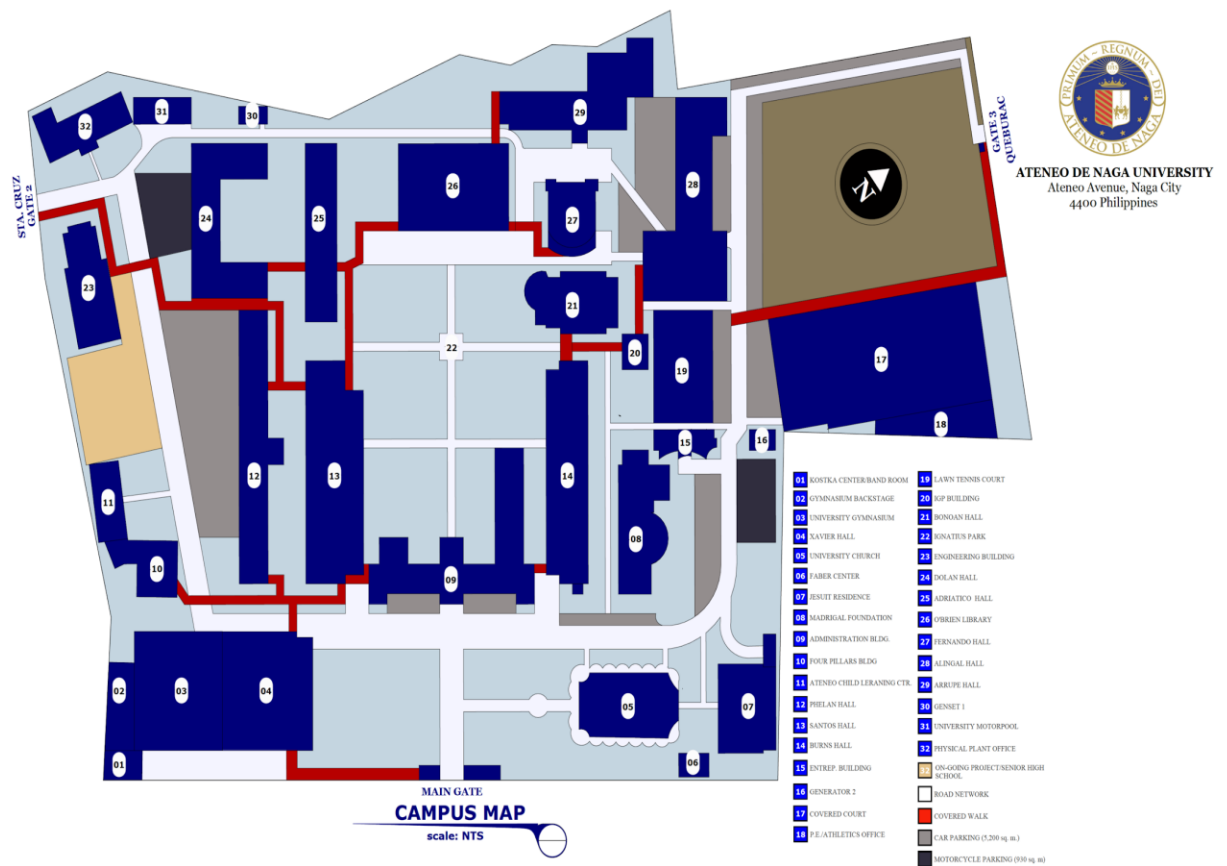
With its seal, the Ateneo proclaims its commitment to Christ, to the Jesuit education tradition, and to its mission of forming "*men and women for others.*"

MOTTO

PRIMUM REGNUM DEI.
Seek First the Kingdom of God.
Enot sa Gabos an Kahadean nin Diyos.

The school motto, which is derived from Matthew 6:33 (Seek first the Kingdom of God and all things will be given), expresses the single-mindedness with which the Ateneo de Naga University must pursue the goals of Catholic Jesuit education. The ultimate purpose of Ateneo de Naga is not knowledge for its own sake or merely professional preparation, but the reign of God and the promotion of Gospel values. In our present context, Jesuit education focuses on "the promotion of justice in the service of faith".

CAMPUS



ADMINISTRATION

BOARD OF TRUSTEES. Our University is governed by the Board of Trustees (BOT) composed of fifteen (15) members selected from within and outside the school. Eight (8) members are Jesuits and seven (7) are non-Jesuits. The President sits as an *ex-officio* member.

PRESIDENT. The President, appointed by the Board of Trustees, serves as Chief Executive Officer. He is responsible for the attainment of the mission and objectives of the school. He plans, organizes, directs, and controls the institution's activities in accordance with the policies, directions and strategies set by the Board.

The President is assisted by various councils, centers, institutes, other offices, and administrative and support services.

Chapter II

OUR COLLEGE OF LAW ESTABLISHMENT, MISSION, ILAO, LAW LIBRARY AND ADMINISTRATION

ESTABLISHMENT

Through Board Resolution No. 2016-10 issued on February 20, 2016, the Ateneo de Naga University Board of Trustees approved the establishment of our College of Law. Upon due application pursuant to Republic Act No. 7662, or the Legal Education Reform Act of 1993, the Legal Education Board approved our program through its Letter of November 16, 2016. Thereafter, we obtained our Certificate of Government Permit on April 20, 2017 to finally open our College of Law. Classes formally started on June 13, 2017. On April 12, 2022, the Supreme Court announced that our pioneer batch composed of twenty-six (26) bar candidates obtained one hundred percent (100%) bar passing rate with six (6) obtaining exemplary performance.

MISSION

As a Catholic school, the Ateneo de Naga College of Law is committed to making in an institutional manner its Christian presence in the legal world by fidelity to the Christian message of faith and by its service to others, especially the underprivileged.

As a Jesuit institution, the Ateneo de Naga College of Law shares in the mission of all Jesuit institutions for evangelization, which is understood not only as proclamation of the Christian faith but also as life witness to a faith that accomplishes justice, and the mission of reconciliation with God, with one another, and with creation.

As a Filipino school, the Ateneo de Naga College of Law fosters love of country and a deep commitment to the culture of human life and care for creation. It commits itself to contribute to and benefit from global society for the transformation of the Filipino nation, in a special way through the formation of culturally rooted legal practitioners responsive to the needs of the country in the bigger milieu of globalization.

As a law school, the mission of the Ateneo de Naga College of Law is the formation of men and women into lawyers competent in their knowledge of the law, skilled in its practice, and imbued with Ignatian values of justice, personal spirituality and ethical professional service to others.

As a part of the Ateneo de Naga University, the College of Law shall exert its best efforts to support the programs and objectives of the other colleges or departments of the University, particularly in establishing collaborative programs of study in law supportive of the University's mission and objectives.

Towards the accomplishment of this mission, the Ateneo de Naga College of Law insists on intellectual rigor in the tradition of Jesuit education. Intellectual rigor demands a thorough grasp of the nature and ends of law, the ability to express legal conviction orally and in writing in its practice, and sensitivity to the rule of law as an instrument of service and social transformation.

IGNATIAN LEGAL APOSTOLATE OFFICE (ILAO)

Through Board Resolution No. 2017-17 issued on June 23, 2017, the Ateneo de Naga University Board of Trustees, pursuant to Part II, A (1) of Resolution No. 2015-08 of the Legal Education Board, approved the establishment of the Ignatian Legal Apostolate Office (ILAO). Independently or in affiliation with other institutions and organizations, and with Ignatian values and formation, ILAO aims to provide these services: (a) Experiential Learning or Clinical Legal Education; (b) Free Legal Assistance and Developmental Legal Aid; (c) Mandatory Continuing Legal Education, Bar Refresher, and Bar Review; (d) Human Rights, Rule of Law, and Access to Justice Advocacy; and (e) Legal Research and Publications.

Through ILAO, the College of Law molds practice-ready graduates and Ignatian servant-lawyers who shall contribute to the promotion and protection of human rights, the strengthening of the rule of law and the administration of justice, and the enhancement of access to legal aid for the poor, marginalized and the underserved. ILAO officially opened its services to the public on July 29, 2017. Since its inception, ILAO has scored big wins for its indigent clients and made significant strides in providing direct access to legal aid and services throughout the region.

ILAO provides the unique opportunity for students to directly interact with clients - from doing interviews, giving legal advice and drafting of pleadings, to the actual handling of real-life cases. The client interaction allows students to be immersed in activities that flesh out the theories learned in the classroom. Students learn by doing as they get to live out academic abstractions found in laws, law books and jurisprudence. Keenly accompanied by constant reflection, this pedagogy ensures that students acquire the necessary skills and temperament of an Ignatian lawyer.

ILAO also thrives on its numerous advocacies that not only contribute to the progress of society but also provide holistic formation to students. Anchored on three primary desks - the jail decongestion desk, the environmental desk and the migrant worker's desk - the advocacies of ILAO are streamlined and expose the students to divergent perspectives and practices.

In partnership with the Humanitarian Legal Assistance Foundation (HLAF), the jail decongestion desk seeks to promote and establish a sustainable program that relieves the congestion of the jails in Bicol. The regular jail visits and paralegal training conducted by students to persons deprived of liberty (PDLs) introduce the latter to basic legal concepts, apprise them of their rights and help them understand the criminal justice system. Thus, empowering them to personally fight for their rights.

The environmental desk endeavors to bring to the fore and normalize an acute awareness of the need to preserve our ecosystems and biodiversity, and to engender a sustained pursuit of solutions to the climate crisis through a human rights lens with the aim of creating a more just and equal world for present and future generations.

The migrant worker's desk sets out to respond to the human rights violations that overseas Filipino workers (OFWs) are susceptible to like discrimination, exploitation and human trafficking and the many other untold vulnerabilities they face. The migrant worker's desk aims to maintain a network among government agencies and non-governmental organizations to capacitate law student practitioners to assist migrant workers across the globe.

Under the supervision and guidance of its Director and Resident Attorney, and with the assistance of the office manager, law student practitioners and interns, ILAO stands as the center for public service and social involvement of the College of Law.

COLLEGE OF LAW LIBRARY

The College of Law Library is a separate library from the University Library to cater to the specialized needs of law students, law faculty and other legal practitioner guests. It houses a considerable collection of primary and secondary Philippine and international legal sources in the form of books, periodicals and electronic or online resources, organized systematically and accurately. With its technology driven amenities, comfortable ambience and professional library personnel, the Law Library actively supports the teaching, learning and research activities of its clientele and is a conducive environment for academic work and study.

GUIDANCE SERVICES

The College of Law has a dedicated guidance counselor, who looks after the mental health and emotional well being of law students. The personal and professional development group guidance activities are planned and organized every semester to assist students in their developmental needs. One-on-one counseling services are also available to students.

ADMINISTRATION

The Dean leads, directs, and manages the affairs and services of the College of Law pursuant to Legal Education Board (LEB) policies and instructions from the University President. The Dean is assisted by the Associate Dean for Academics, the ILAO Director, the ILAO Resident Attorney, the administrative staff, the law library staff, and student assistants.

Chapter III

PROFILE OF OUR COLLEGE OF LAW GRADUATE

The Ateneo de Naga University College of Law Graduate is a person for others characterized by competence, conscience, compassionate commitment to change, and Christ-centeredness.

1. COMPETENCE. The Atenean actuates the gift of education as an instrument to comprehend, judge, and respond to the challenge of the times. Thus, in in line with the Competency Standards of the Legal Education Board (LEB), the Atenean Graduate of the College of Law possesses the following competencies:

- 1.1 Exceptional knowledge of law and its various fields, and of legal institutions;
- 1.2 Enhanced legal research abilities to analyze, articulate and apply the law effectively, with a holistic and interdisciplinary approach to legal problems and issues;
- 1.3 Remarkable preparedness for legal advocacy, counseling, problem-solving and decision-making, with the ability to deal with legal problems of the present and the future;
- 1.4 Specialized ability in the field of law as may be necessary for gainful employment or a sufficient foundation for future training beyond the basic professional degree;
- 1.5 Predisposed to the highest ethical standards and sense of responsibility required of members of the legal profession;
- 1.6 Passion to conscientiously pursue the ideals of the legal profession, or to exercise roles of leadership in the society, as well as, to occupy places of distinction in the academe; and
- 1.7 Appreciative of constructive criticisms regarding attitudes, behaviors, and actions.

The Atenean Graduate of the Juris Doctor with Thesis Program is expected to be a skilled researcher, innovator and an agent of change and renewal in judicial thought, as well as, a prolific author, lecturer and professor in the subjects of law, governance, jurisprudence and criminal justice studies.

2. CONSCIENCE. The Atenean lives a life of exemplary integrity by cultivating an upright conscience that impresses the imperative to positively transform the world. Thus, the Atenean:

- 2.1 Predicates decisions and actions on principles that promote human dignity, and those that further the actualization of all humanity;

- 2.2 Cultivates foresight in the process of deciding and acting on ethical and moral problems;
- 2.3 Acknowledges one's imperfections, mistakes, prejudices, stereotypes, and selfish attitudes and tendencies;
- 2.4 Rejoices at the blessings of others and grieves over the misfortune of others;
- 2.5 Explores, questions, and owns the Christian faith in the context of competing value systems;
- 2.6 Evaluates moral choices in the light of the Christian conscience;
- 2.7 Practices the habit of reflection and contemplation;
- 2.8 Enjoys the communion with God in the private prayer and community worship;
- 2.9 Practices corporal and spiritual acts of mercy; and
- 2.10 Reciprocates the love of God with love for oneself and for others.

3. COMPASSIONATE COMMITMENT TO CHANGE. The Atenean participates actively in the life of the society and the global community, and grows in the consciousness of one's dignity and personal purpose in engaging the world. Thus, the Atenean:

- 3.1 Prizes **one's** dignity as a person and that of others;
- 3.2 Serves others, and finds fulfillment in serving the poor;
- 3.3 Acts on the world in freedom, responsibility and community to build a good society and bring into being the *Regnum Dei*;
- 3.4 Understands the structural and cultural roots of injustice in social institutions;
- 3.5 Influences public policy toward the promotion of a just society;
- 3.6 Advocates social changes that assist victims of injustice in gaining their rights and regaining their dignity;
- 3.7 Draws no profit from clearly unjust sources;
- 3.8 Confronts the moral ambiguities and inconsistencies embedded in values promoted by local and global cultures;
- 3.9 Promotes family unity and fosters family service in the community; and
- 3.10 Affirms the glory of God in oneself, and in all creation, and cares for life and the natural environment.

4. CHRIST-CENTEREDNESS. The Atenean acknowledges the humanity and divinity of Christ, and believes His Spirit as active in one's life and in the lives of others. Thus, the Atenean:

- 4.1 Has insight into the singularity of faith in the plurality of religions;
- 4.2 Understands the Gospel and the Church's teachings;
- 4.3 Values the Church's teaching about Jesus and His redeeming mission;
- 4.4 Professes affinity for and emulation of Jesus Christ;
- 4.5 Participates in the celebration of the liturgical mystery as a source of inspiration in the labor of the laity;

- 4.6 Receives the sacraments regularly as manifestation of oneness with the Church;
- 4.7 Responds to Jesus' call for active discipleship;
- 4.8 Lives out the gospel values and exercises Christian virtues;
- 4.9 Shares with the global community the inherent faith in God and devotion to Our Virgin Mother of the Bicolanos; and
- 4.10 Seeks and finds God in all things.

Chapter IV

**THE JURIS DOCTOR
WITH THESIS PROGRAM**

ADMISSION REQUIREMENTS

1. Applications for admission to the Juris Doctor (JD) with Thesis Program are reviewed on a rolling basis until one (1) week before the start of the registration period for the upcoming semester. Admission decisions take into consideration the applicant's scholastic records and abilities, results of written exams and oral interviews, review of personal statements, community involvement and character references. Decisions are made within two (2) weeks from completion of all qualifying requirements and communicated to applicants via electronic mail.
2. An applicant must have a Bachelor's Degree in Arts or Science or must be a graduate of any four-year college course. The applicant must have earned at least twelve (12) units of English and three (3) units of Rizal course. In cases where the Rizal course is integrated with another subject/s, the applicant must submit a certification from the applicant's school or university to this effect. Applicants with course deficiencies may be conditionally admitted. However, failure to complete any deficiency before the start of the second year shall be a ground for non-readmission.
3. Graduates of a foreign institution or school following a different course and progression of studies shall be referred to the Legal Education Board (LEB) for approval of eligibility for law admission. (LEBMO No. 1, s. 2011, section 15).
4. An applicant shall submit the following supporting documents:
 - (a) Fully accomplished Application Form;
 - (b) Original or certified true copy of Transcript of Records with Special Order (S.O.) Number for graduates of private schools or Board Resolution Number for graduates of state colleges and universities.
 - (c) Certificate of Good Moral Character:
 - (i) One (1) from either the College Guidance Office (or its equivalent), the Student Affairs Office or the College Dean of the school graduated from;

- (ii) If employed or engaged in business, one (1) from a current employer or reputable person with personal knowledge of the moral character of the applicant.

