



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

**OF THE**

**ATENEO DE NAGA UNIVERSITY**  
**COLLEGE OF LAW**

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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 the 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 Bikol.

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 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 POW camp
- 1945 – Liberation from Japanese occupation
- 1947 – College Department opened
- 1953 – College coeds admitted
- 1964 – Bikol 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 opened

## VISION

Ateneo de Naga University, a premier university in the country, provides excellent instruction and formation, conducts vigorous 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 Bikol. 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 semi-circle under the Loyola shield are six gold stars representing the six provinces of Bikol.

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*".

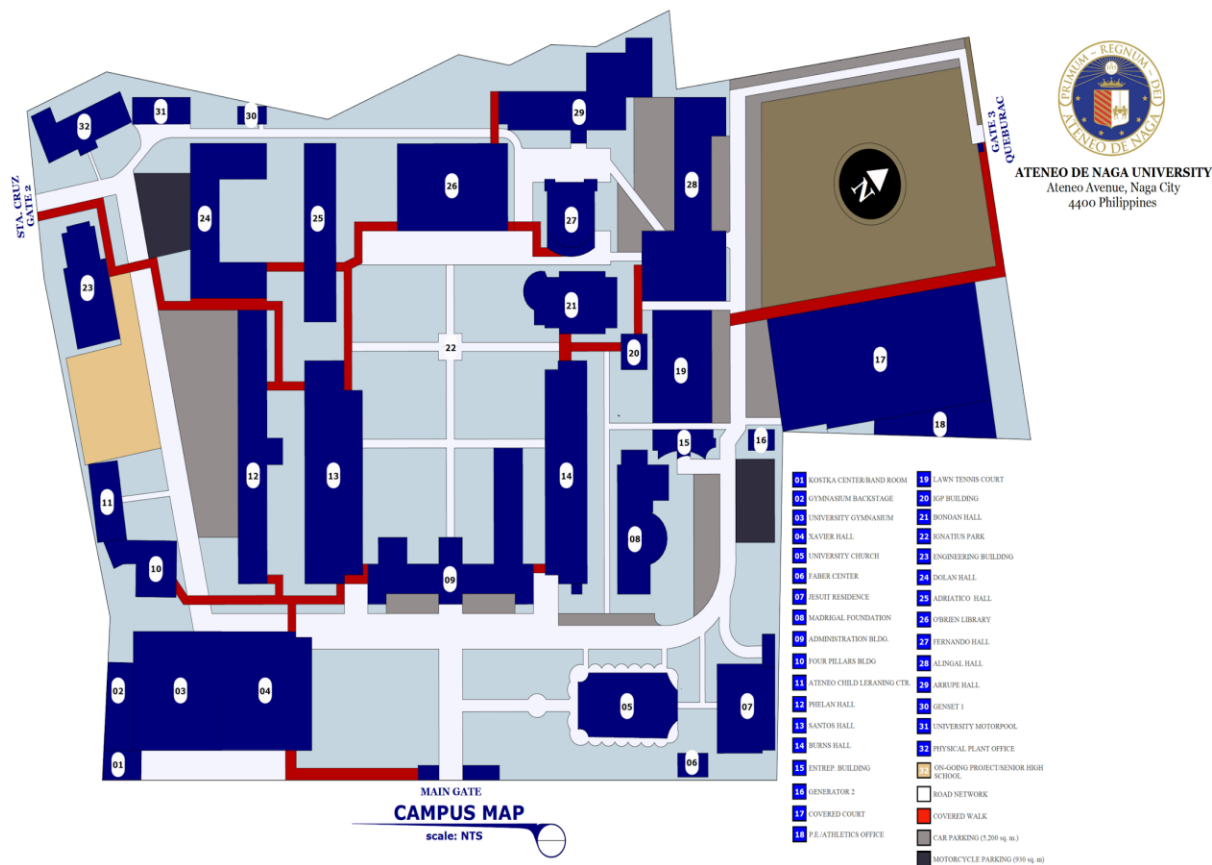
## MOTTO

**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 composed of 15 members selected from within and outside the school. Eight members are Jesuits and seven 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**

By Board Resolution No. 2016-10 dated 20 February 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 dated November 16, 2016. Thereafter, we obtained our Certificate of Government Permit dated April 20, 2017, to finally open our College of Law. Classes formally started on 13 June 2017, with a total of 82 students.

### **MISSION**

As a Catholic school, the Ateneo de Naga College of Law is committed to making in an institutional manner a Christian presence in the legal world by fidelity to the Christian message of faith as it comes through the Church and by 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 especially 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 school of law, 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, in particular 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, *inter alia*, 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)**

By Board Resolution No. 2017-17 dated 23 June 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:

- (1) Experiential Learning or Clinical Legal Education
- (2) Free Legal Assistance and Developmental Legal Aid
- (3) Mandatory Continuing Legal Education, Bar Refresher, and Bar Review
- (4) Human Rights, Rule of Law, and Access to Justice Advocacy
- (5) Legal Research and Publications

Through ILAO, the College of Law molds practice-ready graduates and servant-lawyers who shall contribute to the promotion and protection of human rights, strengthening the rule of law and the administration of justice, and enhancing access to legal aid of the poor and marginalized. ILAO officially opened its services to the public on 29 July 2017. Guided by its Director, Resident Lawyer and with the assistance of law student volunteers, it has since then won cases for its indigent clients.

## **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.

## **ADMINISTRATION**

The Dean leads, directs, and manages the affairs and services of the college pursuant to Legal Education Board policies and instructions from the University President. The Dean is assisted by the Associate Dean for Academics, the ILAO Director, administrative staff, 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 urgent and universal human dilemmas. Thus, in in line with the Competency Standards of the Legal Education Board, 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 that enables him/her to analyze, articulate and apply the law effectively, as well as to provide him/her 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 criticism of his/her attitudes, behaviors, and actions.

The Atenean Graduate of the Juris Doctor Program is expected to be a skilled researcher, innovator and 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 on him/her the imperative to positively transform the world. Thus, the Atenean:**

- 2.1 Predicates his/her 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 his/her imperfections, sinfulness, 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 his/her 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 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 himself/herself and for others.