(d) Certified true copy of Certificate of Live Birth duly authenticated from the Philippine Statistics Authority (PSA) and using the PSA security paper;

(e) Three (3) copies of 2x2 picture (with white background);

(f) Two (2) Recommendation Letters from former or current professors, employers or members of the bar;

(g) Proof of payment of Application Fee; and

(h) Other requirements and substitute documentary requirements that may be permitted in exigent circumstances as announced in the College of Law website and published in information materials.

5. Admitted applicants are further required to submit these additional documents:

(a) Honorable Dismissal or Transfer Credentials from the last school attended;

(b) Online enlistment and proof of payment of slot reservation fee (to be paid at the Treasurer's Office or through bank deposit);

(c) Medical Certificate of fitness to study; and

(d) Student visas and photocopy of passports for foreign students.

6. Pre-enlistment, on-line enlistment, and enrollment dates and procedures may be posted online or on the College of Law bulletin board and other information materials.

7. Payment of all school fees shall be made at the University Treasurer's Office or at authorized payment facilities. Regular fees include tuition fee, registration fee, library fee, information technology fee, facilities development fee, energy fee, clinical legal education program fee, guidance fee, formation fee and other charges based on a schedule of fees/rates approved for the current school year by the Legal Education Board. The approved schedule of fees is published by the Treasurer's Office.

8. Options for payment of assessed school fees are provided by the Treasurer's Office. As a rule, payment of one-third of total assessment is required for official enrollment, payment of 50% of balance is required during the mid-

term examinations (two-thirds of total assessment) and full payment of assessed fees is required for the final examinations.

9. **Scholarship or Financial Assistance.** Applicants may apply for a scholarship or financial assistance given by the College of Law to promising and financially challenged students.

10. **Transferees.** At the Dean’s discretion, transferees from other law schools may be admitted provided they meet the above-mentioned admission requirements, have satisfactory grades, and have not been subject to any disciplinary sanction or penalty. Transferees may elect to retake courses successfully taken in other law schools or apply for crediting of said courses by obtaining a grade of at least 75% in a special crediting exam for each course applied for credit. An exam fee shall be collected for the administration of crediting exams.

THE JURIS DOCTOR WITH THESIS CURRICULUM

In compliance with LEB Memorandum Order No. 24, Series of 2021, or the Revised Model Curriculum of the Basic Law Program, the College of Law adopts the 2022 curriculum below consisting of one hundred fifty-five (155) units for newly admitted students beginning academic year 2022-2023. Existing students under the old curriculum may, with LEB approval and upon the recommendation of the College of Law, enroll under this curriculum, provided that they be allowed to graduate no earlier than academic year 2024-2025. (LEBMO No. 24, s. 2021, section 22, c)

First Year					
1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Social Justice: Social Teachings of the Church I	1	None	Social Justice: Social Teachings of the Church II	1	None
Philosophy of Law	2	None	Legal Research and Writing	2	None
Statutory Construction	2	None	Constitutional Law II	3	None
Basic Legal and Judicial Ethics	3	None	Criminal Law II	4	Criminal Law I
Constitutional Law I	4	None	Criminal Procedure	3	None
Criminal Law I	3	None	Obligations and Contracts	5	None
Persons and Family Law	3	None			
<i>Subtotal</i>	18		<i>Subtotal</i>	18	

Second Year					
1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Civil Procedure I	3	None	Civil Procedure II	3	Civil Procedure I
Property and Land Law	4	None	Administrative Law and Law on Public Officers	2	Constitutional Law I
Public International Law	3	Constitutional Law I	Election Laws	1	Constitutional Law I
Agency, Trust and Partnership Law	2	Obligations and Contracts	Basic Succession Law	2	Persons and Family Law
Corporation and Basic Securities Law	3	Obligations and Contracts	Commercial Laws I	3	Obligations and Contracts; Corporation and Basic Securities Law

Labor Law and Social Legislation	4	Constitutional Law II	Basic Taxation Law	3	Constitutional Law I
Gender Sensitivity and Law on Women and Children's Rights	2	None	Environmental and Natural Resources Law	2	None
			Torts and Damages	2	Obligations and Contracts
			Clinical Legal Education	2	None
<i>Subtotal</i>	21		<i>Subtotal</i>	20	

Third Year

1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Evidence	3	Criminal Procedure; Civil Procedure I; Civil Procedure II	Medical Jurisprudence	1	Evidence
Laws on Local Government	2	Constitutional Law I	Fundamentals of Thesis Writing II	2	Fundamentals of Thesis Writing I
Private International Law	2	Persons and Family Law; Obligations and Contracts; Property and Land Law; Basic Succession Law; Agency, Trust and Partnership Law; Corporation and Basic Securities Law; Commercial Laws I; Labor Law and Social Legislation; Basic Taxation Law	Electives	14	
Special Rules and Proceedings	3	Basic Succession Law			
Commercial Laws II	4	Obligations and Contracts; Corporation and Basic Securities Law			
Legal Forms	2	None			
Fundamentals of Thesis Writing I	2	Legal Research and Writing			
Clinical Legal Education II	2	Clinical Legal Education			
<i>Subtotal</i>	20		<i>Subtotal</i>	17	

Fourth Year

1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Political and International Law Review and Integration	5	Constitutional Law I; Constitutional Law II; Administrative Law, and Law on Public Officers; Election Laws; Laws on Local Government; Public International Law	Legal and Judicial Ethics and Practical Exercises and Integration	2	Legal Forms; Basic Legal and Judicial Ethics
Civil Law Review and Integration	6	Persons and Family Law; Obligations and Contracts; Property and Land Law; Basic Succession Law; Torts and Damages; Private International Law; Agency, Trust and Partnership Law	Remedial Law Review and Integration	6	Criminal Procedure, Civil Procedure I, Civil Procedure II; Evidence; Special Rules and Proceedings; Medical Jurisprudence
Criminal Law Review and Integration	3	Criminal Law I, Criminal Law II	Commercial Law Review and Integration	5	Agency, Trust & Partnership Law; Corporation and Basic Securities Law; Commercial Laws I; Commercial Laws II
Labor Law Review and Integration	3	Labor Law and Social Legislation	Taxation Law Review and Integration	3	Basic Taxation Law
Clinical Legal Education III	2	Clinical Legal Education	Clinical Legal Education IV	2	Clinical Legal Education
J.D. Thesis	4	Fundamentals of Thesis Writing I; Fundamentals of Thesis Writing II			
<i>Subtotal</i>	23		<i>Subtotal</i>	18	

The 2017 curriculum (**Annex “A”**) remains applicable to second year up to fourth year students as of academic year 2022-2023, until its eventual phase-out in academic year 2025-2026.

DESCRIPTION OF THE JURIS DOCTOR PROGRAM COURSES

FIRST YEAR, FIRST SEMESTER

Social Justice: Social Teachings of the Church I

(1 unit)

This will trace the historical development of significant Papal encyclicals that deal with various social questions and situations that have relevance to the practice of the legal profession (e.g. from Leo XIII's "Rerum Novarum" to Pope John Paul's writings on labor, other relevant Vatican II decrees and pertinent Jesuit documents are taken, in order to provide a better understanding of the mission of the church in the modern world, and the role that lawyers and judges play. Most importantly, this will endeavor to contextualize the mission and vision of the Church in the Filipino setting and culture, in order to achieve an interiorized consciousness of the challenges that face members of the legal profession.

Philosophy of Law

(2 units)

A study of the historical roots of law from Roman times, the schools of legal thought that spurred the growth and development of law, and the primordial purpose of law and legal education.

Statutory Construction

(2 units)

A course that explores the use and force of statutes and the principles and methods of their construction and interpretation. The course also includes a discussion on the language of the law, and the interpretation and effectivity of laws as provided under the Civil Code.

Basic Legal and Judicial Ethics

(3 units)

This course focuses on the canons of legal ethics, pertinent provisions of laws and rules on norms of conduct, and other similar principles involving the duties and responsibilities of the lawyer and law student practitioners with respect to the public or society, the Bar or legal profession, the Courts and the client. The course also covers the ethical norms of conduct for the members of the judiciary, whether judicial or non-judicial. This course is an enhancement of the previous Basic Legal Ethics course.

Constitutional Law I

(4 units)

Alternatively entitled as Foundations and Principles of the Philippine State, it entails a survey and evaluation of basic political foundations of the structure of the Philippine Government, and the policies, principles and powers of the Philippine state. The course also covers all other constitutional provisions except those covered in Constitutional Law II.

Criminal Law I

(3 units)

Alternatively entitled as Foundations and Principles of Criminal Law, it is a detailed examination into the characteristics of criminal law, the nature of felonies, stages of execution, circumstances affecting criminal liability, persons criminally liable; the extent and extinction of criminal liability as well as the

understanding of penalties in criminal law, their nature and theories, classes, crimes, habitual delinquency, juvenile delinquency, the Indeterminate Sentence Law and the Probation Law. The course covers Articles 1-113 of the Revised Penal Code and related laws.

Persons and Family Law

(3 units)

A basic course on the law of persons and the family that first examines the effect and application of laws, and then proceeds to deal with the legal norms affecting civil personality, marriage, property relations between husband and wife, legal separation, the matrimonial regimes of absolute community, conjugal partnership of gains, and complete separation of property; paternity and filiation, adoption, guardianship, support, parental authority, surnames, absence and emancipation.

FIRST YEAR, SECOND SEMESTER

Social Justice: Social Teachings of the Church II

(1 unit)

Continuation of Social Justice: Social Teachings of the Church I. The course provides practical applications on how the legal profession shares in the mission and vision of the Church in the Philippine setting and culture.

Legal Research and Writing

(2 units)

The course introduces the structures to the methodology of legal research and the preparation of legal opinions, memoranda, or expository or critical paper on any subject approved by the law faculty member. It also includes legal writing technique and style; it involves applied legal bibliography, case digesting and reporting analysis, and legal reasoning. The course also provides an overview of legal communications.

Constitutional Law II

(3 units)

Alternatively entitled as Constitutional and Human Rights, it is a comprehensive study of the Bill of Rights, other constitutional rights and judicial review of the acts affecting them. The course also emphasizes the importance of gender and child sensitivity under the equal protection clause and in the aspects of protecting, defending and redressing violations of human rights in the Philippines.

Criminal Law II

(4 units)

Alternatively entitled as Crimes and Penalties, it is a study of the important felonies penalized in Book II of the Revised Penal Code as amended, and the important and common crimes found in special penal laws, their nature, elements and corresponding penalties. The course is an enhancement of the previous Criminal Law II course.

Criminal Procedure

(3 units)

A study of the procedural rules governing the investigation, trial, and disposition of criminal cases in court, including jurisdiction of courts in criminal cases and independent civil actions. The course also develops familiarity with relevant legal forms. The course explicitly integrates medical jurisprudence.

Obligations and Contracts**(5 units)**

An in-depth study of the nature, kinds and effect of obligations and their extinguishment; contracts in general, their requisites, form and interpretation; defective contracts, quasi contracts, natural obligations, and estoppel. The course also covers civil code provisions on Sales as a special contract; the application of provisions of contracts and obligations in contract of sales and the special rules under Art.1458-1637 which are applicable to sales only. The course is an enhancement of the previous Obligations and Contracts course through the integration of the basics of the law on sales.

SECOND YEAR, FIRST SEMESTER**Civil Procedure I****(3 units)**

A study on the interplay of procedural laws in the resolution of civil disputes, with an in depth focus on the jurisdiction in civil actions, Rules 1 to 39 of the 1997 Rules of Court as amended, and small claims. The course also includes discussion of appropriate modes of dispute resolution such as mediation, barangay conciliation and the like. The study of the rules is supplemented by a study of applicable jurisprudence. The course also develops familiarity with relevant legal forms.

Property and Land Law**(4 units)**

A course offering the study and analysis of the basic laws on property, including different classification of property and the modes of acquiring ownership. The course also covers the important principles governing titles and registration of real property under the Public Land Act. The course also integrates the key principles, discussion of important updates and trends and the relevant legal forms. The course is an integration of the previous Property, and Land Titles and Deeds courses.

Public International Law**(3 units)**

A study of the general principles of international law and an overview of the legal principles governing international relations based, among others, on the United Nations Charter, treaty law, the doctrines of well known and recognized publicists, and the decisions of international tribunals and bodies.

Agency, Trust and Partnership Law**(2 units)**

A course focusing on important provisions of the Civil Code on Agency (Title X), Partnership (Title IX) and Trusts (Title V).

Corporation and Basic Securities Law**(3 units)**

A study of the key principles governing private corporations, including foreign corporations and the concept of doing business in the Philippines as found in the Corporation Code and other special laws. The course also includes an analysis of the applicable common law and commercial principles underlying the various relationships in the corporate setting, including joint ventures, with emphasis on the corporation being a medium for business enterprise and a means of providing for the equity investment market. The course includes the study of the basic and

pertinent provisions of the Securities Regulation Code.

Labor Law and Social Legislation (4 units)

A study of social legislation laws with a particular focus on labor rights and welfare. The course also touches on important provisions and jurisprudence on labor standards and relations under the Labor Code and special laws, as well as an introduction in the Rules of Procedure of the National Labor Relations Commission. The course also surveys social justice legislation to highlight the special protections for vulnerable sectors, key principles of agrarian reform laws, and welfare laws such as SSS and GSIS laws. The course is an integration of the previous Labor Law I, Labor Law II and Agrarian Law and Social Legislation courses.

Gender Sensitivity and Law on Women and Children's Right (2 units)

The course seeks to provide students with a keen understanding of gender and child sensitivity and equality and nondiscrimination. Feminist legal theories and international instruments relating to women's and children's rights will be examined and analyzed. The course also introduces the students to the legal framework of protection for women and children, and the psycho-social dimensions of handling their cases. Focus will also be given on institutions that create, maintain and perpetuate gender inequalities and child abuse, in particular the legal framework and how it contributes to the institutionalization of gender differences. Special issues and concerns, such as rights of indigenous women and children, violence against women and children, sexual harassment and human trafficking, will be highlighted to provide illustrations of how discrimination and abuse occur.

SECOND YEAR, SECOND SEMESTER

Civil Procedure II (3 units)

A study on the interplay of procedural laws in the resolution of civil disputes, with an in depth focus on Rules 40 to 71 of the 1997 Rules of Court as amended, including Provisional Remedies. The study of the rules is supplemented by a study of applicable jurisprudence. The course also develops familiarity with relevant legal forms.

Administrative Law and Law on Public Officers (2 units)

The course will survey the interplay of key laws that deal with public office and civil service covering the basic principles and doctrines governing administrative agencies, and the essential standards and rules applicable to public servants.

Election Laws (1 unit)

The course covers the laws regulating the conduct of elections, and the law on preproclamation contests and election protests, and as well as related jurisprudence.

Basic Succession Law**(2 units)**

The course covers the introduction to the law on Succession, which focuses on the examination and analysis of the basic and key provisions of the law on testate and intestate succession. The course also takes up the basic rules of procedure on the settlement and administration of the estate of deceased persons. The course integrates the key principles, discussion of important updates and trends and the relevant legal forms for the course.

Commercial Laws I**(3 units)**

A survey of the important principles and concepts of basic laws on commercial transactions, with a particular focus on Civil Code provisions on loans, mortgages, pledges and guaranty, and similar credit transactions, as amended by the Personal Property Securities Act. Additionally, the course integrates discussion on relevant provisions of laws on banking, negotiable instruments and financial rehabilitation.

Basic Taxation Law**(3 units)**

The course covers the constitutional aspects of taxation, and general principles of income, transfer and local taxation. The course also provides a general survey of concepts and principles underlying the key taxes provided in the National Internal Revenue Code, as amended.

Environmental and Natural Resources Law**(2 units)**

A study of the constitutional provisions, international conventions, and special laws protecting the environment and the ecosystem. The study includes existing laws governing the use and disposition of natural resources, as well as prevailing rules that are geared towards stemming climate change.

Torts and Damages**(2 units)**

The course focuses on the analysis of the law on quasi-delicts as well as the nature, classes and extent of damages. It includes discussions on the principle of Abuse of Rights under the civil code provisions on Human Relations. The course explicitly integrates medical jurisprudence.

Clinical Legal Education**(2 units)**

The course introduces students to a limited practice of law as required under Rule 138-A of the Rules of Court, including the ethical considerations of lawyering. It may cover, depending on the certification level of law student practitioners, court appearances, drafting and submission of pleadings and documents before trial and appellate courts and quasi-judicial and administrative bodies. It also covers assisting in mediation and other modes of alternative or appropriate dispute resolution, legal counseling and advice, and such other activities as may be designed under the Clinical Legal Education Program of the LEI's law clinic. The course also includes apprenticeship, externship and internship programs. The course may be offered at any year beginning the first semester of Year 2.

THIRD YEAR, FIRST SEMESTER

Evidence

(3 units)

A course which looks into the rules of presentation, admissibility, and weight and sufficiency of evidence, including burden of proof and presumption. It also covers medical jurisprudence on forensic and evidence gathering. The course also develops familiarity with relevant legal forms.

Laws on Local Government

(2 units)

This is a study of the general principles governing local governments. The course also covers the laws affecting the creation, organization and government of provinces, cities, municipalities, municipal districts, and barangays; the scope and application of the powers of municipal corporations, including municipal ordinances, contracts, liabilities, and enterprises; as well as the laws on autonomous regions, and the National Capital Region.

Private International Law

(2 units)

A course dealing with legal transactions with emphasis on the choice of law, including problems on jurisdiction and the recognition and enforcement of foreign judgments.

Special Rules and Proceedings

(3 units)

A study of Rules 72-109 of the Revised Rules of Court dealing with the procedural rules on the settlement of estate, will, letters testamentary and administration, escheats, guardianship, appointment of trustees, adoption, change of name, cancellation and correction of entries in the Civil Registry and appeals on special proceedings and the special rules under the Family Code on special proceedings. The course similarly surveys important special rules outside of the rules of court such as those in environmental and commercial cases. The course also develops familiarity with relevant legal forms.

Commercial Laws II

(4 units)

A survey of emerging and relevant commercial laws dealing with public interest, including Transportation Law, Insurance Law, Intellectual Property Code, Competition Act, and Data Privacy Act.

Legal Forms

(2 units)

The course links knowledge and application on the various legal documents and forms used in practice, pleading and procedure, as well as in conveyancing. It also includes various forms specifically used for commercial transactions.

Fundamentals of Thesis Writing I

(2 units)

An instructional guide on how to research on and choose a topic for a legal thesis, with the objective of defending a thesis topic for preparation of a thesis proposal. This course will further discuss the different legal research methods and analysis, like doctrinal, qualitative, and comparative law approaches among others. The course requires the submission of the approved thesis topic, write up of relevant legislations and writings on the approved thesis topic, and preliminary bibliography; the identification of the legal gaps or legal problems or legal issues

to be explored in the JD Thesis to be defended; and the drafting of the thesis proposal. This is the first in the series of thesis writing courses in the JD Thesis program.

Clinical Legal Education II

(2 units)

This course shall continue the professional formation of the law student through classroom sessions and experiential learning through their continued internship with the Ignatian Legal Apostolate Office (ILAO). The classroom component of the course shall focus on instilling professionalism, and teaching workload, stress and crisis management that ensures practice-ready lawyers. It will also include student-led sessions that will address relevant experiences in their internship. The law student practitioner's progress shall be monitored through an established working plan, weekly reflective essay, discussion conferences, mid-semester evaluation (self-evaluation), and final evaluation and essay. The continuing internship allows the students to engage in legal work for marginalized sectors that promotes social justice and public interest, and serves to fortify the foundations cemented in the mandated Clinical Legal Education core course

THIRD YEAR, SECOND SEMESTER

Medical Jurisprudence

(1 unit)

The course provides an overview of the principles relating to medico-legal cases, including the procedure of presenting and examining a medical expert witness.

Fundamentals of Thesis Writing II

(2 units)

An instructional guide to the research, preparation, and writing of the essential parts of the thesis proposal with the objective of defending the thesis proposal for the preparation of the first draft of the JD Thesis. The course requires the submission of the approved thesis proposal, sentence outline, thesis statement, statement of legal problems (legal gaps or issues to be explored) in the JD Thesis, the first draft of the JD Thesis with initial abstract and expounded bibliography. The student shall submit the written consent of the faculty adviser-of-choice. This is the second in the series of thesis writing courses in the JD Thesis program.

FOURTH YEAR, FIRST SEMESTER

Political and International Law Review and Integration

(5 units)

A review course intended for bar examinees focusing on constitutional law, including political law, administrative law, electoral laws and related subjects. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Civil Law Review and Integration

(6 units)

A review course intended for bar examinees focusing on civil law, including persons and family law, obligations and contracts, basic succession, laws on property and titles, private international law, torts and related subjects. More

importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Criminal Law Review and Integration

(3 units)

A review course intended for bar examinees focusing on criminal laws, important and common special penal laws and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Labor Law Review and Integration

(3 units)

A review course intended for bar examinees focusing on labor laws, social legislation and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Clinical Legal Education III

(2 units)

Under this course, law student practitioners who have successfully completed all their third-year law courses must apply for Student Practitioner Certificate Level 2. This course shall concentrate on developing skills in litigation and trial technique as these law student practitioners shall now be engaged in the actual taking of depositions and/or preparation of judicial affidavits of witnesses and preparation and signing of pleadings. They will also be appearing on behalf of ILAO clients at any stage of the proceedings before any court, quasi-judicial or administrative body, and in criminal cases, subject to the provisions of Section 5, Rule 110 of the Rules of Court, to appear on behalf of a government agency in the prosecution of criminal actions. The classroom component, on the other hand, shall be a simulation of a courtroom trial where the professor provides a civil case where the students shall prepare the complaint, the answer and the reply. These pleadings shall constitute the records upon which the trial shall be conducted. The lawyers, litigants, and witnesses are all members of the class and the professor acts as judge. It is made obligatory upon the students acting as lawyers, to argue their cases orally immediately after the evidence is closed. This phase of the subject is important, because it cultivates in the students the habit of noting down or remembering the facts and trains them in the art of arguing cases off-hand on the basis of the evidence presented. The judge then renders the decision in writing. Afterwards, the class assumes that the case tried is brought to the Appellate Court. The professor in charge acts as the appellate judge and members of the class are appointed to act as lawyers for the appellant and the appellee who shall argue their case orally on the basis of the records prepared previously. The judge then renders the decision.

J.D. Thesis

(4 units)

This is the final part in the thesis writing series of the JD Thesis program. The students are required to finalize and defend a thesis on a subject of law which is considered novel, must deal with law or a controversial novel legal issue which has not been resolved by the courts and requires extensive discussion and analysis

of legal principles and cases relevant to the thesis proposal. The preparation of the thesis is supervised by a Thesis Adviser chosen by the student who is a Faculty Member of the College of Law. The J.D. Thesis must be based on a previously approved thesis proposal by the Thesis Director and contains at least fifty (50) pages and not less than 13,000 words. Once the Thesis is completed and certified by the Thesis Adviser as ready for defense, the student is required to defend his thesis before a panel of three (3) persons knowledgeable in the relevant field of law, who may or may not be members of the faculty of the College of Law.

FOURTH YEAR, SECOND SEMESTER

Legal and Judicial Ethics and Practical Exercises Review and Integration (2 units)

A review course intended for bar examinees focusing on problem areas and advanced topics in legal and judicial ethics, as well as related jurisprudence. The course also centers on problem solving through application of the legal canons. It also provides survey and review of key legal forms and memoranda. More importantly, the course provides integration of key principles, and discussion of updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Remedial Law Review and Integration (6 units)

A review course intended for bar examinees focusing on remedial laws, particularly those found under the Rules of Court, and related statutes, other sources of procedural law, as well as relevant jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Commercial Law Review and Integration (5 units)

A review course intended for bar examinees focusing on commercial laws and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Taxation Law Review and Integration (3 units)

A review course intended for bar examinees focusing on taxation laws and related jurisprudence. More importantly, the course provides integration of key principles, and discussion of important updates on jurisprudence and trends as may be projected to be covered in the bar examinations.

Clinical Legal Education IV (2 units)

The law student practitioners shall continue their Certificate Level 2 practice areas, including actual preparation and signing of pleadings, appearing on behalf of ILAO clients in any court, quasi-judicial or administrative body, and appearing on behalf of a government agency in the prosecution of criminal actions. Under the classroom component, the trial court simulation shall now involve a criminal case. The values of ethical lawyering and public service shall be inculcated in all

who finish the Clinical Legal Education courses as they truly become Ignatian servant-lawyers.

J.D. ELECTIVE COURSES

Admiralty (2 units)

The course covers the history or the genesis of the Carriage of Goods by Sea Act, up to the advent of the contentious Hague Rules of 1924, Hague Visby Rules of 1968 and Hamburg Rules of 1978, including aspects of bills of lading, charter parties, collision, salvage, towage, pilotage, and the Ship Mortgage Act.

Advanced Taxation (2 units)

A seminar designed for students who are seriously considering tax practice. It examines the procedural requirements of the Internal Revenue Code. This includes a detailed look at the audit process from the examination of a return, and ending with a consideration of the questions surrounding the choice of a forum when litigation is appropriate. It also exposes students to some of the intellectual rigors of a high level tax practice.

Appellate Practice and Brief Making (2 units)

The course is designed to provide students with the skills necessary to successfully litigate appeals before the Court of Appeals and Supreme Court. Emphasis will be placed on practical training including appellate procedure, oral and written presentation and methodology. Brief writing and other aspects of modern appellate practice are also covered.

Arbitration Laws (2 units)

A study of the Philippine laws on Arbitration, the ICC Rules on Arbitration, the Conventions on the Recognition and Enforcement of Foreign Arbitral Awards, and the settlement of investment disputes between states and nationals of other states.

Banking Laws (2 units)

Study on the rules and regulations governing banks and non-bank financial intermediaries including major Bangko Sentral rules and those of the Civil Aeronautics Board.

Consumer Protection Laws (2 units)

A general overview of the pertinent provisions of the Civil Code on Human Relations as applicable to consumer protection; a backgrounder on the law on torts as pertinent to civil liability in consumer protection and product liability cases; and a study of the following special legislations: Rent Control Law, Price Control Law, Truth in Lending Act, Generic Drugs Act, Food Drugs and Cosmetics Act, Laws on Fraudulent Advertising, Mislabeling or Misbranding, Price Tag Law, Business Name Law and the Bulk Sales Law; and a study of pertinent ethical rules, Rules and Regulations for Advertising and Sales

Promotions, and the Rules and Regulations Governing the Conduct and Promotion of Sales of Goods and Services.

Corporate Finance

(2 units)

The course focuses on the nature of the legal relationships created by corporate finance transactions. The legal aspects of the various methods of financing a corporation will be examined, including (a) capital formation, (b) debt security and preferred stock contracts, (c) convertibles, (d) corporate distributions, and (e) acquisitions.

Corporate Governance

(2 units)

The course treats the body of policies, doctrines, statutory provisions, and rules and regulations pertaining to Corporate Governance as they apply to public companies, including banking institutions. The course is taught in three modules, using a combination of conceptual learning and practical application, including a study of the relevant provisions of the Corporation Code and Securities Regulation Code, and supporting rules and regulations issued relevant to corporate governance, with comparison to international best-practice standards and various approaches employed in other jurisdictions. With the use of case studies and examples, the course will review the philosophical bases under which principles of corporate governance are rooted and the principles involved, an understanding of the hierarchical interests of the various stakeholders whose interests promoted under corporate governance principles, and delineating the fiduciary duties, obligations and responsibilities of directors and officers of the corporation under corporate governance principles. The course will also relate corporate governance principles with corporate social responsibilities.

Corporate Practice

(2 units)

A special elective designed for students who intend to specialize in corporate practice after graduation and admission to the bar. The course seeks to give the students a practical approach to the study of corporations and apply Corporation Law rules and principles to actual practice and procedure in corporate organizations and reorganizations. It includes a study of the steps and procedure for incorporation, amendment of articles and by-laws, increase or decrease of capital stock, mergers, consolidations, corporate buy-outs, dissolution and other methods of corporate reorganizations. It also includes a study of minutes preparation and corporate record keeping. (Prerequisite: Corporation Law)

Corporate Suspension of Payments, Rehabilitation and Insolvency

(2 units)

The course undertakes a study of the laws, procedure and practice governing the proceedings for suspension of payments, rehabilitation and insolvency of corporate and other judicial entities, which would include provisions of the Insolvency Act (Act No. 1956), Pres. Decree No. 902-A, and Subsection 5.2 of the Securities Regulation Code which transferred jurisdiction of such proceedings from the Securities and Exchange Commission to the Regional Trial Courts; the decision of the Supreme Court covering doctrinal pronouncement relating thereto, such as those pertaining to the extent and coverage of the automatic stay, the preferences between various types of creditors, and issues relating to the cram

down of a rehabilitation plan among the creditors and stockholders. The course will also study the rules that are promulgated by the Supreme Court governing such proceedings. Throughout the course, a comparative study with provision of the Uniform Commercial Code and the Federal Bankruptcy Reform Act of 1978 of the United States will be undertaken.

Estate Planning

(2 units)

The course deals with the legal environment laws that affect the process of estate planning which has been defined as creation, conservation, and utilization of family resources to obtain the maximum support and security for the family during the lifetime and after the death of the planner. The course highlights the interplay of the pertinent rules on persons and family relations, property, succession, trusts, corporation law, insurance law, and the relevant provisions of the income tax, donor's tax, and the estate tax in the National Internal Revenue Code.

Government Contracts

(2 units)

The course will undertake a survey of the different laws and statutes (e.g., Constitution, Administrative Code, Anti-Graft and Corrupt Practices Act, Civil Code, E-Procurement Law, Build-Operate and Transfer Law, Executive Orders, and the Local Government Code) and jurisprudence concerning government contracts, encompassing the complete cycle of government contracts, beginning from the designation of contracting authorities, bidding, different modes of contracting, procurement, negotiation, appeals from administrative decisions, bonds and security, disputes, claims and settlements.

Humanitarian Law in Armed Conflicts

(2 units)

The course studies the rules of international law relating to the protection of non-combatant groups during armed conflicts, as to the risks to individuals or groups not taking part in the hostilities and those relating to large-scale violations of human rights. It examines the rules on resort to armed force, those that govern the conduct of operations and weapons, and the rules designed to protect the victims of war, including issues relating to refugees in the context of the means available under international law to prevent and to punish violations of the rules. At all appropriate stages of the course, the overlap with human rights regime is taken into consideration. The emphasis throughout the course is on the practical, with examples taken from real conflict situations. Since the rules reflect not only humanitarian concerns but also political imperatives and military necessities, the course will also examine and consider how the rules could be improved.

Immigration Law and Procedure

(2 units)

A study of the Philippine Immigration Act, immigration rules and regulations, powers and functions of the Commission on Immigration and Deportation; issuance of visas and travel documents, and travel and immigration documents; procedure for deportation; the Alien Registration Act; election and claims for Philippine Citizenship and international laws relating to Immigration.

Indigenous Peoples and the Law

(2 units)

An analysis of the pre-conquest of many colonial states, including the Philippines, which shows the existence of customary laws practiced by native inhabitants and

indigenous systems of government. Indigenous peoples continue to suffer marginalization and displacement in different parts of the world. This course introduces the student (1) in general, to the development of international protection for indigenous peoples and; (2) in particular, to the constitutional and developmental framework of protection for indigenous Filipinos. The course examines more closely international labour conventions affecting tribal populations, the draft declaration on the rights of indigenous peoples and relevant international law decisions. Considerable attention is also given to the Indigenous People's Rights Act of 1997. A multi-disciplinary approach is applied in the course in order to enlighten the students about the impact of formal legal systems on the property rights and relations of indigenous peoples within their ancestral domains, including their traditional culture and practices.

Information Technology and Laws (2 units)

The course focuses on introducing the students to a comprehensive set of legal problems that will illustrate the clash between existing legal regimes and new information technologies. An ancillary goal is to help the student become comfortable with the information retrieval and transmission capabilities of the Internet, and to allow a fruitful discussion of the IT Law by having a basic understanding of the special characteristics of the new domain. The course will cover discussions of the Electronic Commerce Law of the Philippines.

International Commercial Transactions (2 units)

The course focuses on the most frequent legal problems that arise from the sale of goods when the seller and the buyer are based in different countries. The course includes discussion on the legal framework underlying international sale transactions and examines the risk inherent in international trade and the means by which these can be contained.

International Economic Law (2 units)

A seminar-style course that provides a general background survey of the history and development of international economic law; and the international economic institutions created during the Bretton Woods Conference (International Monetary Fund, International Bank for Reconstruction and Development) and the world trade institutions of GATT 1947 and GATT 1994. The course also examines legal and other related issues resulting from the demands of developing country members within these international economic institutions; and the influence of international economic institutions on national policy-making specifically within the context of a developing country.

International Moot Court (2 units)

The course deals with the concepts, principles and theories of public international law, with emphasis on the sources of law, basic documents and trends in international law. Particular attention is given to analysis of the current problem of the Jessup International Law Moot Court Competition, including the developing of skills in problem analysis, issue identification, case theory formulation and memorial preparation. The course places importance on writing skills and oral argument, following the prescribed standards as an interactive

seminar, relying more on the panel and group discussions rather than individual recitation, but will require the students to actively engage in writing exercises.

International Taxation (2 units)

A study of taxation of resident aliens, non-resident aliens, and foreign corporations and the tax treatment of foreign-sourced income of Filipino citizens and domestic corporations. Topics will include source-of-income rules, foreign tax credits, tax treaties, branch profits remittance tax, comparison of tax treatment of branch and subsidiary of a foreign corporation, withholding tax rules, and estate and gift tax as it affects aliens.

Law and Economic Development (2 units)

The course undertakes to achieve two goals. First, is to examine the traditional law and economics approach to the study of law or the application of economic theory to examine the formation, structure, processes, and economic impact of law and legal institutions. Introductory discussions on the dominant schools of thought (i.e., Chicago Law and Economics, Public Choice Theory, Institutional Law and Economics) in this field will be made to familiarize the students with the concept. Second, the course looks into the role of law, including legal and judicial institutions, in the economic development of the country. It has been posited that law fosters economic development, while dysfunctions in the legal system can inhibit economic growth. This course will provide a survey of this emerging field of 'law and development'. Special attention will be devoted to the experience of the Philippines taking into account judicial dysfunctions and Supreme Court pronouncements involving economic policies. No prior knowledge of economics is necessary for the course.