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

- 3.1 Prizes his/her 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.
- 3.10 Affirms the glory of God in himself/herself, 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 his/her 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 Bikolano's inherent faith in God and devotion to Our Virgin Mother.
- 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) program are reviewed on a rolling basis until one (1) month before the start of the registration period for a semester/term. Decisions will be made within two (2) weeks of completion of all requirements. Applicants will be informed in writing through email.
2. An applicant must have a Bachelor's Degree in Arts or Science or must be a graduate of any four-year college course. He/she must have earned at least eighteen (18) units of English, six (6) units of Mathematics, and eighteen (18) units of Social Science subjects. Graduates of a foreign institution or school following a different course and progression of studies shall be referred to the Legal Education Board for approval of eligibility for law admission. (LEBMO No. 1, s. 2011, April 28, 2011, sections 15-16)
3. Any course deficiencies may be complied with during summer or during the first semester of first year through the bridging program offered by the Ateneo de Naga University or by enrolling such necessary subjects in other institutions of higher learning.
4. Unless exempt and subject to resolutions of the Supreme Court and the Legal Education Board as the case may be, an applicant must take and pass the Philippine Law School Admission Test (PhiLSAT) administered by the Legal Education Board. (LEBMO No. 7, s. 2016, December 29, 2016; LEBMO No. 11, s. 2017, April 20, 2017)
5. Applicants who are exempted from the PhiLSAT or with a PhiLSAT grade of 75 or higher are eligible for automatic admission, unless disqualified for some other reasons under the University's guidelines. Other applicants who passed, but with grades lower than 75 may only be admitted after a successful in-person interview and/or showing of satisfactory scholastic records or other personal achievements, and merit, subject to the final approval of the Dean.
6. 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. The applicant's General Weighted Average (GWA) must be indicated in the transcript or a separate certification by the registrar may be submitted in lieu thereof.

(c) PhiLSAT Certificate of Eligibility or Exemption

(d) Certificate of Good Moral Character:

- (i) One (1) from either the College Guidance Office (or its equivalent), Student Affairs Office or the College Dean of the school where he/she graduated
- (ii) If employed or engaged in business: One (1) from current employer or reputable person knowledgeable of the applicant.

(e) Certified true copy of Birth Certificate on PSA security paper

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

(g) Medical Certificate of fitness for studies

(h) Two (2) Recommendation Letters from former or current professors and/or employers or members of the local IBP chapter

(i) Proof of payment of Application Fee

7. Application Fee: as approved.

8. Admitted applicants are 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) Student visas and photocopy of passports for foreign students

9. Pre-enlistment, on-line enlistment, and enrollment dates and procedures are posted on the website of the College of Law.

10. Payment of all school fees shall be made at the University Treasurer's Office. Regular fees include tuition fee, registration fee, library fee, information technology fee, special development fee and other charges based on a schedule of fees/rates approved for the current school year. The approved schedule of fees is published by the Treasurer's Office.



- 11.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.
- 12.*Scholarship or Financial Assistance.* Applicants may apply for a scholarship or financial assistance given by the College to promising and financially challenged students.
- 13.*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 of any disciplinary sanctions or penalties.

**THE JURIS DOCTOR WITH THESIS CURRICULUM**

Total Number of Units: 170

Academic Year 2019-2020

First Year					
1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester		
Course Title	Unit s	PREREQUISITE/ S	Course Title	Unit s	PREREQUISIT E/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>	<b>19</b>		<i>Subtotal</i>	<b>20</b>	

Second Year					
1 <sup>st</sup> Semester			2 <sup>nd</sup> Semester		
Course Title	Unit s	PREREQUISITE/ S	Course Title	Unit s	PREREQUISIT E/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>	<b>23</b>		<i>Subtotal</i>	<b>22</b>	

Third Year

1 <sup>st</sup> Semester			2 <sup>nd</sup> 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, Succession
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	2	None

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

Fourth Year

1 <sup>st</sup> Semester			2 <sup>nd</sup> 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>	<b>25</b>		<i>Subtotal</i>	<b>20</b>	

# DESCRIPTION OF THE JURIS DOCTOR PROGRAM COURSES

## FIRST YEAR, FIRST SEMESTER

### **Introduction to Law**

**(1 unit)**

*The Course is an entry level foundational course aimed at introducing the first year student to the study of law through introductory materials on the law, the Philippine legal system, and the legal profession; the law school – its environment, its focus, the values it espouses, and its system of instructions; the law curriculum; the Bar exam and admission to the Bar. A key component of is to provide the student with the initial research, study and classroom skills that the study of law requires in working with key legal concepts and legal materials, among them, the Constitution, statutes, rules and jurisprudence.*

### **Persons and Family Relations**

**(4 units)**

*A basic course on the law of persons and the family which first views the effect and application of laws, to examine the legal norms affective 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, adaption, guardianship, support, parental authority, surnames, absence and emancipation, including the rules of procedure relative to the foregoing.*

### **Constitutional Law I**

**(3 units)**

*A survey and evaluation of basic principles dealing with the structure of the Philippine Government.*

### **Criminal Law I**

**(3 units)**

*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.*

### **Statutory Construction**

**(2 units)**

*A course that explores the use and force of statutes and the principles and methods of their construction and interpretation.*

### **Legal Research**

**(2 units)**

*The course presents a consolidated approach in providing the student with legal skills in analysis, writing and research in one continuum. It deals with the methodology of legal research for the preparation of pleadings, legal opinions, memoranda, or expository or critical papers on legal subjects, and shall introduce the student as well to legal writing techniques and its various aspects: applied legal bibliography, case digesting and reporting analysis, legal reasoning and preparation of pleadings, legal opinions or memoranda.*

**Philosophy of Law****(2 units)**

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

**Legal Profession****(1 unit)**

*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.*

**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.*

**FIRST YEAR, SECOND SEMESTER****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.*

**Constitutional Law II****(3 units)**

*A comprehensive study of the Constitution, the bill of rights and judicial review of the acts affecting them.*

**Criminal Law II****(4 units)**

*A comprehensive appraisal of specific felonies penalized in Book II of the Revised Penal Code, as amended, their nature, elements and corresponding penalties.*