Law on Franchising (2 units)

The course undertakes a study of the nature and implication of business format franchising, its essential requisites and components, as well as the impact of the various provisions of the Intellectual Property Code on the terms of the franchise agreement, and analyzes the legal relationships between and among the various parties covered by the franchised business, and with skills building on crafting effective franchise agreements that looks at the protection of the rights of the parties covered by such agreements.

Law on Public Corporations (2 units)

A study on the Local Government Code and general principles governing municipal corporations: the laws affecting the creation, organization and government of provinces, cities and municipalities, municipal districts, and barangays; the scope and application of the powers of municipal corporations, including municipal ordinances, contracts, liabilities, and enterprises.

Law on Securities, Public Offerings & Stock Exchange Listing (2 units)

The course deals with the study of the Securities Regulations Code, the laws and regulations applicable to the debt and capital markets in the Philippines, as well as the regulations affecting publicly-listed companies. The course also requires practical exercises in the preparation of the Registration Statement and the Offering Prospectus, the contents thereof and the material information required

to be disclosed. It also includes a study of the listing and trading rules and procedures of the Philippine Stock Exchange.

Laws on Trade Unionism, Collective Bargaining, and Dispute Resolution in Labor Cases (2 units)

This course is the study of the labor situation, the basis of trade unionism, including the applicable constitutional and labor provisions, the ILO Conventions and U.N. Declarations. It will trace the history of the Philippine Labor Movement and will deal with the processes and techniques in organization of workers, as well as tactics used by management to counter unionism. It also includes a study of concerted actions and strikes, as well as the political spectrum of the labor movement. The course will also discuss deeper the collective bargaining process, negotiations, mediation, and arbitration in resolving labor disputes as experienced in both the private and government sectors, with a survey of relevant jurisprudence relating to labor law practice and dispute resolution.

Laws on Importation, Tariffs, and Customs (2 units)

The course shall study the procedures of importation between Philippine buyer and a foreign seller, the various shipping terms, modes of transporting the goods including multimodal shipping, pre-shipment inspection services of Societe Generale de Surveillance and the laws applicable to the process of the importation of goods including applicable Bangko Sentral rules and regulations. The course will also study classification of goods for purposes of tariff, the operation of the Tariff Commission, the manner by which revenues are earned from the importation, and the sensitive role that the Bureau of Customs plays in the implementation of the Tariff and Customs Code. Finally, rules of pleading, practice and procedure for quasi-judicial cases heard before the Bureau of Customs such as seizure and detention, abandonment, forfeiture, settlement, redemption, protested valuations and assessments, application for refunds of excess-payments of duties and taxes, etc. will also be taken.

Legal Accounting (2 units)

The course is designed to teach basic principles of accounting to enable the law student to understand the principal books used by merchants and the financial statements of business organizations.

Legal Counselling (2 units)

An introduction to the art and techniques of legal counselling as well as a consideration of the responsibilities of the lawyer as counselor.

Legal Profession (2 units)

The history and development of the legal profession in the Philippines, its current problems, goals, and role in society. Also covered are the methodologies in the preparation of the JD Thesis.

Local Government Finance (2 units)

The course seeks to instruct students in the specialized field of local government finance, covering power of taxation and other traditional and non-traditional sources of revenues of local government units (LGUs), and the organizational

structure governing fiscal administration. The course will cover relevant constitutional provisions, the Local Government Code, and other related laws, rules and regulations.

Negotiation Seminar

(2 units)

The course provides students with an experience-based introduction to the theory and practice of negotiation. The course considers topics such as the nature of conflict and dispute, integrative and distributive bargaining, barriers agreement and ways to overcome such barriers, client relationships, negotiation skills such as listening, communication and persuasion, negotiation power, and the role of culture, language and gender in negotiation. The course will largely utilize simulation and role-playing exercises as well as critiques and reflections on students' experiences.

Real Estate Transactions

(2 units)

A course dealing with the legal and operational aspects of subdivisions and condominiums, and lease and transfers of real estate. The objective of the course is to provide an in-depth analysis of the development process as well as some practical exposure to real estate development practice. Also examined are the effects of zoning and environmental laws and regulations on the development process.

Refugee Law

(2 units)

Armed conflict within and between states had given rise to the problem of exodus of people of different nationalities in order to avoid varied forms of persecution. International law instruments, such as the 1951 Convention on Refugees and its 1967 Protocol, have been adopted to address this situation. The Philippines as a signatory state to these instruments had promulgated implementing measures by way of status determination procedure and employment standards in compliance with the Convention. This course aims (1) to provide the students with an overview of the history of the influx of Indo-Chinese Refugees in the '70s and '80s, including the process of screening asylum-seekers during this period; (2) to examine the existing status determination procedure under Philippine law; and, (3) to discuss the current legal issues surrounding the implementation of other provisions of the Convention. The course will utilize a Clinical Legal Education approach which will enable the students to be exposed to actual cases of refugee status determination before the Department of Justice and Naturalization proceedings.

Seminar on Current Issues on International Economic Law

(2 units)

The course mainly covers the subject of Global Governance, divided into modules that focus on emerging forms and trends in international law-making and regulation, including issues on enforcement and dispute settlement, that impact on the international economic activities and relations of States, particularly developing countries like the Philippines. Special attention is given to changing approaches to traditional sources of international law, namely treaties, custom, and general principles of law. A central concern that the seminar addresses are the effects of those changes in forms and trends on the international legal regime as well as on substantive law that could be applied on a global basis. By discussing specific organizations in the later modules, the seminar seeks to give

the students a sense of the practical realities and difficulties of global governance, but also to surface issues and lessons that are founded not in theory but in practice.

Special Penal Laws

(2 units)

The study includes related offenses provided for in special laws.

Special Problems in Business Law Practice

(2 units)

The course seeks to introduce students into a multi-disciplinary approach to law in preparation for possible practice in business law, by mainly focusing on salient issues in business law practice such as human resource issues, corporate taxes, corporate record keeping and subscription sale of shares, foreign investments issues on separation of employees, and mergers/consolidations and their effects on employer-employee relationships. This multi-disciplinary approach seeks to train students in developing their skills of interrelating the various applicable laws in relation to a single set of facts or set of circumstances.

The College of Law reserves the right not to offer any of the elective subjects, especially if enrolment in that particular subject is less than twenty (20) students. The College of Law also reserves the right to offer, from to time, other elective subjects not described above.

METHODS OF INSTRUCTION

The primary mode of instruction in the classroom shall be a combination of the case method and the Socratic method. Daily assignments on court decisions, codal provisions, commentaries, annotations and other authorities shall be given by the professor, and students are orally quizzed to elicit understanding of legal concepts and principles. Students are expected to properly frame narratives, pinpoint relevant legal issues, dissect arguments and counter-arguments, and correctly apply the law in a given set of facts to arrive at a legally sound conclusion. Professors may supplement this method with occasional lectures designed to clarify whatever doubts the student may have on the subject. The secondary mode of instruction shall be through clinical or experiential learning where professors integrate theory with practical and hands-on application of the study of law through student participation in preparation for actual cases or performing developmental legal work for certain sectors or communities. The medium of instruction shall be English.

AUDIT OF SUBJECTS

Audit program is offered to individuals who are interested in attending courses offered during the semester for personal or professional growth in a purely audit-no-credit program, under the following conditions:

1. Acceptance of an applicant for audit in a particular course is always subject to availability of space;
2. The full tuition fee for the course to be audited shall be paid in full at the start of the semester;
3. Although a student on an audit program may choose to participate in class discussions, the student is not subject to recitation and examination requirements;
4. Acceptance for audit in one course neither grants any right to be accepted to audit in another course, nor to be admitted for audit in future semesters; and
5. The auditing of subjects in the College of Law neither entitles nor grants a priority to the student undertaking such to be admitted into the formal J.D. with Thesis Program.

Chapter V

ACADEMIC REGULATIONS

The University, in its commitment to excellence in the education and formation of students, has set academic standards and structures towards the realization of this end. Maintenance of high scholastic standing is required of every student.

ATTENDANCE

1. Students must attend class regularly. Any student who, during the semester, exceeds the maximum number of absences shall be given a failing grade of 65 if the student has incurred more than:

25 hours of absences in a 7 unit course

22 hours of absences in a 6 unit course

18 hours of absences in a 5 unit course

14 hours of absences in a 4 unit course

11 hours of absences in a 3 unit course

7 hours of absences in a 2 unit course

4 hours of absences in a 1 unit course

2. Tardiness of fifteen (15) minutes by the student for every one (1) hour of the class hours shall be considered as (1) hour of absence.
3. A student may be excused from attendance for justifiable reasons if the student submits within fourteen (14) calendar days from the date of the missed session the following documents to the concerned professor and the Office of the Dean:
 - (a) a handwritten comprehensive synthesis of all the topics taken during the missed class session, including digests of all cases and explanations of all legal provisions and principles discussed; and
 - (b) depending on the reason for the absence:
 - (1) notarized medical certificate in case of illness;
 - (2) student's notarized affidavit and certification from the concerned Barangay Health Response Team (BHRT) in case of close contact exposure to COVID-19;
 - (3) student's notarized affidavit and certification from the concerned Barangay in case of power interruption; or
 - (4) student's notarized affidavit and two notarized affidavits from two persons with personal knowledge of the reason for the student's absence.

Late submissions and incomplete submissions of documents shall not be accepted.

4. To be excused from absence for any reason whatsoever does not absolve the student from compliance with any course requirement undertaken during the day of the absence, including quizzes and recitations.
5. Excuses based on misrepresentation constitute dishonesty and shall subject the student to appropriate disciplinary action.
6. Any student who leaves the classroom, logs out of the online class session, or remains unresponsive although logged-on during online classes, without the professor's permission, for more than fifteen (15) minutes shall be marked absent.
7. Time lost by late enrollment shall be considered as time lost due to absence.

ADVANCED AND PREREQUISITE COURSES

1. The sequence of courses as set forth in the curriculum shall be strictly observed except when deviation is applied for in writing, with the favorable recommendation of the Associate Dean for Academics and approved by the Dean.
2. A back course must always be given priority during enrollment.
3. Enrollment in any course without having passed the prerequisite courses is not valid and will not be credited regardless of the grade obtained. However, the Dean may allow a student to simultaneously enroll in prerequisite and advanced courses when the student is graduating at the end of the school year.
4. Regardless of having passed the prerequisite courses, no student shall be allowed to enroll in Political and International Law Review, Criminal Law Review, Civil Law Review, Commercial Law Review and Remedial Law Review courses, unless the student is graduating at the end of the school year.

STUDENT LOAD

1. Students must enroll in all courses required for the semester as prescribed by the curriculum. However, for meritorious reasons and with the favorable recommendation of the Associate Dean for Academics and the approval of the Dean, a student may be permitted to not take the full load, but in no case should the resulting load be less than 60% of the units required by the curriculum for that semester.

2. Only students with a general weighted average of at least 83 and those graduating at the end of the school year shall be allowed to overload. No student shall be allowed to carry an overload of more than six (6) units.

DROPPING/ADDING OF COURSES

1. Students who drop courses shall be charged their assessed fees according to the following:
 - (a) 10% of total assessment will be charged if requested within the first week of classes;
 - (b) 20% of total assessment if requested within the second week of classes;
 - (c) 100% of total assessment if requested after the second week of classes.
2. Students who drop a course but add another will not be charged for the course dropped so long as the dropping-adding is done within the first two weeks of classes.
3. A student shall receive a mark of **“WP”** if the student withdraws with permission from the Dean prior to the midterm examination and incur no academic penalty, provided that the student has not exceeded the maximum number of absences. Otherwise, the student will receive a grade of 65.
4. A student may only be allowed to withdraw with permission and incur a **“WP”** mark once for each course. Withdrawal from the course for any reason for the second time shall merit a grade of 65.
5. The student shall provide the course professor a written notice of the student’s application to drop or withdraw from the course.

STUDENT CLASSIFICATION

1. Aside from year levels, students are classified as either regular or irregular students. Regular students are those who carry the full academic load required for the semester without any deviation from the curriculum and belong to a particular block with no other courses taken in any other block. Irregular students are those who either carry less than the required academic load for the semester, deviated from the curriculum, or take courses from different blocks. A regular student permitted to overload and consequently takes courses from other year levels does not lose regular status.

2. An irregular student is considered to be in the curriculum year where the student is taking more courses.
3. An irregular student with overlapping schedules of exam shall be given a special exam, which must be taken before 6:00 P.M. of the day of the scheduled exam.
4. An irregular student cannot request for a block to change class or exam schedules to accommodate a desired schedule.

TRANSFER OF CLASS OR BLOCK

No student shall be allowed to transfer to another class of the same course or to another block unless there are meritorious reasons and it will not unduly affect the class size in relation to other courses of the same class or other blocks.

CROSS ENROLLMENT

The College of Law may accept cross enrollees from other law schools in highly meritorious circumstances subject to the Dean's discretion.

GRADING SYSTEM

Student performance in each course is determined by numerical percentage values following the scale below:

Numerical Grade	Qualitative Description
95 – 100	Excellent, for <i>Summa Cum Laude</i>
93 – 94	Superior, for <i>Magna Cum Laude</i>
90 – 92	Very Good, for <i>Cum Laude</i>
85 – 89	Good, for With Honors
80 – 84	Satisfactory
76 – 79	Fair
75	Passed
65 – 74	Failed
65	Failed due to Absences (FA)
WP	Withdrawn with Permission (WP). No academic penalty.

EXAMINATIONS

1. There shall be at least two major examinations, a mid-term exam and a final exam, uniformly scheduled across all year levels, except the graduating class. The kind, content and manner of administration of each shall be subject to the academic freedom of the faculty member. Any waiver or re-

scheduling in the administration of these exams should have the prior approval of the Dean.

2. Students who fail to take the mid-term exams as scheduled shall not be given special mid-term exams. However, those with justifiable reasons as supported by pertinent notarized affidavits and proof submitted within fourteen (14) days from the date of the scheduled missed exam to the concerned professor and the Dean's Office shall be permitted to have as mid-term exam grade their final examination grade deducted by ten (10) points.
3. Removal, remedial, and reconsideration examinations shall not be allowed except for clearly exceptional and meritorious reasons, which shall be subject to the favorable recommendation of the Associate Dean for Academics and the approval of the Dean. However, such exams shall only be on a pass or fail basis for the course such that the highest final grade that a student can obtain in the course is only 75.

FINAL GRADE

1. The final grade shall be computed by the assigned percentage weights below rounded off to the nearest whole number:

Class Participation	30%
Mid-term Exam	30%
Final Exam	40%

Class Participation includes individual recitations, group discussions, quizzes, other long examinations, presentations, reports, and other learning activities. The absences of a student shall not be considered in the computation of his or her final grade although the professor has the discretion of granting incentives relative to attendance.

2. The professor may adopt his or her own system of computing the final grade but the system must be approved by the Dean and the students must be informed of this system at the beginning of the semester and the same must be clearly stated in the syllabus.
3. Students are strictly prohibited from communicating directly with professors, verbally or in writing, whether personally or through intermediaries, regarding any request for reconsideration of grades, unless the communication is initiated by the professor concerned. Violation thereof shall be reported by the professor to the Dean and shall mean automatic denial of the request.

RELEASE OF GRADES

Notice of release of final grades for each course will be posted in the College of Law Bulletin Board, Moodle, or the learning management system or any other online communication platform of the College of Law. Grades will be made available for online checking.

FINALITY OF GRADES

Course grades shall become final unless the concerned student files with the College Secretary/Administrative Assistant a written appeal for change of grade within a non-extendible period of fifteen (15) days from notice of official release thereof or from notice of failing grade from the College Secretary/Administrative Assistant.

CHANGE OF GRADE

1. A student may file a written appeal for change of grade only on these grounds:
 - (a) Mathematical error in computation of grades; and/or
 - (b) Substantial oversight or misappreciation in the grading of written work or examinations.

All the allegations in the written appeal must be properly substantiated and supported by proof. An appeal that is not based on these two (2) acceptable grounds shall be automatically denied, without need for referral to the faculty member as provided in Paragraph 2 below.

2. The process for the appeal for change of grade shall be as follows:
 - (a) Within three (3) days from receipt of the appeal for change of grade, the College Secretary/Administrative Assistant shall refer the same to the concerned faculty member for written comment thereon within seven (7) days from referral;
 - (b) Within five (5) days from the receipt of the faculty comment or the lapse of the period therefore, the Associate Dean for Academics may either conduct a summary hearing or provide a written recommendation to the Dean on the merits of the appeal based merely on the documentary evidence on record;
 - (c) The decision on the appeal by the Dean shall be final. No motion for reconsideration shall be entertained.

3. A faculty member may *motu proprio* request at any time before the start of the succeeding semester to change the grade of a student on the same grounds for an appeal for change of grade.
4. The Dean may suspend the rules for change of grade on reasonable grounds in the interest of substantial justice and due process.

RECORDS

The school record of every student shall contain the final rating in each subject with the corresponding credits, and the action thereon indicated by “Passed” or “Failed”. No final record may contain any suspensive mark such as “INC.” The student must either be given a passing or a failing grade in the final record. (LEBMO No. 2, s. 2013, sec. 7, April 30, 2013)

PROBATIONARY STATUS

1. Students must maintain a general weighted average (GWA) of 78 for every semester of studies. Failure to meet this performance standard shall place the student under probationary status during the next semester.
2. A student who failed any two (2) courses in any given semester shall be placed under probationary status during the next semester.
3. A student on probationary status shall only be allowed to enroll a maximum of eighty percent (80%) of the regular load during a semester, unless the student is graduating at the end of the year.
4. A student on probationary status is strictly prohibited from participating in non-academic extra-curricular activities. The student is also prohibited from assuming the functions and duties of a beadle, class officer, law student government officer and other leadership roles.
5. Failure to meet the 78 performance standard GWA **or** flunking any single course while on probationary status shall cause the student to be refused readmission for the succeeding semester.
6. A student, upon written petition, may be granted an extended probationary status for another semester upon the favorable recommendation of the Associate Dean for Academics and the approval of the Dean.

LEAVE OF ABSENCE

1. A leave of absence (LOA) must be sought by a written application to the Dean. The application must state the reason for which the leave is desired,

specify the period of the leave, which must not exceed one (1) academic year, and contain a declaration that the student shall not enroll in any other school for the duration of the leave.

2. After the end of the duration of the approved leave, the student must file a letter of reinstatement to be able to resume law studies.
3. If a student does not reinstate after the end of the approved leave, the student's readmission to the College of Law, upon written petition, shall be subject to the sound discretion of the Dean, who may impose conditions for the readmission, including putting the student on probationary status, mandatory retaking of courses and other analogous conditions.
4. A student shall be dropped from the rolls in case the student fails to register for two (2) consecutive semesters without filing the proper leave of absence.

RESIDENCY

Students have six (6) years or twelve (12) semesters to successfully complete all courses and related work. The College of Law reserves the right to refuse readmission to students who have exceeded this residency period. Students who are allowed to continue after the sixth year are required to re-enroll in certain courses and shall be subject to appropriate conditions as may be determined by the Dean.

OTHER SCHOLASTIC DELINQUENCY RULES

Other than the instances mentioned in previous sections, a student may also be required to retake certain courses already passed or be denied readmission in any of the following cases:

1. Failure to comply with the conditions set forth during admission or readmission.
2. Failing the same course for three (3) times.
3. Withdrawing with or without permission from at least fifty percent (50%) of enrolled courses for two (2) consecutive semesters.
4. For any other analogous conditions as may be determined by the Dean.

WITHHOLDING OF CREDENTIALS

The College of Law, at its discretion, may withhold the release of the transfer credentials of a student who has outstanding financial or property obligations to the law school, or is under penalty of suspension or expulsion. The transfer of credentials shall be released upon settlement of the obligation, or after

the penalty of suspension, expulsion, and other subsidiary penalties in accordance with the University regulations are fully served or lifted (LEBMO No. 2, s. 2013, sec. 11).

GRADUATION

Only students who have fulfilled all academic and non-academic requirements for graduation and have established academic residency at the College of Law for at least the last two (2) semesters of the law program shall be allowed to graduate. (LEBMO No. 2, s. 2013, sec. 16, April 30, 2013)

RECOGNITION

The College of Law endeavors to create a culture of excellence among the students, and one way to encourage excellent performance is to recognize and reward students who manifest this value in academic endeavors. Academic awards are conferred to students who meet specific eligibility and selection criteria.

SEMESTRAL AWARDS

A student shall be included in the **President's List (University Honors)** if the student's general weighted average grade is at least 90 with **no** failing mark in any subject and provided that the student carried the full load for the semester.

A student shall be included in the **Dean's List (College Honors)** if his or her general weighted average is at least 85 with no failing mark in any subject and provided that the student carried the full load for the semester.

The **Dean's Cup** is awarded to students who top the semestral comprehensive exams, as well as to the class, block or section with the highest general weighted average in the said exams across all year levels.

GRADUATION HONORS

Class Valedictorian is awarded to the graduate who best embodies the ideals of Jesuit Education, the Mission Statement of the Ateneo de Naga University and the concern of the school for social and community involvement, above and beyond the call of duty.

Summa Cum Laude is awarded to students whose general weighted average for the program is at least 95 with no failing mark in any

subject.

Magna Cum Laude is awarded to students whose general weighted average for the program is at least 93 with no failing mark in any subject.

Cum Laude is awarded to students whose general weighted average for the program is at least 90 with no failing mark in any subject.

With Honors is awarded to students whose general weighted average for the program is at least 85 with no failing mark in any subject.

Achievement Award is conferred upon students for winning first place in region-wide competitions sponsored by reputable organizations or for representing the school or country with high honors or distinction in international or national competitions or conferences of major religious, educational or civic importance.

Guidelines for the Determination of Graduation Honors

1. The student must have carried 100% of the entire regular load for each semester.
2. A transferee student must have completed at least 75% of the required course units for the program at the College of Law and must not have incurred any failing grade in his or her transfer credentials for any subject that is required in the College of Law curriculum.
3. The student must not have been subjected to any disciplinary action.

Chapter VI

STUDENT DISCIPLINE

AUTHORITY TO MAINTAIN SCHOOL DISCIPLINE

As students of the law and future lawyers, it is imperative that all students respect authority and strictly observe all applicable laws, rules and regulations. Students are held responsible for their behavior in and off campus and are accountable for the consequences of their personal choices and actions. It is the duty of the College of Law to maintain discipline inside the campus as well as within its immediate surroundings. The College of Law shall also exercise disciplinary authority over students outside its campus, and beyond school hours, term, or year level in the following instances:

1. Where school policies or regulations are violated;
2. Where the misconduct shows a student's moral delinquency which makes him or her unfit to continue his or her law studies; or
3. Where the student's misconduct destroys or denigrates the good name and reputation of Ateneo. (LEBMO No. 2, Series of 2013, Article III, Section 17)

PENALTIES

For violation of the rules and regulations of the Law Student Government, the College of Law, the University, the Legal Education Board or any law or government regulation, the following penalties shall be imposed upon an erring student to correct unacceptable behavior and achieve restorative justice:

1. *Written Apology.* A written expression of regret, acknowledgement and accountability for wrong-doing as reparation towards a path of reconciliation and restoration of broken relations.
2. *Reprimand.* A written notice admonishing and reminding the offender of the appropriate conduct of an Ignatian law student with a stern warning that a repetition of the same or similar act or omission shall be dealt with more severely.
3. *Fine.* A sum not to exceed Five Hundred Pesos (PhP 500.00) collected from the offender for each count of the offense committed, which shall then be given for the account of the Law Student Government. In case of non-payment, community service shall be imposed in lieu thereof. The amount of the fine shall be subject to the periodic review and any increase shall be for the final determination of the Dean.

4. *Community Service.* The offender upon the determination of the number of hours to be given as community service, shall give a reasonable proposal on the kind, manner and schedule of community service that he or she will undertake subject to the approval of the Dean.
5. *Suspension.* This prevents the offender from entering the University premises during the period of suspension and denies the offender from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days for the semester. The offender shall be considered absent and shall have failing grades in all class activities missed. If the suspension results in the offender exceeding the maximum allowed absences for a given course, the offender shall then receive a mark of 65 for that course. Suspension shall be implemented in consecutive regular school days.
6. *Non-readmission.* The offender is denied admission or enrollment for the semester immediately following the semester when the resolution or decision finding the offender guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school semester. Transfer credentials of the offender shall be issued upon completion of clearance procedures.
7. *Exclusion.* The offender is immediately dropped from the roll of students upon the promulgation of the resolution or decision ordering the offender's exclusion. Transfer credentials of the offender shall be issued upon completion of clearance procedures.
8. *Expulsion.* The College of Law declares the offender disqualified for admission to any public or private law school in the Philippines. The decision of expulsion cannot be implemented without the approval of the Legal Education Board.
9. *Scale of Penalties.* Light Offenses are punishable with written apology, reprimand, and/or fine. Less Serious Offenses are punishable by written apology, community service, and/or suspension. Serious Offenses are punishable by either non-readmission, exclusion or expulsion.
10. *Evasion of Service of Penalty.* An offender who evades the penalties of written apology, community service, and suspension shall be penalized with non-readmission.
11. *Mitigation.* Mitigating circumstances may be considered in determining the imposable penalty.

LIGHT OFFENSES

Light offenses shall be reported to the person authorized to implement a particular rule or regulation, including but not limited to the Administrative Staff, Librarian, ILAO Director, Faculty, officers of the Law Student Government, class beadle and Security Guard, who may resolve the matter in accordance with their duly issued rules and regulations. The same may also be reported to the Office of the Dean for determination of appropriate sanction in a summary proceeding. Light Offenses include, but are not limited to:

1. Violation of housekeeping rules and regulations imposed by the professor as stated in the course syllabus;
2. Violation of class rules and regulations agreed in writing by the majority of the students in a block;
3. Violation of rules and regulations duly issued by the Law Student Government;
4. Violation of Library rules and regulations;
5. Violation of rules and regulations of the Ignatian Legal Apostolate Office;
6. Violation of policies on car gate pass/sticker, parking and traffic management;
7. Non-compliance with administrative rules and procedures for transacting with the Dean's Office, the Registrar's Office and other University Offices;
8. Non-compliance with the prescribed dress code;
9. Not wearing and/or refusal to wear the official Identification Card (ID);
10. Littering;
11. Smoking or drinking liquor inside the University;
12. Attending class while under the influence of liquor;
13. Unauthorized writing on school property;
14. Unauthorized use of classroom and other school facilities and equipment;
15. Any other act similar or analogous to the foregoing.

LESS SERIOUS OFFENSES

Less Serious Offenses shall be reported to the Dean's Office for appropriate action. Any aggrieved person or entity may also file a complaint against a student. Less Serious Offenses may include, but are not limited to:

1. Subsequent or repeated commission of any light offense;
2. Violation of University rules and regulations that does not constitute as a Serious Offense;
3. Violation of University Health Protocols;
4. Using fictitious ID, or one that belongs to another person;
5. Lending of one's ID to another person;
6. Refusal to show or surrender ID when demanded by a person in authority;
7. Vandalism or damage to property where the damage is not more than ten thousand pesos (PhP10,000.00);
8. Unauthorized use of the name of the Ateneo de Naga University College of Law the Ateneo de Naga University or any name implying connection thereto for unauthorized purposes and activities;
9. Unauthorized use of the Ateneo de Naga University Logo, name or any identification therewith;
10. Inciting others to be absent from class;
11. Inciting others to violate properly imposed rules and regulations;
12. Any act of disrespect towards officers of the Law Student Government, faculty members, administrative staff, security guards, janitors and persons in authority of the University;
13. Any act of dishonesty or with badge of deceit or fraud that does not constitute as a Serious Offense, or constitutes as a Serious Offense but with mitigating circumstances;
14. Violation of any condition imposed for the admission or enrollment of a student;
15. Conduct that by itself, or in conjunction with the conduct of others, disrupts or impairs the effective operations of the College of Law or any official college or University function;

16. Commission or omission of acts as shall impede the administration of College of Law discipline, including but not limited to unreasonable refusal to receive any notice, summons, or decisions and unreasonable refusal to give testimony;
17. Verbally assaulting any student;
18. Contempt toward or ridiculing of religion, race, gender, appearance or any other aspect of diversity;
19. Spreading, encouraging or inciting malicious gossips and rumors against students, faculty members, administrative staff, other school officials, the College of Law and the University in any manner through whatever medium or platform, including through the use of social media;
20. Any other act similar or analogous to the foregoing.

SERIOUS OFFENSES

Serious Offenses shall be reported to the Dean's Office for appropriate action. Any aggrieved person or entity may also file a complaint against a student. Serious Offenses may include, but are not limited to:

1. Any act or omission that constitutes as a violation of any ordinance or law, which either shows a student's moral delinquency and/or unfitness to continue law studies, or denigrates the good name and reputation of the Ateneo
2. Assaulting any student, faculty member, or school official, including members of the staff personnel and/or security force, whether the same occurs within or outside the premises of the school, which results in death, physical injuries, or damage to property, and whether committed alone, in connivance with others, with accomplices, or through others;
3. Vandalism or damage to property where the damage is more than ten thousand pesos (PhP10,000.00);
4. Threats, intimidation, coercion, and all forms of bullying against any student, faculty member, or school official, including members of the staff personnel and/or security force, committed by word, deed, or any other means and in any form, including through social media, of such nature as to cause fear, anxiety, or grave emotional or psychological distress, whether the same occurs within or outside the premises of the school;

5. Using, selling, transferring, or carrying prohibited or dangerous drugs within the school premises;
6. Use or mere possession of any firearm of any kind, whether licensed or unlicensed, or any deadly weapon defined under existing laws, within and around the school premises or in any school sanctioned event;
7. Forging or tampering of school records or transfer forms, securing or using forged transfer credentials, or any material misdeclaration in the admission application or enrollment form or any other document required for admission or enrollment;
8. Plagiarism or the unauthorized use, without adequate attribution, of the published ideas, expressions, or works of another, to pass the same as his or her own work in any written materials submitted, printed or published in any publication in and out of the College of Law or orally delivered or presented whether or not in compliance with academic requirements. Plagiarism is identified not through intent but through the act itself. The objective act of attributing to one's self what is not one's work, whether intentional or out of negligence, is sufficient to conclude that plagiarism has occurred. Specifically, it can take the following forms:
 - a) Verbatim repetition of someone else's words without acknowledgement;
 - b) Presentation of someone else's ideas without acknowledgement;
 - c) Paraphrasing, translating, or summarizing someone else's ideas without acknowledgement;
 - d) Improper acknowledgement of sources, as with incomplete/imprecise documentation;
 - e) Having one's work done by someone else or having one's work substantially revised by someone else.

One who pleads ignorance, appeals to lack of malice or alleges poor instruction from faculty members or superiors, are not valid excuses;

9. Allowing another person to plagiarize or copy one's own work;
10. Cheating in written quizzes, examinations and/or during oral recitations;
11. Violation of the standards of professional ethics established for lawyers or commission of acts which otherwise adversely reflects on the fitness of the student for admission to the bar;

12. Instigating, leading or participating in activities leading to disruption or stoppage of classes or creating an atmosphere of fear and intimidation within the campus;
13. Provoking, preventing, or threatening students, faculty members, and/or Law School authorities from attending classes, entering the Law School premises, or tending to create an atmosphere of fear and intimidation within the school campus causing disruption in discharging their functions.
14. Illegal conduct involving moral turpitude, whether the same is also subject to criminal sanctions, and regardless of whether convicted or not;
15. Sexual misconduct or any act of lewdness committed by whatever means against any student, faculty member, or university official, including members of the staff personnel and/or security force whether the same occurs within or outside the premises of the school;
16. Giving of false testimony in investigations involving College of Law or university discipline; and
17. Any other acts similar or analogous to the foregoing.

DRESS CODE

The student dress code is corporate attire. Male students must come in dress shirt and tie or Barong Filipino. Female students must come in decent office attire. The dress code is waived for Saturday classes. Faculty members may prohibit the attendance of students not in proper attire and mark them absent from class.

UNAUTHORIZED CLASS RECORDING

Audio, video, camera, smartphone or any other form of recording of classes are not allowed unless with the consent of the professor and for students' personal use only. Unauthorized class recording or unauthorized use of permitted recording shall be punishable with written apology and reprimand for the first violation, suspension of fourteen (14) days for the second violation and non-readmission for the third violation. The unauthorized recording and all copies made thereof shall be immediately destroyed and the student shall execute an Affidavit attesting to such fact.

ABSOLUTE PROHIBITION AND BAN ON FRATERNITIES AND SORORITIES

Student fraternities and sororities, named as such, including other organizations, and/or which employ or are known to employ hazing, or which requires or tolerates acts of violence or affronts to personal dignity in any form on any person as part of initiation rites or of other activities, or which maintains a tradition which requires or tolerates such acts are not allowed to be organized or conduct any activity, particularly recruitment, in the College of Law. Students shall not likewise be a member of any such fraternity, sorority or organization outside the Ateneo. If already a member before admission, such student shall resign such membership or go on leave or inactive status as a precondition for enrollment and/or continued stay and execute an Affidavit attesting to such status. Students shall be required to make the necessary disclosure as part of enrollment procedures. Violation of this rule is punishable by non-readmission.

Under pain of exclusion and without prejudice to criminal and civil actions, no student shall be involved as principal actor, accessory, subject or recruit in any hazing and/or other forms of initiation rites or practices of any fraternity, sorority or other similar organization.

ADMINISTRATIVE DISCIPLINARY PROCEEDINGS

The University or the College of Law, through any of its authorized representatives may *motu proprio* file an administrative charge against any student for violation of the University, College of Law, Legal Education Board rules and regulations or any violation of law or government regulation for any violation of law or government regulation for any act or omission which brings dishonor to the school or which clearly demonstrates a student's lack of good moral character. Any aggrieved person or entity may also file the administrative charge against the student. (LEBMO No. 2, Series of 2013, Article III, Section 18)

1. An aggrieved party may file a complaint with the Dean's Office, copy furnished the respondent. The complaint shall be filed in five (5) copies. The complaint may be in the form of a notarized letter addressed to the Dean or a complaint affidavit.
2. Within five (5) days from the filing of the complaint, the Dean shall issue an Order not giving due course to the complaint if the Dean finds it without any valid basis or *prima facie* merit. Otherwise, the Dean shall issue an order requiring the respondent to file an answer to the complaint within a non-extendible period of five (5) days from receipt of the order.