**Legal Technique and Logic****(2 units)**

*A course on the methods of reasoning, syllogisms, arguments and expositions, deductions, the truth table demonstrating invalidity and inconsistency of arguments. It also includes the logical organization of legal language and logical testing of judicial reasoning*

**Basic Legal Ethics****(3 units)**

*A course that focuses on the canons of legal ethics involving the duties and responsibilities of the lawyer with respect to the public or society, the bar or legal profession, the courts and the client.*

**Social Justice: Social Teachings of the Church II** (1 unit)  
*Continuation of Social Justice: Social Teachings of the Church I.*

**SECOND YEAR, FIRST SEMESTER**

**Property** (4 units)  
*The study of the different kinds of property, the elements and characteristics of ownership, profession, usufruct, easements or servitudes, nuisance, and the different modes of acquiring ownership.*

**Negotiable Instruments Law** (3 units)  
*The course is a study of the statutory provisions governing negotiable instruments which is mainly the Negotiable Instruments Law, as well as the pertinent provisions of the Code of Commerce.*

**Criminal Procedure** (3 units)  
*A study of the procedural rules governing the trial and disposition of criminal cases in court, including jurisdiction of courts in criminal cases.*

**Agency, Trust and Partnership** (3 units)  
*A course combining the laws on Agency (Title X), Partnership (Title IX) and Trusts (Title V) of the Civil Code.*

**Sales** (2 units)  
*An in-depth consideration of the provisions of the Civil Code on the contract of sale, its nature and form, the obligations of the vendor and the vendee, warranties, remedies against breach of contract, and conventional and legal redemption. The course includes assignments of credits and incorporeal rights, the Bulk Sales Law, and the Nationalization Law.*

**Credit Transactions** (3 units)  
*A study of the laws governing loans and deposits, including mortgages, pledge, antichresis, guaranty, sureties and other securities or collaterals.*

**Legal Medicine** (1 unit)  
*An overview of the principles relating to medico-legal cases, including the procedure of presenting and examining a medical expert witness.*

**Natural Resources and Environmental Law** (2 units)  
*A study of the constitutional provisions and special laws governing natural resources, their use and disposition. The study also includes existing laws protecting the environment and the ecosystem and prevailing rules against despoliation of the environment.*

**Public International Law** (2 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, the doctrines of well-known and recognized publicists, and the decisions of international tribunals and bodies.*

## **SECOND YEAR, SECOND SEMESTER**

### **Civil Procedure**

**(4 units)**

*A study of the law on jurisdiction of courts in civil actions and Rules 1 to 71 of the 1997 Rules of Civil Procedure. These rules cover ordinary Civil Actions, Provisional Remedies and Special Civil Actions. The study of the rules is supplemented by a study of applicable jurisprudence.*

### **Corporation Law**

**(4 units)**

*A study of the Corporation Code and other special laws governing private corporations, including foreign corporations and the concept of doing business in the Philippines. The course includes in-depth analysis of the applicable common law and commercial principles underlying the various relationships in the corporate setting, 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 pertinent provisions of The Securities Regulation Code.*

### **Taxation I**

**(3 units)**

*The general principles of taxation and statutory provisions on income taxation, including pertinent revenue regulations.*

### **Administrative Law, Law on Public Officers, and Election Law**

**(3 units)**

*The course will first cover development and application of principles and doctrines governing administrative agencies with rule-making and adjudicative functions; then it will consider the laws and principles applicable to public officers; and finally, it will examine the law regulating the conduct of elections and the law on pre-proclamation contests and election protests.*

### **Agrarian Law and Social Legislation**

**(2 units)**

*A study of Presidential Decree No. 27, the Comprehensive Agrarian Reform Program and related laws and regulations, and the Social Security Act and the Government Service Insurance Act.*

### **Special Issues in International Law**

**(2 units)**

*This is an elective subject allows for more concentrated study on any of the following possible areas of international law: a. International Criminal Law: that should be taken with reference to R.A. 9851; b. The Law of the Sea: which should be of special interest to the Philippines because we are an archipelagic state; and c. International Trade Law: particularly the regime of the World Trade Organization.*

### **Human Rights**

**(2 units)**

*Study focused on the aspects of protecting, defending and seeking redress for violations of human rights in the Philippines.*

**Land Titles and Deeds****(2 units)**

*The system and method of registration of real property under Act 496 as amended by P.D. No. 1529 otherwise known as The Land Registration Decree including registration under the Cadastral Law. It also includes registration of deeds involving registered property.*

**THIRD YEAR, FIRST SEMESTER****Succession****(4 units)**

*A detailed examination of the law on testate and intestate succession, including wills, institution of heirs, computation of legitimes of compulsory heirs, disinheritance, and partition and distribution of the estate. The course also takes up rules of procedure on the settlement and administration of the estate of deceased persons.*

**Labor Law I****(3 units)**

*An introduction to Philippine Labor Laws and covers the Preliminary Title, Pre-Employment (Book I) and Migrant Workers and Overseas Filipino Act (R.A. 8042); Book II on Human Resources Development, and The TESDA Law (R.A. 7796) and the Magna Carta for Disabled Persons (R.A. 7277); Book III on Conditions of Employment, including the special laws on 13<sup>th</sup> month pay, paternity leave, protection and welfare of women workers, sexual harassment, and child abuse; Book IV on Health Safety and Social Welfare Benefits, including the law on the Social Security System, the Government Service Insurance System, and PhilHealth.*

**Transportation****(2 units)**

*The general principles and basic regulations governing carrier (land, air and sea) of persons and goods.*

**Legal Forms****(2 units)**

*A course which trains students in the drafting of various legal documents and deeds, as well as judicial pleadings and briefs.*

**Insurance****(2 units)**

*A Study of the Insurance Code and related laws, including the concept and function of insurance, the nature of the insurance contract, insurable interest, special forms of insurance and government regulations of the insurance business.*

**Torts and Damages****(2 units)**

*An analysis of the law on quasi-delicts as well as the nature, classes and extent of damages.*

**Apprenticeship I****(2 units)**

*As a condition for graduation students are required to undergo apprenticeship for a minimum period of 240 hours. Apprenticeship may be undertaken in one or two summers after a student has completed his second year in the Law School. Existing rules of the apprenticeship program allows students to perform apprenticeship work in law offices, government agencies, public or private legal assistance agencies and in courts.*