3. Respondent's answer should, likewise, be notarized, either in the form of a letter to the Dean or a counter-affidavit. It shall also be filed in five (5) copies. No other pleading or document may be filed after the respondent has submitted the answer.
4. Within five (5) days after the receipt of the answer, the Dean may either dismiss the complaint, if warranted by the documents submitted, or refer the matter to the Resident Attorney of the Ignatian Legal Apostolate Office for mediation.
5. The Resident Attorney shall begin the mediation process not later than ten (10) days from the date of referral and terminate the same not later than 30 days from the date of the referral.
6. Upon a successful mediation, the parties may execute proper undertakings to formalize any agreements reached. Thereafter, the case shall be referred back to the Dean for the issuance of an order of dismissal of the complaint.
7. On failure of the mediation process or the non-reconciliation of the parties within the period for mediation, the Resident Attorney shall submit a report and refer the case back to the Dean.
8. Within ten (10) days from the receipt of the Resident Attorney's report on the failure of mediation, the Dean shall constitute the Student Disciplinary Board, composed of either the Associate Dean or the ILAO Director as Chairperson and two (2) faculty members to summarily hear and decide the case.
9. The Student Disciplinary Board, with notice to the parties, shall hear the case within ten (10) days from the date of their designation, terminate the proceedings within fifteen (15) days from the date of the first hearing, and shall render its decision within thirty (30) days from the date of the last hearing. The decision shall be final, executory and not subject to appeal to the Dean.
10. To find the respondent guilty of the administrative charge, substantial evidence shall be sufficient.
11. If the administrative charge constitutes a crime, the definition of the crime in the penal statute or in jurisprudence shall be its definition in the administrative proceeding.

12. If the administrative charge constituting an offense is already being criminally prosecuted in a proper court or tribunal, it is not necessary for the Dean and the Student Disciplinary Board to wait for the promulgation of the decision of the court in the criminal case; instead, it shall proceed with the administrative proceedings until termination and regardless of the outcome of the criminal proceedings. A dismissal of the criminal case for insufficiency of evidence or acquittal based on reasonable doubt does not prevent the Student Disciplinary Board from making its own findings of facts, conclusions of law, and judgment with imposition of appropriate penalties.
13. A student undergoing administrative proceedings may be preventively suspended from entering the University premises and from attending classes when the evidence of guilt is strong and the Student Disciplinary Board is morally convince that the continued stay of the student pending investigation would cause sufficient distraction to the normal operation of the College of Law, or would pose real or imminent threat or danger to persons and property inside the University premises. The order of preventive suspension shall not be subject to appeal and is immediately executory.
14. In all decisions which impose administrative sanctions, certified copies of the decision shall be furnished to the Supreme Court and the Legal Education Board (LEB).

Chapter VII

FACULTY POLICIES

SELECTION

Faculty members shall be selected and recommended by the Dean for appointment by the President. They shall be invited from among the qualified members of the Bench and the Bar, leading government and private practitioners, legal scholars, and law professors with proven competence, probity, and diligence. (See LEBMO No. 1, s. 2011, sec. 50, April 28, 2011, and LEB Resolution No. 2014-02, December 10, 2014.)

ENGAGEMENT

There are two general kinds of faculty members, the full-time and part-time faculty members.

1. A full-time faculty member is one:
 - a. Who possesses the minimum qualification of a member of the faculty as prescribed in Sections 50 and 51 of LEBMO NO. 1;
 - b. Who devotes not less than eight (8) hours of work for the law school;
 - c. Who has no other occupation elsewhere requiring regular hours of work, except when permitted by the university; and
 - d. Who is not teaching full-time in any other higher education institution.
2. A part-time or adjunct faculty member is one who does not meet the qualifications of a full-time professor as enumerated in the preceding number. (LEBMO No. 2, s. 2013, sec. 33, April 30, 2013)

FACULTY RANKING

Full-time faculty members are ranked into Assistant Professors, Associate Professors, Professors I, Professors II and Professors III. While part-time members of the faculty are ranked as Lecturers, Assistant Professorial Lecturers, Associate Professorial Lecturers and Professorial Lecturers. (*see* LEBMO No. 2, s. 2013, sec. 34, April 30, 2013)

Faculty ranking shall be determined in accordance with the statutory and

regulatory standards of the University, member's status and dignity in the legal profession, years in practice, significant past and current legal positions, government service, law teaching and training experience, scholarly work and publications, bar memberships, educational credentials, and other relevant qualifications.

FACULTY RETENTION AND DEVELOPMENT

Faculty retention shall be ensured through just and competitive compensation or remuneration and benefits befitting a member's status and dignity in the legal profession, opportunities for professional growth and global competency, and personal development in spirituality and apostolic service for the *magis*. Faculty development shall be pursued through continuing faculty training, graduate legal studies, research grants, academic exchanges, professorial chairs, and other enrichment activities.

ETHICS

Professors shall conduct themselves ethically and professionally in accordance with the Ethical Standards of Conduct for Law Professors issued by the Legal Education Board on April 30, 2013 (*see Annex "B"*). Professor-members of the Bar shall faithfully do and act in accordance with the Lawyer's Oath, the Code of Professional Responsibility, and applicable jurisprudence.

COMMITTEE ON FACULTY ACCOUNTABILITY

Accountability action, if necessary, shall be pursued in accordance with law and due process and/or following such rules of procedure issued therefor. For the purpose, there shall be a Committee on Faculty Accountability (CFA) composed of the Associate Dean for Academics as Chairperson and two (2) members from the faculty recommended by the Dean and appointed by the University President. The Committee shall hear and investigate any complaint against a faculty member; and thereafter, submit its report and recommendations to the Dean within twenty (20) days from submission of memoranda or position papers.

Chapter VIII

COLLEGE OF LAW LIBRARY

The Ateneo College of Law Library is located on the 3rd floor of Fr. Godofredo Alingal, S.J. Building. The library is fully air-conditioned and fully automated in its operations and services. It extends its facilities by having a separate computer room and a discussion area.

The library provides materials such as books, periodicals (journals, newspapers, and magazines), and electronic and online resources that are organized systematically, accurately, and made accessible to support the teaching, learning and research activities of the library users. It also provides efficient guides and tools, like computers for retrieval of materials, and coupled with the professional and active role of library personnel for the library to become an ideal place for the teaching-learning process.

The collection, services, and facilities of the College of Law Library are available primarily to all officially enrolled students, faculty, and personnel of this university.

GENERAL POLICIES

1. Always scan/tap your school ID as you enter the library and present it for all transactions in the library;
2. All currently enrolled students, faculty, administrators, and staff of the university are entitled to full borrowing privileges;
3. College of Law alumni and university personnel are welcome to use the Law Library;
4. A borrower is held responsible for all library materials borrowed;
5. You may bring your personal belongings inside the library, but the library is not responsible for any loss or damage to your property;
6. Handle library materials with care, such that they are not mutilated, defaced, or damaged. Lost/damaged books, periodicals, and other reading materials should be reported immediately to library authorities to avoid continuous charging of fines;
7. Refrain from misplacing library materials to prevent or limit access by other library users; and
8. Observe applicable intellectual property and copyright laws and electronic resource licenses.

LIBRARY SERVICE HOURS

Regular Classes

Monday to Friday

09:00 AM to 09:00 PM

Saturday

09:00 AM to 06:00 PM

Intersession

Monday to Saturday

8:00 AM to 05:00 PM

LIBRARY MINIMUM HEALTH PROTOCOL

Based on the Revised University Health Protocols (2022), everyone must adhere to the following:

1. No face mask, no entry policy and always wear your face mask while inside the library;
2. You can only remove your facemask outside the library in an open area;
3. Always check your body temperature before entering the library. Visitors with a body temperature higher than 37.4° C will be advised to visit the infirmary;
4. Always log in and out in the terminal located near the entrance for record purposes;
5. Make it a habit to regularly wash or disinfect your hands. Alcohol stations are available near the entrance, counter, and Web OPAC terminal;
6. Practice physical distancing, at least 1.5 meters apart;
7. Only one (1) person per table will be allowed with a 1.5-meter physical distance between users. Group work and discussion will be temporarily prohibited; and
8. Use your own pen when signing acknowledgment receipts over the counter or noting call numbers at the Web OPAC terminal.

Library Visitation Health Protocol

1. Fill out the online library visitation form ahead of your library visit. Reservation will be on a first-come, first-serve basis;
2. The online library visitation form is available at the law library website and Moodle (<https://tinyurl.com/LIBvisitform>);
3. A confirmation email will be sent to your official email address (gbox);
4. Minimum health protocol will be observed in the reading area; and
5. Walk-in clients are welcome if there are available seats and for quick transactions.

POLICY ON BORROWING LIBRARY MATERIALS

Law Students

1. The Law Library is mainly a research library, and the books must be available for immediate use. Therefore, only two (2) books with at least two (2) copies can be checked out for three (3) hours, and can be borrowed for overnight use from six (6) o'clock in the evening and will be returned at 10:00 AM the following day (Mon-Sat);
2. A student may borrow only two (2) books at a time for three (3) hours and may be renewed once (in person or via email per item), provided that another student has not booked the item;
3. Before taking out the books, always present them to the counter for proper charging and discharging procedures;
4. Periodicals (such as Journals, Newspapers, Magazines, etc.), Reference materials, and thesis are for room use only;
5. Always return the library materials on or before the due date. Failure to return borrowed materials on due dates shall be fined with P5.00/hr.

Faculty Member

A faculty member can borrow up to five (5) books with at least two (2) copies for one (1) week. In renewing, the book(s) must be presented at the library counter.

Note: A borrower cannot renew overdue book(s). Any book borrowed and not returned on the due date is subject to recall. Failure to return recalled books will merit heavier fines.

Reserve Section

This particular section of the library contains Bar reviewers and reading materials assigned by the professors to ensure those items are immediately accessible to their students. They may be books, journals, articles, etc., that are required and or/supplemental readings. The reserve materials are for room use only and may be renewed if not demanded by others and can be borrowed for two (2) hours only. Reserve collection with at least two (2) copies may be checked-out at 6:00 PM and should be returned the following working day at 9:00 AM.

Borrowing Procedure for Inside Use

1. Use the LS2 Web OPAC or consult the library catalog to find your needed material/s, and then copy the bibliographic data of the book. (or get the assigned call no. of the material);
2. Find the book/s on the shelves, or you may ask the help of the library personnel/student assistant if you cannot find the material;
3. Proceed to the circulation desk and present your school ID and the library material/s to be borrowed;
4. The Library personnel/student assistant will check out the book/s;
5. Be aware of lending limits. Two books can be borrowed at a time for 3 hours;
6. The researcher may renew the book/s once in person per item, provided that another student has not booked the item, but only the librarian/ student assistant can do the renewal process;
7. After use, place the consulted book in the “BOOK RETURN” box. Please, do not shelve the consulted book/s to avoid fines.

For Outside Use

1. Perform Steps 1 – 3 above.
2. The librarian/ student assistant on duty will check out the material/s and sign the receipt.
3. The borrower will countersign the receipt.

Borrowing of Books During the Pandemic (Off-Campus Use)

If face-to-face classes are prohibited, the borrowing service of library materials for off-campus use is from Monday to Saturday. Online book requests received after 4:00 PM of the same day will be processed the following working day, while requests from 04:00 PM onward from Saturday to Sunday will be available for pick up by Monday at 10:00 AM.

Instructions:

1. Check the Web OPAC at <http://webopac.adnu.edu.ph/?config=opaclaw> for the availability of materials;
2. Fill out the online form available at the law library website and Moodle for printed materials you wish to borrow for off-campus use;
3. The borrowing duration is one week. However, the librarian may recall the material if the need arises;
4. The number of items to be borrowed depends on the type of materials (One book at a time for Textbooks);
5. Only books with at least two (2) available copies will be allowed for off-campus use;
6. An acknowledgment email will be sent for the confirmation of your book request, typically sent within the day after the request verification process;
7. The Schedule of book pick-up will be provided in the confirmation email. The pick-up point will be either at the (1) Law Library, (2) University Library Lobby (Security Desk), or (3) Main Gate Security Guards post.

Note: Material/collection is still up for approval.

Returning of Books During the Pandemic (Off-Campus Use)

1. The borrower may return the borrowed book in designated book drops available at the main gate, main library, and law library;
2. The borrower may inform the library personnel of the returned book by sending a message to the law library Facebook page or email at lawlib@gbox.adnu.edu.ph with an attached picture as proof;

3. Returned books are subject to disinfection and quarantine procedures. An assigned staff would collect the books at the designated book drops and place them at the UV Light Disinfection Box. Set the timer according to the number of books:
 - 1 to 3 books - 5 minutes
 - 4 to 6 books - 15 minutes
 - 7 to 10 books - 30 minutes

For Borrower with Fines

For students with fines, the library personnel shall print a receipt and let the student sign the receipt.

1. The receipt of fines shall be kept and forwarded to the librarian in charge of encoding in the Oracle;
2. After the T.O. issued a notice of the deadline for student charges, all fines, printing, etc., will be paid directly to the library;
3. The last date for charging fines will be a day before the deadline set by T.O.

COMPUTER AND INTERNET USE POLICY & PROCEDURES

The College of Law Library provides computers, internet access, and an environment conducive for learning to support its users' academic education and information needs. The priority of use for computing resources is given to students, faculty, and staff of the College of Law.

1. All computers are equipped with webcams with microphones and speakers. But, users **must bring their own wired headset/earphones**;
2. Computer workstation cards are issued with one (1) hour time limit due to limited resources available and may be renewed if not demanded by others;
3. Connecting flash drives, external hard drives, and other similar storage devices are strictly prohibited;
4. Users should not maliciously access, alter, damage, or destroy any computer system, network, program, or data;
5. Library users are expected to be guided by courtesy, sensitivity, and respect for others when accessing the internet and using library computers in general;
6. Computers should not be used for commercial purposes or in violation of any laws such as intellectual property laws, including copyright laws;

7. Users must adhere to electronic resource licenses, agreements, and guidelines, including those limiting or prohibiting systematic download, duplication, transfer, and selling;
8. Users must follow all applicable restrictions and guidelines on the use of the equipment and electronic resources.

Computer Facility Availment Procedures

1. Users must present a validated school ID every time they would use the computer;
2. The library personnel/student assistant on duty will check out the access card number to the user's account;
3. The library personnel/student assistant will inform the user of the due time;
4. Turn over the access card to the counter after using the computer.

ELECTRONIC AND ONLINE RESOURCES POLICY

1. Passwords for online resources of the Law Library are issued only to currently enrolled law students, faculty members, administrators, and staff of the Ateneo College of Law;
2. Users of the Law Library's online resources must not divulge or give away their user IDs and passwords to other individuals;
3. The use of computers is mainly for academic purposes only.

OTHER SERVICES

Printing, Scanning and Photocopying Services

Printing, scanning and photocopying services are also provided in the library at a minimum charge. To avail them, kindly seek the assistance of the library staff or student assistant on duty.

All legal materials for reproduction will be checked at the photocopying area if the making of such copy is for research or study use, and subject to the rules on fair use of copyrighted work and the other exceptions as stated in the "Intellectual Property Code of the Philippines (RA 8293)".

Individual Study Carrel

The College of Law library offers individual study carrels for students to use for quiet study.

Carrel Use Policy

1. The study carrels can be used for three (3) hours and may be renewed if not demanded by others;
2. Carrels are for reading and research purposes only;
3. Do not leave your valuables in the carrel, for the library is not responsible for any loss or damage to your property;
4. All library materials must be properly checked out to the user before bringing them into the study carrel;
5. Carrels are for assignee use only and are not transferable to an unassigned user.

Borrowing Procedures

1. Users must present a validated school ID every time they are going to use the study carrel;
2. The library personnel/student assistant on duty will check out the access card number to the user account;
3. The library personnel/student assistant will inform the user of the due time;
4. Turn over the access card to the counter after using the study carrel to avoid charging fines.

Document Delivery Service

This value-added service provides free scanning and downloading of book chapters, journal articles, laws, and jurisprudence.

1. The user must check the Web OPAC for the availability of materials;
2. Accomplish the online request form available at the law library website and Moodle;
3. Only ten (10) pages or less per book will be allowed for scanning. Access for requested scanned pages is set to a VIEW-ONLY (no download and no print) feature of Google Drive and is accessible for

the current semester only, not to violate RA 8293, Philippine Copyright Law;

4. An online request form shall be accomplished for materials for photocopy or print;
5. All printed and photocopied fees are automatically charged to the student account;
6. A notice will be sent thru the official email address (gbox) if the request is ready for pick up at the designated pick-up counters.

Library Virtual Assistance

This service provides real-time online assistance on using library resources and services through the “Ask a Librarian” chat service available on the law library website and Facebook page.

Library Online Instruction

This service is designed to introduce the library's wealth of resources, facilities, and services. Also, it provides library orientation/training on effectively using the available information resources and learning management system, which is Moodle, through a face-to-face or online session.

INTELLECTUAL PROPERTY

The Law Library is committed to providing an ideal atmosphere that supports its primary client's curricular, research, and instructional needs. Also, it acknowledges the necessity to provide policies to protect the rights of authors, publishers, and other individuals. Thus, library patrons are required to comply with intellectual property and copyright laws. **Any infringement of intellectual property rights shall constitute a ground for reprimand, suspension, non-readmission, exclusion, or expulsion, depending on the severity and frequency of the offense.**

Section 15 of LEBMO No. 16 mandates that the Law Library adopt and implement appropriate regulations and measures to effectively enforce, respect, and protect the intellectual property rights of authors, publishers, and other individuals in published articles, books, and other legal materials. With prior coordination with the Law Dean, the Law Librarian shall update existing policies and formulate new disciplinary regulations against the infringement of intellectual property rights by students and faculty. Hence, the Law Librarian may, from time to time, upon coordination with the Dean, formulate new library policies in accordance with the rules and regulations of the LEB and University.

LIBRARY COMMITTEE

The College of Law Library Committee is the policy-making body with regards to library operations and services.

Functions

1. Develop plans and procedures to achieve long-range goals and objectives, and apply effective procedures to evaluate the accomplishment of goals and operations;
2. To provide advice and make recommendations with regards to library organization, and use of library materials and facilities;
3. Cooperation in the implementation of library policies;
4. Supports for the library's budget request;
5. Participation in the selection, acquisition and weeding out of the library materials; and
6. Evaluate library operations and services annually.

Composition

The College of Law Library Committee is composed of the following:

1. Dean of the College of Law;
2. Associate Dean of the College of Law;
3. University Librarian;
4. Law Librarian;
5. College of Law Faculty Representative; and
6. President of the Law Student Government or his/her representative

Chapter IX

OTHER FACILITIES AND SERVICES

UNIVERSITY CHURCH

The University Church is located centrally in the campus. It stands on the right side as one enters the main gate. It is a long and revered tradition that Ateneans visit the Blessed Sacrament upon entering the school. Mass is celebrated usually twice a day. Confessions are also available at announced hours, or upon request. The church and the celebration of the Eucharist and of other sacraments are under the responsibility of the University Chaplain.

UNIVERSITY LIBRARY FACILITIES AND SERVICES

With excellent and state of the art services, the University Library has undoubtedly developed into one of the best if not the best academic library in the Bicol Region. The O'Brien Library provides materials and tools that are adequate and necessary to support the teaching, learning and research activities with print and electronic materials needed by the University's academic community. Books, journals and electronic sources are organized systematically, accurately and made accessible to patrons.

The James O'Brien Library is a three-story building air conditioned with fully automated operations and services. The library is open Mondays-Fridays (7:30am to 7:30pm), Saturdays (8am to 6pm), and on Sundays before the major examinations (9am to 1pm). All students, faculty and staff are entitled to full borrowing privileges. Alumni and outside researchers are welcome to use the library. To avail of the books and services, every user must present the validated and Barcoded School Identification Card.

Training on library research skills, such as using the e-resources of the library is regularly provided by a library staff.

1. LIBRARY SECTIONS

- a. **REFERENCE** contains general and subject sources like encyclopedias, dictionaries, handbooks, manuals, bibliographies, indexes, abstracts, geographical sources, gazetteers, travel guides, directories, etc. that provide brief answers to specific queries. Materials are used within the premises only.
- b. **FILIPINIANA** houses books about the Philippines, written by Filipino and foreign authors. These are for room use only. Books with more than two copies can be loaned for overnight use starting

6:00 PM. daily, to be returned the following day not later than 8:00 AM.

- c. **CIRCULATION** refers to the servicing of the general collection books. These may be borrowed for 7 days. A maximum of 5 books at a time can be borrowed and they may be renewed if they are not demanded by other users. Fiction books can be borrowed for 2 weeks. The library may suspend borrowing privileges due to infraction of any library rule.
- d. **RESERVE** materials are the assigned readings of the members of Faculty for their students. They may be books, journal articles, etc., that are required and/or supplemental readings. Use of reserve materials is limited to 2 hours only.
- e. **MULTIMEDIA COLLECTION** is the area where CD- ROMS , movies and documentary tapes, newspapers in CD- ROM format, slides, transparencies, audio tapes and maps are located. In addition, microfilms and microfiches are also available.
- f. **PERIODICALS SECTION** houses the serials, journals, magazine collection and similar collection of the library. These are for room use only.
- g. **SPECIAL COLLECTION SECTION** contains mainly the Dr. Manuel Abella, Fr. Raul Bonoan, S.J., and Raul Roco Collection. Bikol and other rare Philippine materials are also in this section.
- h. **ARCHIVES** includes the official records, photograph, academic records of students, student theses, memorabilia, school publications and other documents that reflect the history and development of the Ateneo de Naga University. Access to these materials requires the permission from the University Librarian.

2. LIBRARY FACILITIES AND SERVICES

- a. The O'Brien Library has *fully automated operations and services*. Online Public Access Catalog (OPAC), Computerized Circulation System, Security Alarm System, Computerized Index to Philippine Periodicals Articles (CIPPA), Internet Facilities, CD-ROMS and other Electronic Resources are available. Some of the data bases available are: EBSCO, CENCAGE, Philippine e-journal. Also available is the software *Turn-It-In*, which is designed to help students and teachers to evaluate the originality of a written work.

- b. There is a **Viewing Room** for the multimedia collection that accommodates 10 students. For use of this room, reservation is required.
- c. **Photocopying machines** are available on the 2nd floor of the library.
- d. The library disseminates information on special events and activities through its display boards and **home page** <https://adnulib.adnu.edu.ph>

3. LIBRARY FINES AND PENALTIES

The Library imposes fines and penalties for infractions of library rules and regulations. Suspension or expulsion is the penalty for students who deliberately mark, vandalize, mutilate or deface any books or library materials. Theft merits dismissal from the school.

FOOD SERVICES

The University Cafeteria located at the Raul J. Bonoan Building and the Coko Café at the Madrigal Building serve meals and snacks during school and office days.

HEALTH CARE SERVICES

A limited medical-dental service is provided to the College of Law students by the University Health Services Center (UHSC). This includes consultation and treatment of minor cases and those within the competence of clinic; dispensing first aid medicines for common ailments, treatment of minor injuries and referrals to hospitals of cases beyond the competence of the clinic. In addition, the UHSC provides health counseling, including reproductive health counseling, annual medical examination of students and employees, supervision of the sanitary conditions of the school canteens, dissemination of health information by means of lectures and flyers and others. Clinic hours is from 7:30 am to 9 pm during the weekdays, and until 6:00 PM during Saturdays.

DORMITORIES AND BOARDING HOUSES

The Xavier Dormitories and the Madrigal Dormitory are in-campus dormitories. The Madrigal Dormitory assures clients of 24/7 security, wifi internet access, and standby generator set in case electrical power gets cut-off. It offers room sharing for four, with spacious living area and clean communal bathrooms. There are also ADNU accredited dormitories and boarding houses outside of the

Ateneo de Naga University, along Sta. Cruz St., Bagumbayan and Ateneo for both transient and regular dormers.

MANRESA HOTEL

The Manresa Hotel is located on the 5th Floor of Fr. Godofredo Alingal, SJ Hall. Each room is equipped with deluxe twin beds, television set, air condition, wifi internet access and ensuite bathroom with hot and cold shower. It has a spacious reception and living areas where guests may work or relax. Its dining area serves breakfast for guests.

SPORTS FACILITIES

Students may use the gym, covered courts, tennis courts, and football field for sports and recreational activities.

STUDENT ORGANIZATIONS

Consistent with Ateneo policies, students are encouraged to establish student organizations and associations, except fraternities or sororities and the like. They are encouraged to participate in all peaceful and worthwhile student activities. The Constitution of the Students of the Ateneo de Naga University College of Law ratified in January 2018 is attached as **Annex “C”**.

OTHER SERVICES

See <https://www.adnu.edu.ph/directory/>

THE INFORMATION IN THIS MANUAL IS CORRECT AS OF THE TIME OF PUBLICATION. THE COLLEGE OF LAW RESERVES THE RIGHT TO AMEND, REPEAL, OR SUPPLEMENT THIS MANUAL OR ANY OF ITS PROVISIONS, WHICH WHEN PUBLISHED SHALL TAKE EFFECT IMMEDIATELY. PUBLICATION IN MOODLE AND THE COLLEGE OF LAW WEBSITE SHALL BE DEEMED SUFFICIENT PUBLICATION.

Annex “A”

**2017 CURRICULUM FOR THE
JURIS DOCTOR (JD) WITH THESIS PROGRAM**

Total Number of Units: 170

First Year

1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Introduction to Law	1	None	Social Justice: Social Teachings of the Church II	1	Social Justice: Social Teachings of the Church I
Social Justice: Social Teachings of the Church I	1	None	Obligations and Contracts	5	Persons and Family Relations
Persons and Family Relations	4	None	Constitutional Law II	3	Constitutional Law I
Constitutional Law I	3	None	Criminal Law II	4	Criminal Law I
Criminal Law I	3	None	Legal Technique and Logic	2	None
Statutory Construction	2	None	Legal Writing	2	None
Philosophy of Law	2	None	Basic Legal Ethics	3	None
Legal Research	2	None			
Legal Profession	1	None			
<i>Subtotal</i>	19		<i>Subtotal</i>	20	

Second Year

1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Property	4	Obligations and Contracts	Civil Procedure	4	Persons and Family Relations, Obligations and Contracts
Negotiable Instruments	3	None	Corporation Law	4	None
Criminal Procedure	3	Criminal Law I, Criminal Law II	Taxation Law I	3	Constitutional Law I

Agency, Trust and Partnership	3	Obligations and Contracts	Administrative Law, Law on Public Officers and Election Laws	3	Constitutional Law I
Sales	2	Obligations and Contracts	Agrarian Law and Social Legislation	2	None
Credit Transactions	3	Obligations and Contracts	Special Issues on International Law	2	None
Legal Medicine	1	Criminal Law II	Human Rights Law	2	Constitutional Law II
Natural Resources and Environmental Law	2	None	Land Titles and Deeds	2	None
Public International Law	2	None			
<i>Subtotal</i>	23		<i>Subtotal</i>	22	

Third Year

1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Succession	4	Persons and Family Relations, Property	Evidence	4	Criminal Procedure, Civil Procedure
Labor Law I	3	None	Labor Law II	3	Labor Law I
Transportation	2	Obligations and Contracts	Special Proceedings	2	Succession
Insurance	2	Obligations and Contracts	Taxation Law II	3	Persons and Family Relations, Property, Constitutional Law I
Torts and Damages	2	Obligations and Contracts	Conflict of Laws	2	None
Legal Forms	2	Obligations and Contracts, Property, Sales, Credit Transactions, Negotiable Instruments, Agency, Trust & Partnership, Land Titles & Deeds, Criminal Procedure, Civil Procedure	Fundamentals of Thesis Writing	2	Legal Research, Legal Writing
Electives	2	None	Electives	2	None
Electives	2	None	Summer Apprenticeship II (120 hrs.)	2	None

Summer Apprenticeship I (120 hrs.)	2	None			
<i>Subtotal</i>	21		<i>Subtotal</i>	20	

Fourth Year

1 st Semester			2 nd Semester		
Course Title	Units	PREREQUISITE/S	Course Title	Units	PREREQUISITE/S
Political and International Law Review	6	Constitutional Law I, Constitutional Law II, Administrative Law, Law on Public Officers and Election Laws, Public International Law, Special Issues on International Law	Commercial Law Review	6	Agency, Trust & Partnership, Transportation, Credit Transactions, Corporation Law, Negotiable Instruments, Insurance
Labor Law Review	3	Labor Law I, Labor Law II	Remedial Law Review	7	Criminal Procedure, Civil Procedure, Evidence, Special Proceedings
Civil Law Review	6	Persons and Family Relations, Property, Succession	Taxation Law Review	3	Taxation Law I, Taxation Law II
Criminal Law Review	4	Criminal Law I, Criminal Law II	Legal and Judicial Ethics and Practical Exercises	2	Basic Legal Ethics, Legal Forms
Practice Court I	2	Criminal Procedure, Civil Procedure, Evidence, Special Proceedings, Legal Forms	Practice Court II	2	Practice Court I
J.D. Thesis	4	None			
<i>Subtotal</i>	25		<i>Subtotal</i>	20	

Annex “B”

ETHICAL STANDARDS OF CONDUCT FOR LAW PROFESSORS¹

PRELIMINARY MATTERS

SUBJECT: FUNDAMENTAL POSTULATES ON LAW PROFESSORSHIP

Sec. 1. Teaching is the noblest profession and when one teaches law, he or she stands high in the hierarchy of the academic nobility.

Sec. 2. The law professor has three roles: a) a teacher and trainer of future lawyers and leaders; b) a trustee of the cardinal values and great traditions of the Bar which he or she is mandated to transmit to his or her students; and c) an intellectual guide and moral counselor of his or her students.

Sec. 3. The ultimate and paramount objectives of a professor of law are to teach the students to be competent, skillful and ethical lawyers and train them for leadership and civic responsibility.

Sec. 4. A professor of law is tasked to implant in the minds of the students love of Truth, adherence to the Rule of Law, service to Fellowmen and fidelity to Justice.

Sec. 5. A professor of law enjoys academic freedom but concedes that reasonable state regulation is not inconsistent with that freedom.

SUBJECT: MEANING OF TERMS

Sec. 6. Ethical Principles – These are moral prescriptions which affirm the highest professional ideals. They are aspirational in character and they represent goals which a professor should strive to attain.

Sec. 7. Standards of Professorial Conduct – These are derived from ethical principles; they state minimum levels of conduct below which a professor should not fall. These standards are mandatory in character.

SUBJECT: A PROFESSOR’S TRIPLE ENGAGEMENTS

Sec. 8. The three main sectoral engagements of a professor of law are the

following:

- a) engagement with his or her students
- b) engagement with his or her colleagues
- c) engagement with his or her discipline (law profession).

SUBJECT: PROFESSOR'S ENGAGEMENT WITH STUDENTS

Sec. 9. The following ethical principles shall guide a law professor in his or her dealings with his or her students:

- a) A professor always strives to create a learning environment that nurtures the fulfillment of the students' potentials.
- b) A professor recognizes that the academic growth and the ethical orientation of his or her students are his or her foremost concerns; so, he or she should deal with them competently and justly.
- c) A professor acts with conscientious effort to exemplify the highest ethical standards.
- d) A professor should interact with the students in a professional manner that ensures mutual respect.

SUBJECT: STANDARDS OF PROFESSORIAL CONDUCT

Sec. 10. In his or her interaction with the students, a professor should observe the following prescriptions:

- a) A professor should –
 - (1) treat all his or her students with courtesy and fairness;
 - (2) encourage free exchange of ideas between him or her and the students; therefore, during his or her free time, he or she should be accessible to the students for consultation or mentoring;
 - (3) make every reasonable effort to foster honest academic conduct; and
 - (4) ensure that his or her evaluations of students reflect each student's true merit.
- b) A professor should not –
 - (1) exploit or harass any student or discriminate against him or her;
 - (2) insult, degrade, demean or shame any student for any reason; if a student misbehaves, there are sanctions that can be imposed on him or her upon observance of due process of law;

- (3) disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
- (4) have any amorous relationship with his or her student; however, if he or she and the student are both qualified to marry each other, and love develops between them, then the professor shall exercise utmost professional discretion to avoid scandal, gossip and preferential treatment;
- (5) accept favors or gifts from students in exchange for requested concessions, especially undeserved;
- (6) ask for a loan or borrow things from students or send them on errands unless extremely and urgently necessary;
- (7) distort the facts or misrepresent the ruling of the court in a particular case;
- (8) teach or introduce ideologies which are against the law, morals, good customs, public policy or public order; and
- (9) use his or her position and influence to proselytize his or her students.

SUBJECT: PROFESSOR'S ENGAGEMENT WITH HIS OR HER COLLEAGUES

Sec. 11. In dealing with his or her co -professors, a professor should abide by the following ethical principles:

- a) A professor and his or her colleagues, being all lawyers and engaged in teaching, normally feel comfortable with one another; the tradition of *compañerismo* among members of the Bar binds them to treat one another with fraternal courtesy and respect.
- b) Critical inquiry is at the core of an academic community. Professors of law recognize that exchange of ideas among them is essential to enhance scholarship. They are open-minded to the practice of professors of law of commenting, even critically, on the views or works of their colleagues.

Sec. 12. A professor should conform with the following prescriptions:

- a) A professor should –
 - (1) treat his or her colleagues with fairness and respect, and conduct himself or herself with dignity and restrain in all professional exchanges with colleagues; this is a demand of his or her membership in a community of scholars.
 - (2) defend his or her colleague's academic freedom;

- (3) be objective and tactful in making a professional judgment on his or her colleague's work;
 - (4) defend or protect a colleague when he or she is falsely maligned;
 - (5) respect colleague's confidentialities;
 - (6) respect his or her colleague's freedom of inquiry; in the exchange of ideas, he or she should be tolerant to those he or she does not agree with.
- b) A professor should not –
- (1) intrude into the privacy of a colleague;
 - (2) willfully make false statements about a colleague;
 - (3) badmouth a colleague or gossip against him or her;
 - (4) threaten or show abusive behavior or language to a colleague under any circumstance while in the school campus or even outside of it;
 - (5) knowingly misrepresent the views or positions of a colleague;
 - (6) appear to be self-righteous nor intellectually arrogant.