*The apprenticeship program requires qualified attorneys who shall assist the students in the actual practice of law. The supervising attorney evaluates the performance of the students and recommends to the Dean whether academic credits can be granted on the basis of such evaluation. Students must earn a total of four (4) academic credits from apprenticeship work to be eligible for graduation.*

*Students participating in the Human Rights and Legal Aid programs may earn academic credits for apprenticeship, subject to fulfillment of certain conditions.*

### **THIRD YEAR, SECOND SEMESTER**

#### **Evidence (4 units)**

*A course which looks into the rules of presentation, admissibility, and weight and sufficiency of evidence, including burden of proof and presumption.*

#### **Labor Law II: Labor Relations and Remedies (3 units)**

*Study of the general principles of the Labor Code, Book V of the Labor Code on Labor Relations, governing areas on government machinery, labor organizations, unfair labor practices, representation issue; collective bargaining and administration agreements, grievance machinery and voluntary arbitration, lockouts, strikes and other concerted activities; Book VI on Post-Employment, covering areas such as classes of employees, termination of employment and retirement; Book VII on penal provisions of the Labor Code and prescription of actions and claims.*

#### **Special Proceedings (2 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, guardian-ship, appointment of trustees, adaption, change of name, cancellation and correction of entries in the Civil Registry and appeals on special proceedings.*

#### **Taxation II (3 units)**

*A study of the concepts and general principles of transfer (estate and donor's), tax, specific, business, percentage, amusement, and miscellaneous taxes provided in the National Internal Revenue Code, including general principles on tariff and customs duties.*

#### **Conflict of Laws (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.*

#### **Fundamentals of Thesis Writing (2 units)**

*An instructional guide to the preparation and writing of a thesis, with the objective of choosing a subject and drafting the outline for the thesis to be submitted and defended by the student as part of the requirement of JD program.*

#### **Apprenticeship II (2 units)**

*Continuation of Apprenticeship I.*

## **FOURTH YEAR, FIRST SEMESTER**

### **Political and International Law Review**

**(6 units)**

*A general survey of constitutional law, international law, administrative law, law on public officers, election law and related political law subjects.*

### **Labor Law Review**

**(3 units)**

*An integration of Labor Standard and Labor relations, including a survey of jurisprudence in labor.*

### **Civil Law Review**

**(6 units)**

*A general integration of the principles in civil law covering the effects and application of laws, the law on Human Relations, Persons and Family Relations, Property, Ownership and Its Modification, the Different Modes of Acquiring Ownership, Succession, Obligation and Contracts, Sales, Lease, Quasi-contracts, Quasi-delicts and Damages, and other related subjects.*

### **Criminal Law Review**

**(4 units)**

*A general review of the Revised Penal Code and its latest amendments, and the interpretative decisions of the Supreme Court as well as the other relevant penal statutes.*

### **Practice Court I**

**(2 units)**

*A clinical offering which exposes the students to the practical aspects of law, particularly on the trial of cases.*

### **J.D. Thesis**

**(4 units)**

*Students are required to prepare 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. 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 considered experts 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**

### **Commercial Law Review**

**(6 units)**

*A comprehensive survey and review of the laws on partnership, agency, trusts, corporations, securities, secured transactions, negotiable instruments, insurance and transportation, and other related subjects.*

### **Remedial Law Review I**

**(7 units)**

*A general review of the laws on jurisdiction of courts and rules on Civil Procedure Criminal Procedure, Evidence and Special Proceedings of the Rules of Court and pertinent jurisprudence.*

**Taxation Law Review****(3 units)**

*A general integration of principles of tax laws, including income, transfer, value-added and other business taxes. It also includes a review of local and real property taxation, as well as remedies available to both taxpayer and taxing authorities, and the basic principles of the Tariff and Customs Code.*

**Legal and Judicial Ethics and Practical Exercises****(2 units)**

*An integration of the canons of legal and judicial ethics including their respective jurisprudence, as well as, a review of drafting of various legal documents and deeds, including judicial pleadings and briefs.*

**Practice Court II****(2 units)**

*Holding of court trials as if in Regional Trial Court, where the pertinent provisions of the Rules of Court are strictly observed. The professor prepares a complaint, an answer and 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 renders his decision in writing. The class assumes that the case tried previously is brought to the Appellate Court. The professor in charge acts as the appellate judge. 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 renders his decision.*

**J.D. ELECTIVE COURSES****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.*

**Children's Rights Law****(2 units)**

*This elective course aims to introduce the students to the legal framework of protection for children and the psycho-social dimensions of handling children's rights cases. The Convention on the Rights of the Child is used to provide the background on an international level. The course is divided further into specific clusters of rights of children in relation to Philippine laws, issuances, rules of court and jurisprudence. In each cluster the legal and psycho-social issues affecting certain groups of children (sexually and physically abused children in conflict with the law, child laborers, children in situations of armed conflict, trafficked children, displaced and refugee children, indigenous children, etc...) are discussed in order to understand in a holistic manner the plight of children within the legal system. The methods used in teaching the course include lectures, workshop exercise and mock trial. Students will also be exposed to actual case handling.*

**Clinical Legal Education I and II****(2 units each)**

*Supervised student practice under Rule 138-A (Law Student Practice Rule) of the Rules of Court including conference with clients, preparation of pleadings and motions, appearance in court, handling of trial and preparation of memorandum.*

**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)*

**Gender and the Law****(2 units)**

*The course aims to provide students with an understanding of gender equality and non-discrimination. Feminist legal theories and international instruments relating to women's rights will be examined and analyzed. Focus will also be given to institutions that create, maintain and perpetuate gender inequalities, in particular the legal framework and how it contributes to the institutionalization of gender differences in the light of the challenges presented by legal pluralism. Special issues and concerns of women, e.g. violence against women, sexual harassment, reproductive rights, commodification of women, sexuality, feminization of labor and migration, women in armed conflict and race and gender intersections, will be highlighted to provide illustrations of how discrimination against women occurs. Students are expected to assess the effectiveness of national legislation and propose gender-sensitive legal responses to existing issues.*