**SUBJECT: PROFESSOR'S ENGAGEMENT WITH HIS OR HER
DISCIPLINE**

Sec. 13. As a lawyer, a professor of law is bound by the following ethical norms:

- a) As a member of the Bar, he or she is required to act not only legally but more importantly, ethically. He or she is aware of the Latin maxim; "*Non omne quad licit bonestim est.*" (Not everything permitted is honorable).
- b) A professor of law adheres to the lawyer's mantra; "No master but the law/no guide but conscience/no goal but justice".
- c) A professor accepts the obligation to exercise ethical self-discipline and judgment in using, extending and transmitting knowledge.
- d) A professor practices intellectual honesty.

SUBJECT: STANDARDS OF PROFESSORIAL CONDUCT

Sec. 14. As a lawyer, a professor of law is required to adhere to the following prescriptions:

- a) A professor should –
 - (1) upgrade and update his or her knowledge of the subjects he or she teaches;
 - (2) manifest excellence and integrity in all scholarly endeavors;
 - (3) always aspire to improve his or her teaching methods; he or she should be open to new methodologies in teaching;
 - (4) attend seminars on law and in teaching strategies.

- b) A professor should not –
 - (1) downgrade other disciplines nor undermine the confidence of students in other duly approved programs of the school;
 - (2) allow subsidiary interest to hamper or compromise his or her freedom of inquiry;

SUBJECT: SOME IMPERMISSIBLE ACTS OR BEHAVIORS OF A PROFESSOR OF LAW

Sec. 15. The impermissible acts or behaviors of a professor includes the following:

- a) incurring unnecessary absences
- b) arriving in class habitually late
- c) going to class unprepared
- d) going to class under the influence of alcoholic drinks
- d) going to class improperly attired
- e) making indecent jokes in class
- f) making remarks which disparage any religion, sect, race, etc.
- g) making insensitive remarks about the norms, customs, habits, practices, beliefs, etc. of any group or community especially in regard to indigenous people or to those belonging to the disadvantaged sector of our society
- h) giving quizzes or test without correcting the papers; or if corrected, not returning the papers to the students
- i) not submitting the grades of the students on time
- j) smoking, eating or drinking (except water) while teaching
- k) over-staying in the classroom
- l) using intemperate, insulting or vulgar language in class
- m) using injudicious words in criticizing decisions of courts in class

- n) spending a good part of his or her period telling irrelevant stories
- o) teaching in a spiritless manner
- p) playing favorites with students.
- q) intriguing against a member of the school administration
- r) giving the impression that his or her ideas expressed in media reflect those of his or her school's
- s) going to public gambling places or indecent establishments

SUBJECT: ENFORCEMENT OF THE ETHICAL STANDARDS

Sec. 16. The ethical standards prescribed herein are without prejudice to institutionalized ethical rules and standards already in place or those to be subsequently adopted by the law school or the higher education institutions to which the law school is a part.

Sec. 17. The President or head of the higher education institution and the law dean are primarily responsible in the enforcement of these ethical standards. In the exercise of the academic freedom of the school, reasonable sanction may be imposed by said officials on erring members of the law faculty; however, the demands of due process of law must at all times be heeded.

Sec. 18. The Legal Education Board, in deference to the primary authority of the head of the higher education institution and the law dean, shall not interfere in the exercise of that institutional authority; however, when an aggrieved member of the law faculty brings up to the Board for review any adverse decision, order or disposition of said law school officials, the Board shall initially determine whether there is a prima facie showing in the petition that the said school officials have acted capriciously, oppressively or unlawfully, and if it finds that there is, then it may give due course to the petition, otherwise, it would outrightly deny the same.

Approved in the City of Manila, April 30, 2013.

Annex “C”

THE CONSTITUTION OF THE STUDENTS OF THE ATENEO DE NAGA UNIVERSITY COLLEGE OF LAW

PREAMBLE

We, the students of the Ateneo de Naga University College of Law, desiring to establish a student government that shall embody our common aspirations, professional ideals, and the general welfare, and which shall enable individual responsibility, collective unity, and global solidarity among ourselves as future Ignatian lawyers in the service of our Nation and God’s people, do hereby ordain and promulgate this Constitution.

ARTICLE I GENERAL PROVISIONS

Section 1. The Law Student Government. The Ateneo De Naga University Law Student Government (ADNU-LSG) is hereby established as the official governing and representative organization of the law student body.

Section 2. Source of Authority. The student governing and representative authority of the ADNU-LSG shall emanate solely and exclusively from the law student body.

Section 3. Powers. The ADNU-LSG shall exercise the powers expressly granted by this Constitution and those necessarily implied therefrom.

Section 4. Duties and Functions. The primary duty and function of the ADNU-LSG is to promote the general welfare of all law students and to ensure that their rights are amply protected. It shall also be the duty and function of the ADNU-LSG to develop an empowered and responsible law student body, and to foster in them a sense of service for the welfare of their fellow students, the law school and university, and society at large.

Section 5. Student Fee. The ADNU-LSG, through the University Treasurer’s Office, shall collect a fee from each student every enrollment for each semester, the amount of which the Board may adjust at the end of every academic year when necessary and desirable as may be approved by the University upon recommendation of the College.

ARTICLE II THE STUDENT CENTRAL BOARD

Section 1. Student Central Board, Composition, and Term. There is hereby established a Student Central Board (SCB) to act on behalf of the ADNU-LSG composed of eleven (11)

members consisting of the President, Executive Vice-President, Vice-President for External Affairs, Secretary, Public Relations Officer, Treasurer, and Auditor who shall be elected at large, and four (4) Class Representatives, elected respectively, by each class or year level of the law student body. All members of the Board shall serve for a term of one (1) year or until their successors are duly elected and sworn into office.

Section 2. Powers, Duties and Functions. The Student Central Board shall have these powers, duties and functions:

1. To make policy decisions on matters affecting the students of the College;
2. To formulate and implement a general program of action for its term of office;
3. To create other committees and bodies as may be necessary to implement the Board's policies and programs: provided that membership in the committee created for the purpose of handling the external affairs of the Board shall be limited to the members of the Board; provided further, that any such committee or body created shall only exist during the term of the Board that created it;
4. To fully orient all incoming students regarding this Constitution as well as the powers, duties and functions of the ADNU-LSG within the first month of every academic year and to provide all incoming First Year students and transferees with a copy of this Constitution before the start of the academic year or semester as the case may be;
5. To represent the students in all matters affecting student rights and welfare;
6. To serve as the student body's voice in the formulation and implementation of University and College policies and regulations;
7. To act for the general welfare of the students of the College and to solely exercise the power to issue any official statement or position paper on behalf of the law student body;
8. To provide active support for the programs, projects and activities of the Bar Operations Committee;
9. To promote social and political consciousness among students;
10. To collect student contributions and distribute the proceeds thereof to the pertinent committee or body of the ADNU-LSG upon due approval of the College and consistent with University rules and regulations on such matters;
11. To open and maintain its own bank account, to solicit funding using the name of the ADNU-LSG, and to organize projects for the purpose of

increasing revenues upon due approval of the College and consistent with University rules and regulations on such matters;

12. To promulgate bylaws for effective student governance and representation;
13. To promulgate rules and procedures for the efficient and effective performance of its powers, duties and functions, including the imposition of disciplinary measures on members of the Board, provided that the Board shall have no power to expel any member unless expressly authorized by this Constitution; and
14. To exercise such other powers, duties and functions as may be necessary and proper to ensure efficiency in student governance and representation.

Section 3. The President. The President shall have these powers, duties and functions:

1. To convene and preside over meetings of the Board;
2. To direct the implementation of the programs and policies of the Board;
3. To supervise the performance of the respective duties and functions of the other officers, committees or other bodies of the Law Student Government;
4. With the concurrence of the Board, to appoint any officer or member of the Board as chairperson of a committee or other body, student representative to College and University bodies and other organizations or institutions;
5. To note all official communications of the Board;
6. To represent the Law Student Government; and
7. To perform such other functions assigned by this Constitution or the Board.

Section 4. The Executive Vice-President. The Executive Vice-President shall have these powers, duties and functions:

1. To succeed the President in case of his or her resignation, disqualification or permanent incapacity to discharge his or her functions and duties;
2. To discharge the functions of the President in case the latter is absent or temporarily incapacitated;
3. To assist the President in supervising the other officers, committees or other bodies of the Law Student Government;
4. To perform such other functions assigned by the President or the Board.

Section 5. The Vice-President for External Affairs. The Vice-President for External Affairs shall have these powers, duties and functions:

1. To represent the Board in all external meetings, bodies, associations, federations and the like;
2. To coordinate the Board's communications with external communities and to serve as the adviser to the Board's organizational and administrative management on matters of public affairs and external communications;
3. To manage all external activities of the Board and to leverage the collaborations that are created to enhance the College's presence and reputation across all key external communities, including:
 - i. Other student councils, especially with that of the other colleges in the University;
 - ii. Other law schools in the Philippines;
4. To perform such other functions assigned by the President or the Board.

Section 6. The Secretary. The Secretary shall have these powers, duties and functions:

1. To certify all acts of the Board as duly noted by the President;
2. To coordinate the information dissemination activities of the Class Representatives with respect to their respective duties;
3. To ensure transparency and proper public information access and dissemination within the College of all projects and activities of the Law Student Government;
4. To call all members of the Board to the regular meetings, direct all members of the Board to convene in a special meeting upon the call of the President or by at least one-third (1/3) of the members of the Board, and to prepare the agenda of all meetings of the Board and distribute it to all the members of the Board;
5. To keep a record of the proceedings of the meetings of the Board;
6. To receive all correspondence to and from the Board, and to keep a systematic and orderly file of all official records of the Board;
7. To perform such other functions assigned by the President or the Board.

Section 7. Public Relations Officer. The Public Relations Officer shall have these powers, duties and functions:

1. To take charge of all matters relating to public information dissemination, graphic design and marketing, advertising and public relations of the ADNU-LSG;

2. To form working groups necessary for the discharge and performance of the functions of his or her office; and
3. To perform such other functions assigned by the President or the Board.

Section 8. Treasurer. The Treasurer shall have these powers, duties and functions:

1. To keep and safeguard the funds of the ADNU-LSG;
2. To assist the Board in the distribution of funds;
3. To authorize, together with the Board, any transactions, incomes, and expenditures of the ADNU-LSG;
4. To submit timely and accurate accounting of all transactions, income and expenditures of the ADNU-LSG, through financial reports done annually or upon request of the Commission on Audit;
5. To guarantee transparency on the governance of the ADNU-LSG.
6. To perform such other functions assigned by the President or the Board.

Section 9. Auditor. The Auditor shall have these powers, duties and functions:

1. To undertake the internal audit of all the funds of the ADNU-LSG;
2. To prepare and submit an annual audit report to the Board;
3. To perform such other functions assigned by the President or the Board.

Section 10. Qualifications and Disqualifications. Members of the Student Central Board shall have these qualifications:

1. A current minimum load of 12 units and the same number of units during the semester immediately preceding the election;
2. No failing grade in at least two semesters before their election;
3. No record of disciplinary sanction or be on academic probation;
4. A minimum residence of one semester in the College of Law; and
5. Must not be an officer of any student organization within the university.

Section 11. Removal from Office. Members of the Board may be removed from office by resignation, disqualification or permanent incapacity upon resolution of the Board accepting such resignation or declaration of such disqualification or permanent incapacity.

ARTICLE III
THE COMMITTEE ON STUDENT AFFAIRS

Section 1. The Committee on Student Affairs. There is hereby created a Committee on Student Affairs (CSA) composed of one (1) Representative each from each block in all year levels. The designated block representatives shall elect a Chairperson among themselves. The Committee shall enable students to easily relay their concerns to the Board regarding various aspects of their student lives, provide them with oversight and policy guidance, and promote a safe and supportive learning environment that encourages personal growth and development. Committee meetings shall be held in conjunction with the Board's regular meetings or as may be deemed necessary by the Chairperson of the Committee.

Section 2. Student Affairs. Student Affairs shall pertain to all aspects of student life that are not academically related, including but not limited to counseling, evaluation, and conduct.

Section 3. Powers, Duties and Functions. The Committee on Student Affairs shall have these powers, duties and functions:

1. Represent student interests in all policy decisions made by the Board;
2. Align policies and regulations with the students' diverse and changing needs and interests;
3. Monitor and conduct an annual student evaluation of the Board's performance;
4. Monitor policies and services pertaining to the students' extra-curricular needs, activities, and interests;
5. Establish procedures and guidelines for Law Student Organizations Recognition and Accreditation in accordance with University and College policies and rules on student organizations;
6. Evaluate and monitor the performance of every recognized and accredited Law Student Organization;
7. Accommodate student complaints and concerns, and subsequently relay them to the concerned offices, if necessary;
8. Act as the mediator and the disciplinary body in all cases, issues, or conflicts between and among students brought before it; and
9. Ensure a safe, supportive, and student-friendly environment anchored on moral, ethical, and just standards.
10. To perform such other functions and duties as may be assigned by the President or the Board.

ARTICLE IV
THE BAR OPERATIONS COMMITTEE

Section 1. Bar Operations Committee – There is hereby created a Bar Operations Committee (BOC), which shall serve as the students’ centralized body for concerns relating to their academic performance. The BOC shall also be primarily responsible for lending aid and support to alumni and other bar candidates taking the Bar Examinations. The BOC shall be headed by a Member of the Board and composed of such number of volunteer law students who wish to be part of the said committee as may also be duly appointed by the President.

Section 2. Powers, Duties and Functions. The BOC shall exercise these powers, duties and functions:

1. To engage in revenue generating activities to fund bar assistance operations;
2. To organize bar-related lectures and produce bar review materials, both for students and bar examinees;
3. To perform such other functions and duties as may be assigned by the President or the Board.

ARTICLE V
ELECTIONS COMMITTEE

Section 1. Elections Committee – There shall be an Elections Committee (ELECOM) to conduct and regulate all electoral activities of the student body.

Section 2. Appointments. The ELECOM shall be composed of an Independent Chairperson selected from the law student body and four (4) Members or Representatives, selected respectively, from each year level, who shall be appointed by the President with the concurrence of the Board.

Section 3. Qualifications and Disqualifications. Any law student may be appointed Chairperson or Member provided that he or she is not a candidate for any position in the Board, not a member of any student political party, and has no record of disciplinary sanction or academic probation.

Section 4. Powers, Duties and Functions – The ELECOM shall exercise these powers, duties and functions:

1. To prepare and conduct elections and all other activities requiring the direct vote of the student body;
2. To promulgate, enforce and administer all rules and regulations concerning such elections and other electoral activities, and to ensure that the student body as well as all the candidates are informed of such rules and regulations;

3. To exercise jurisdiction over all electoral protests and other controversies which may arise;
4. To submit to the President a comprehensive report on the conduct of every election and other electoral activity;
5. To exercise all other powers and functions necessary to fulfill its duties and functions.

ARTICLE VI ELECTIONS AND VACANCIES

Section 1. Elections shall be administered by the ELECOM.

Section 2. The date of the annual elections as well as plebiscites, initiatives, and referenda called for purposes of carrying out the mandates of this Constitution shall be determined through a resolution of the Board.

Section 3. A general election shall be held regularly three weeks after the last day of the scheduled Midterm Examinations in the first semester.

Section 4. Any vacancy in the Board except the office of the President shall be filled through:

1. Special Elections as determined by the ELECOM should the vacancy fall during the first six (6) months of the concerned member's term;
2. Appointment should the vacancy fall during the last six (6) months of the concerned member's term;
3. The new Member elected or appointed shall serve only the unexpired portion of the term of the former Member.

ARTICLE VII THE ADNU-LSG MODERATOR

Section 1. The ADNU-LSG shall choose its moderator from the faculty of ADNU College of Law.

Section 2. The moderator shall have serve as:

1. Adviser of the ADNU-LSG; and
2. Supervising faculty of ADNU-LSG activities, projects, and programs.

**ARTICLE VIII
TRANSITORY PROVISIONS**

Section 1. The current members or block representatives of the Technical Working Group appointed to draft this Constitution shall serve as interim Members of the Student Central Board. They shall elect from among themselves the officers and representative members provided herein. Those block representatives who were not elected shall be appointed as Committee Chairpersons or Members.

Section 2. The interim officers of the ADNU-LSG shall serve in office until their successors have been duly elected or appointed and sworn into office.

Section 3. This Constitution shall take effect immediately upon its ratification by a majority of the votes cast in a plebiscite held for the purpose.

**ARTICLE IX
AMENDMENTS**

Section 1. Any amendment or revision of this Constitution may be proposed by a petition signed by a majority of the total student population of the ADNU College of Law.

Section 2. No amendment to this Constitution will be valid until ratified by two-thirds ($\frac{2}{3}$) of the votes cast by the student body in a plebiscite held for the purpose.

Section 3. No amendment or revision of this Constitution shall be made within five (5) years after its ratification.