**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 states 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.*

### **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.*

### **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.*

### **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.*

### **Legal Accounting**

**(1 unit)**

*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**

**(1 unit)**

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

### **Provisional Remedies**

**(2 units)**

*An intensive study of provisional reliefs under Rules 57-61 of the Rules of Court, including those provided for in codes and other statutes and issuances of the Supreme*

*Court. Pertinent decisions of the Supreme Court shall also be surveyed. (Prerequisite: Civil Procedure, Criminal Procedure and Corporation Law)*

### **Real Estate Transactions**

**(2 units)**

*A course dealing with the legal and operational aspects of subdivisions and condominiums, 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.*

### **Special Civil Action**

**(2 units)**

*The course studies the provisions of the Rules of Court on special civil actions, such as actions for interpleader, declaratory relief and similar remedies, certiorari, prohibition, mandamus, quo warranto, expropriation, foreclosure of real estate mortgage, partition, forcible entry or unlawful detainer and contempt with reference to relevant provisions of the Civil Code and special laws.*

### **Special Penal Laws**

**(1 unit)**

*The study includes related offenses provided for in special laws.*

### **Street Law**

**(2 units)**

*The course provides law students a unique opportunity to enrich their legal education while contributing to the education of high school students. Using the clinical method, an underlying principle of the clinic is that the best way to learn is through teaching. The broad goals of the clinical program are: to develop in law students an appreciation for the multi-faceted role and responsibilities of the lawyer in the community; to sensitize students to sources and resolutions of community legal problems. The clinical program works to achieve these two goals through a program of seminar training and supervision.*

### **Trial Techniques**

**(2 units)**

*The course covers practical instruction in the preparation of cases and trial briefs before actual trial of cases, both civil and criminal. It includes practical suggestions on effective methods of gathering the facts of cases, the formulation of theory of the case, search for legal authorities, construction of pleadings, interview of witnesses and examination of witnesses in the course of the trial, with particular emphasis on Section 1 to 19, Rule 132 of the Rules of Court. Outstanding cases illustrating the effective and efficient utilization of procedural rules in enhancing successful litigation are analyzed in detail and, where appropriate, hypothetical cases are presented for resolution by the students. (Prerequisite: Evidence).*

**The College of Law reserves the right not to offer any of the foregoing 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**

From the First Year up to the Third Year of study, the primary mode of instruction in the classroom shall be the socratic method. Daily assignments on codal provisions, court decisions and other authorities shall be given by the professor, and the student is called upon to recite to determine whether he or she has properly understood and assimilated the law, its philosophy and application. Professors may supplement the socratic 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.

However, for the Fourth Year Review Classes, lecture shall be the primary mode of instruction. This shall be supplemented with regular written examinations and ultimately culminate in mock bar examinations for every course at the end of the semester.

## **AUDIT OF SUBJECTS**

Audit program is offered to individuals who are interested in attending subjects offered during the semester for personal and/or professional growth, under 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 subject to be audited shall be paid in full at the start of the semester;
3. Although a person on an audit program may choose to participate in class discussion, he is not subject to recitation and examination requirements in any course under audit;
4. Acceptance for audit in one subject does not grant any right to be accepted to audit in another course, nor to be admitted for audit in the next semester or future semesters; and
5. The auditing of subjects in the College of Law does not entitle nor grant a priority to the person undertaking such audit to be admitted into the formal J.D. program.

## **TRANSFER CREDITS**

Any student transferring from another law school to the College of Law may apply for transfer credits with the Office of the Dean.

## **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**

Students must attend class regularly. Students with unexcused absences for more than twenty percent (20%) of the total number of class hours shall be given a failing grade of 65. (LEBMO No. 2, s. 2013, sec.14, April 30, 2013)

### **ADVANCED AND PREREQUISITE SUBJECTS**

A student shall not be permitted to take any advanced subject until he or she has satisfactorily passed any prerequisite. But the Dean may allow a student to simultaneously enroll in prerequisite and advanced classes under any of the following circumstances:

1. When the prerequisite subject is a repeated subject;
2. When the student has superior scholastic standing;
3. When the student is graduating at the end of the school year; and
4. When the Dean, upon recommendation of the professor concerned, is satisfied that the student is able to simultaneously take the prerequisite subject and the subject of which the other subject is a prerequisite. (LEBMO No. 2, s. 2013, sec. 4, April 30, 2013)

### **STUDENT LOAD**

Students must enroll in all the subjects required for the semester as prescribed by the curriculum. A student may drop subjects with the approval of the Dean but in no case should the resulting load be less than 80% of the units required by the curriculum for that semester. No student shall be allowed to carry an overload of more than six (6) units.



## **DROPPING/ADDING OF COURSES**

1. If for a valid reason a student wishes to change an enrolled course to another, the prescribed Dropping and Adding Form must be accomplished and submitted to the Dean for approval.
2. Upon approval by the Dean, the said form shall be submitted to the Office of the Registrar for recording purposes, and to the office of the Treasurer for the fee adjustment and/or dropping fee.
3. All requests for a change of course must be made within the College registration period.
4. Withdrawal of enrollment or dropping of courses may be done after the enrollment period upon the approval of the Dean and the Registrar.
5. 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 third week of classes.<sup>1</sup>
6. Students, who drop courses within the period where refund is still possible, shall receive the refund within three (3) days upon submission of duly accomplished official dropping form.
7. 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.
8. A student who wishes to withdraw or drop out of the College of Law within the semester/term must accomplish the Withdrawal from School Form in order that his/her withdrawal be considered official. In addition, the student must also accomplish the Clearance Form and file this with the Registrar's Office.
9. A student will receive a mark of "WP" if he or she withdraws with permission prior to the midterm exam and provided that he or she has not incurred absences for more than 20% of the total number of contact hours for the subject. Otherwise, he or she will receive a grade of 65.

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<sup>1</sup> This is compliant with LEBMO No. 2, Sec. 13.

## **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).

## **TRANSFER OF SECTION OR BLOCK**

No student shall be allowed to transfer to another section or block without prior written approval from the Dean and notice to the Office of the Registrar. The Dean may, at his or her discretion, transfer students to another section or block.

## **CROSS ENROLLMENT**

Cross enrollment is discouraged. However, for valid reasons as determined by, and with the written consent of the Dean, a student may be permitted to cross enroll in another law school of comparable standard as the College of Law under any of the following circumstances:

1. When the desired subjects are not offered by the College of law in which the student is enrolled during the term of his or her enrollment;
2. When the subjects are offered, but their schedules conflict with the requesting student's other class schedules; and
3. When the student intends to spend the school term in his or her home province or region and enrolls in subjects offered by a law school located therein, provided that, such request is in accordance with the accepting law school's policy on 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 graded following the scale below.

Numerical Grade	Qualitative Description
98 – 100	Excellent
94 – 97	Superior
90 – 93	Very Good
86 – 89	Good
82 – 85	Moderately Good
78 – 81	Fair
75 – 77	Passed
65 – 74	Failed
65	Failed due to Absences (FA)
WP	Withdrawn with Permission (WP). No academic penalty.

# EXAMINATIONS

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.

# FINAL GRADE

The Final Grade is computed as the weighted average of Class Participation, Midterm Exam, and Final Exam rounded off to the nearest whole number. Class Participation includes discussions, quizzes, other examinations, presentations, reports, and other learning activities. The professor has the discretion in setting the relative weights for these three components, which shall be clearly stated in the course syllabus given at the start of the semester/term.

# RELEASE OF GRADES

Notice of release of final grades for each course will be posted in the College of Law Bulletin Board and/or emailed to students. Grades will be made available for online checking. Grades will be released not later than the first day of enrollment for the succeeding semester/term.

# FINALITY OF GRADES

Course grades shall become final unless the concerned student files with the

College Secretary/Administrative Assistant a written appeal or petition for change of grade within fifteen (15) days from notice of official release thereof.

## **CHANGE OF GRADE**

1. A student may file a written appeal or petition for change of grade on these grounds only:
  - (a) Mathematical error in computation of grades; and/or
  - (b) Substantial oversight or misappreciation in the grading of written or experiential work or examinations.
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 within five (5) days from notice;
  - (b) Within five (5) days from the receipt of the faculty comment or the lapse of the period therefor, the Dean may either conduct a summary hearing or decide 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 will be entertained.
3. A faculty member may *motu proprio* request at any time before the start of the succeeding semester/term to change the grade of a student on the same grounds for an appeal or petition for change of grade. The same process will be followed *mutatis mutandis* as in the case of a student appeal or petition.
4. The Dean may suspend the rules for a change of grade on reasonable grounds in the interest of substantial justice and due process (*i.e.* illness of a student; subsequent discovery of honest mistake, plagiarism or intellectual dishonesty).

## **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)

## **PERFORMANCE STANDARD**

Students must maintain a general weighted average (GWA) of 78 for every semester of studies. Failure to meet the performance standard shall place the student under probation during the next semester. Failure to meet the performance standard while on probation shall cause the student to be dropped from the rolls. While on probation, a student is required to: (1) carry the full allowable load for semester; (2) not have any failing grade in any subjects for the semester; and (3) is strictly prohibited from participating in non-academic extra-curricular activities.

## **LEAVE OF ABSENCE**

A student who does not wish to register for a semester or more must file a leave of absence with the Office of the Dean. A leave of absence means that the student will resume his/ her graduate studies in the College of Law after the end of the leave. It is not a substitute for official withdrawal.

## **SEPARATION POLICY**

A student shall be dropped from the rolls in case he/she fails to register for two (2) consecutive semesters without filing the proper leave of absence.

## **RESIDENCY**

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

## **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 met specific eligibility and selection criteria.

## **SEMESTRAL AWARDS**

A student shall be included in the **President's List (University Honors)** if his or her 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**

***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.

### **Guidelines for the Determination of Graduation Honors**

1. The student must have carried at least 80% of the required units in every regular semester, except the last semester of course work or when the minimum load requirement cannot be met due to the limitations of the course offerings as certified by the Dean.
2. A transferee student must have completed at least 75% of the required course work units for the program at the Ateneo 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 Ateneo College of Law curriculum.
3. The student must have completed the degree within the maximum period of six (6) years, inclusive of leaves of absence.

## **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.

### **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.

### **IDENTIFICATION CARDS**

Identification Cards (IDs) duly authorized to students are deemed part of the prescribed attire. Hence, all students entering and staying in campus, must at all times wear their IDs. While on campus, the ID should be clearly displayed, with the identity of the person clearly visible. Loss of the ID should be immediately reported to the Dean's Office. The following practices relating to the use of student ID are prohibited:

#### **1. Minor Offenses**

- a) Wearing of ID underneath one's clothing;
- b) Attaching of ID to personal belongings/article (e.g. bag, book, etc.); or
- c) Failure to wear the official ID

## **2. Major Offenses**

- a) Refusal to wear the official ID;
- b) Using fictitious ID, or one that belongs to another person;
- c) Lending of one's ID to another person;
- d) Tampering with the ID; or
- e) Refusal to show or surrender the I.D. when demanded by a person in authority

Minor offenses described above shall be punishable with verbal warning for the first and second violations, written reprimand for the third violation, and suspension of no more than three (3) days for the fourth and subsequent violations, provided, that the number of infractions add up regardless of the type of minor offense; provided further, that more than five (5) infractions over the course of six (6) months shall be considered as a major offense. Students who commit any of the major offenses shall be suspended for at least ten (10) days.

## **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 reprimand for the first violation, suspension of no more than three (3) 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 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 expulsion 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.

## **OTHER INFRACTIONS**

Any of the following acts, or those similar thereto, shall constitute a ground for reprimand, suspension, non-readmission, exclusion, or expulsion depending on the severity and frequency of the offense:

1. 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;
2. 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;
3. Using, selling, transferring, or carrying prohibited or dangerous drugs within the school premises;
4. 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;
5. 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;
6. 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 the College of Law or 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 from faculty members or superiors, are not valid excuses;

- 7. Cheating in written examinations and/or during oral recitations, without prejudice to academic sanctions which may be imposed;
- 8. Violation of any condition imposed for the admission or enrollment of a student;
- 9. 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;
- 10. Failure to comply with academic or administrative regulations which may, from time to time, be issued by the Dean, the University President or other University or College persons in authority, including but not limited to the rules on parking, use of university property, smoking and procedures for the use of the library;
- 11. 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;
- 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. Vandalism, or conduct resulting in damage or abuse of university properties, facilities, or services, including library materials;
15. Illegal conduct involving moral turpitude, whether the same is also subject to criminal sanctions, and regardless of whether convicted or not;
16. 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;
17. Acts involving dishonesty, fraud, or deceit;
18. Commission or omission of acts as shall impede administration of College of Law discipline; unreasonable refusal to receive any notice, summons, or decisions; unreasonable refusal to give testimony; or giving of false testimony in investigations involving College of Law or university discipline;
19. Any act of disrespect towards faculty members, administrative staff and persons in authority of the university;
20. Irresponsible use of the name of the College of Law and of the University; and
21. Any other acts similar or analogous to the foregoing.

## **STUDENT DISCIPLINARY BOARD**

In all administrative proceedings due process of law shall be observed. Once an administrative complaint is filed against a student, the Dean shall immediately constitute a Student Disciplinary Board composed of faculty members to summarily hear and decide the case. The procedure in the conduct of disciplinary cases shall be governed by LEBMO No. 2, s. 2013, April 30, 2013.

## **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)

Generally, no member of the faculty should teach more than 3 consecutive hours in any subject nor should he or she be loaded with subjects requiring more than three preparations or three different subjects (no matter the number of units per subject) in a day. However, under exceptionally meritorious circumstances, the law deans may allow members of the faculty to teach 4 hours a day provided that there is a break of 30 minutes between the first 2 and the last 2 hours. (LEBMO No. 2, s. 2013, sec. 35, 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 law schools, 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*. (*See* Standard 10 (10.3) and Standard 13 (13.3) in *OUR WAY OF PROCEEDING: STANDARDS & BENCHMARKS FOR JESUITS SCHOOLS IN THE 21<sup>ST</sup> CENTURY*, 2015.) 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). 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 at the 3<sup>rd</sup> floor of Fr. Godofredo Alingal, S.J. Building. The library is a three-classroom size, fully air-conditioned and fully automated in its operations and services.

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 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 of College of Law during the current semester; faculty members, staff and personnel of this university.

### **GENERAL POLICY**

1. Scan/tap your school ID as you enter the library and always present it for all transactions in the library.
2. Only currently enrolled students, faculty, administrators, and staff of the university are entitled to full borrowing privileges.
3. Only currently enrolled students of the College of Law, faculty, administrators, faculty, and staff are allowed 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.
8. Observe applicable intellectual property and copyright laws and electronic resource licenses.

### **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
6. President of the Law Student Government or his/her representative

## **COLLECTION DEVELOPMENT POLICY**

This Collection Development Policy will serve as a guide for the Library in the selection, acquisition, and maintenance of the materials, and the overall development of the collection.

The library acquisitions policies are based primarily on the needs of the community it serves, and it has to be reviewed and revised periodically to respond to changes in teaching and research programs, new resources and technologies and to meet any future needs of the library patrons.

### **1. GOALS AND MISSION**

The principal mission of the College of Law Library in collecting and maintaining the library resources is to support the legal research and curricular needs of its faculty and students by providing ready access to reliable legal materials - including *books*, *periodicals*, *electronic* and *online resources*.

The goals of this policy are:

- a. To support the curricular, research and instructional needs of its primary client by acquiring, organizing and maintaining a relevant and well-balanced collection;
- b. To provide ready access to reliable legal materials for both print and non-print;
- c. To meet the library standards of the Legal Education Board;

## **2. CRITERIA AND PROCESS**

### **a. Collection Priorities**

As per LEB Memorandum Order No. 16, Series of 2018. The law librarian shall maintain the following titles of books and law materials as part of the basic collection:

- 1) General law reference books
  - a) Law dictionary
  - b) Legal thesaurus
  - c) Legal encyclopedia
  - d) Legal forms
  - e) Legal maxims
  - f) Manual of legal citations
- 2) Sources of statutes and administrative regulations
  - a) Primary sources – (i) Statutes and administrative regulations as published in the Official Gazette and/or National Administrative Register, and (ii) publication of regulations and/or rulings by government agencies (such as, but not limited to, the Supreme Court, Securities and Exchange Commission, Bangko Sentral ng Pilipinas, Bureau of Internal Revenue, Commission on Elections, and the Civil Service Commission)
  - b) Secondary sources – two (2) titles/sets within five (5) years from copyright dates of all published codal books and compilation of related laws, like the Family Code, Labor Code, National Internal Revenue Code, New Civil Code, Revised Penal Code, Rules of Court, Commercial Laws, and Land Laws.
- 3) Court/case reporter – 1 complete set of case/court reporter for decisions of the Philippine Supreme Court from 1901 to the present.
- 4) Textbooks – 2 titles of books within five (5) years from copyright dates for every subject in the law curriculum.
- 5) Review books – 2 titles of bar review books/materials within five (5) years from copyright dates for every subject area covered in the bar examinations.
- 6) Law journals – Current subscriptions or exchange agreements to at least two (2) locally-published law journals of law schools, bar and professional organizations, and commercial publishers.
- 7) Materials requested by instructors to supplement their class needs.
- 8) Importance to the law school curriculum/program.
- 9) Acquisition of national and local newspapers and magazines.

### **b. Selection Criteria**

The following will be considered when evaluating materials for acquisition:

- 1) Authoritativeness of publisher and author of the material.
- 2) The author is known for its reputation in the field or quality of previously published work.
- 3) Cost relative to the value that the item contributes to the collection.
- 4) Currency of the resources and accuracy of the information.
- 5) Importance to the law school curriculum



6) Format, including a user interface for electronic resources

**c. Who will select?**

Librarian, in consultation with the Dean and Associate Dean of the College of Law, is responsible for selection and evaluation of materials for purchase, but the Law faculty and students may make recommendations for the purchase of library materials by using the online form, Recommend a Book. To avoid duplication, the librarian must search and verify the existence of the requested material in the database and e-book collection.

**d. Duplication and Multiple Copies**

As per LEB standard, the Law Library acquires two (2) titles per subject with two (2) copies. Additional titles and copies shall be acquired if the law school student population exceeds to 200 students as provided in the LEBMO No. 16, Section 11.

**e. Gifts and Donations**

The Law Library will accept gifts of books and other materials that may, in the discretion of the Librarian and Dean of the College of Law, materials are in good condition and contribute to the development of its collection and services and are consistent with the collection guidelines in this policy. Materials are accepted with the clear understanding that the library has control over what is kept and what is discarded, and where the items will be located.

**f. Collection Maintenance**

Weeding has been defined as “the practice of discarding or transferring to storage excess copies, rarely used books, and materials no longer in use.” It is an important part of maintaining a library collection. Materials may be deselected upon consultation with the Law Library Committee because of the following factors; it is in poor physical condition, unreadable format, rarely or never used, and the item has obsolete information.

**g. Replacement Policy**

Titles withdrawn caused by loss, damage or generally poor conditions are considered for replacement. The same considerations apply as in replacing books original selection. Also, other factors must consider:

- 1) Availability of newer and better materials in the field.
- 2) The value of the individual title, whether for literary quality, subject appeal or authority and expertise of the author.
- 3) Demand for the title or subject, (popular titles still in-print should be replaced).

## **h. Censorship**

No material shall be excluded from the collection because of the race or nationality of the author, or the political, moral, or religious views express therein.

## **INTELLECTUAL PROPERTY**

The Law Library is committed to providing an ideal atmosphere that supports the curricular, research, and instructional needs of its primary client. 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 act of 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. The Law Librarian, with prior coordination with the Law Dean, 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 the coordination with the Dean, formulate and new library policies in accordance with the rules and regulations of the LEB and University.

## **LIBRARY SERVICE HOURS**

### Regular Classes

*Mondays to Fridays*

09:00 AM to 08:00 PM

*Saturdays*

09:00 AM to 05:00 PM

### Summer

*Mondays to Fridays*

09:00 AM to 12:00 NN / 01:00 PM to 06:00 PM

*Saturdays*

09:00 AM to 01:00 PM

## **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 (2) books with at least (2) copies can be loaned out for 3 hours, and can be borrowed for overnight use from six o'clock in the evening and will be returned 10:00 AM the following day (Mon-Sat).

2. A student can borrow two books at a time for 3 hours and may be renewed once, (in person 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.) and Reference materials are for room use only.
5. Always return the library materials on or before the due date, failing to return borrowed materials on due dates will be fined P5.00/hr.

### **Faculty Member**

A faculty member can borrow five (5) books for one (1) week. In renewing, book(s) must be presented at the library counter.

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

## **RESERVE SECTION**

This section contains materials which are assigned readings of instructors for their student. They may be books, journals, articles, etc., that are required and or/supplemental readings. Use of reserve materials is subject to certain regulations. Reserve books can be borrowed for **2 hours only**.

## **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 in the shelves, or you may ask the help of the librarian/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 Librarian/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 – 2.
2. Proceed to the circulation desk and present your school ID and the library material/s to be borrowed.
3. The librarian/ student assistant on duty will check out the material/s and sign out the receipt.
4. The borrower will countersign the receipt.

### **For Borrower with Fines**

For students with fine, 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 personnel.
3. The last date of charging fines will be a day before the deadline set by T.O.

## **COMPUTER AND INTERNET USE POLICY & PROCEDURES**

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

1. Computer Work Station cards are issued 1 hour at a time due to limited resources available and may be renewed once if not demanded by others. Exceeding the time limit will be fined P20.00/hour.
2. Connecting flash drives, external hard drives, and other similar storage devices are strictly prohibited.
3. Users should not maliciously access, alter, damage, or destroy any computer system, network, program, or data.
4. Library users are expected to be guided by courtesy, sensitivity, and respect for others when accessing the internet and using the library computers in general.
5. Computers should not be used for commercial purposes or in violation of any laws such as intellectual property laws, including copyright laws.
6. Users must adhere to electronic resource licenses, agreements, and guidelines, including those limiting or prohibiting systematic download, duplication, transfer, and selling.
7. Users must follow all applicable restrictions and guidelines on the use of the equipment and electronic resources.

## **BORROWING PROCEDURE**

1. User must present a validated school ID every time they are going to use the computer.
2. The librarian/student assistant on duty will check out the access card number to the user's account.
3. The Librarian/student assistant will inform the user of the due time.
4. Turn over the access card to the counter after using the computer to avoid charging of fines.

## **ELECTRONIC AND ONLINE RESOURCES POLICY**

1. Password for online resources of the Law Library is 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 the user IDs and passwords to other individuals.
3. Use of computers is mainly for academic purposes only.

## **OTHER SERVICES**

### **1. Printing, Scanning and Photocopying Services**

Printing, scanning and photocopying services are also provided in the library with 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)".

### **2. 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 3 hours and maybe renewed if not demanded by others.
2. Carrels are for reading and research 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 check-out to the carrel user before bringing

it in the study carrel.

5. Carrels are for assignee use only and are not transferable to an unassigned user.

### **Borrowing Procedures**

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

### **NON-LAW STUDENTS**

Non-Law students are not allowed to use the Law Library; however, they may use the Law Library's collection for legal research and academic work. Two books can be borrowed for photocopy only.

Non-Law students are not allowed to use the Law collection a week before and during the exam of the Law students.

## Chapter IX

# OTHER SERVICES AND FACILITIES

### 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 at the 2<sup>nd</sup> floor of the library.



- d. The library disseminates information on special events and activities through its display boards and home page <http://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.

## **GUIDANCE SERVICES**

The Guidance Counselor for the College of Law may also assist the students in their personal and professional developmental needs. Counseling and referral services are provided to the students who encounter difficulties in academic and personal life. Personal/professional development group guidance activities are planned and organized for the students.

## **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 at the 5<sup>th</sup> 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.

## **OTHER SERVICES**

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

**ETHICAL STANDARDS OF CONDUCT FOR LAW PROFESSORS<sup>1</sup>**

**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.

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<sup>1</sup> This issuance is patterned after the Code of Ethics of Professional Teachers (Resolution No. 435, Series of 1997 of the Professional Regulation Commission).

## **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 quod 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.