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**STUDENT
SERVICES AND
DEVELOPMENT
OFFICE**

**MANUAL
OF
OPERATIONS**



PART VII. Legal Framework

The following serve as the legal framework of this Manual of Student Services:

- 1.1. MPSPC Student Handbook (2004-2005)
 - 1.2. MPSPC College Code
 - 1.3. MPSPC Admission Manual
 - 1.4. MPSPC Student library handbook
 - 1.5. MPSPC Library manual of operations
 - 1.6. MPSPC Graduate School Policies and Guidelines
 - 1.7. MECS Order No. 57 s. 1981 an
 - 1.8. MECS Order No. 62 s 1981.
 - 1.9. Republic Act 7079 – The Campus Journalism Act
 - 1.10. Republic Act 7877 – The Anti-Sexual Harassment Act
 - 1.11. Republic Act 8049 - An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and organizations and providing Penalties thereof
 - 1.12. CHED Memo No. 4 – Preventive Measure against Violence and Sanctions on Fraternities and other Student Organizations
 - 1.13. Other relevant policies, standards, plans and guidelines, issuances approved by the BOT, and other recent Laws and Statutes
 - 1.14. Recognized and established management practice
- 8.7. This shall be guided by Republic Act 9710 “Magna Carta of Women.” In particular, the following provisions shall be observed:
- 8.7.1 No female student shall be expelled, dismissed, suspended, refused or denied of admission, or forced to take a leave of absence in any educational institution solely on grounds of pregnancy outside marriage during her school term.
 - 8.7.2 When needed, students who are pregnant shall be accorded with a special leave of absence from school upon advice of the attending physician, and be given an opportunity to make up for missed classes and examinations. The same leave benefits shall likewise be accorded to pregnant faculty members, and school personnel and staff.
 - 8.7.3 Pregnant students shall be assisted through available support services while in school, such as but not limited to counseling to ensure completion of their studies.



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PERSONNEL POLICY MANUAL

10.3 Harassment

MPSPC prohibits any form of physical, verbal, or sexual harassment of any of its employees in the work place by any person.

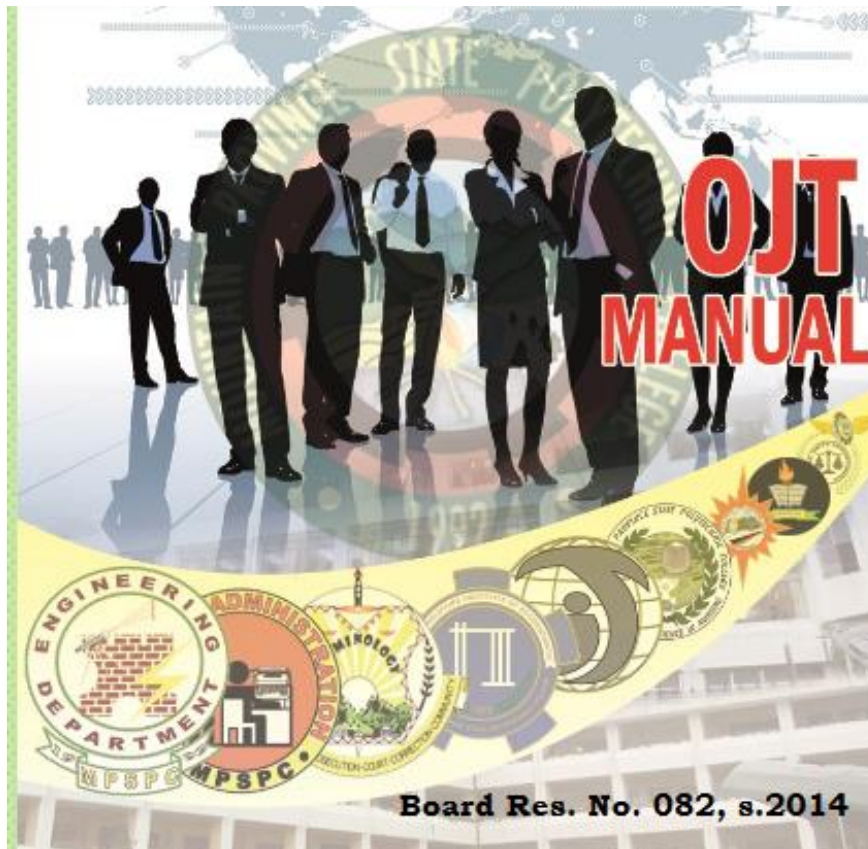
Also, MPSPC adopts the Policy on Sexual Harassment in the Workplace (CSC MC No. 19, s. 1994) and the *Implementing Rules and Regulations on RA 7877 (An Act Declaring Sexual Harassment Unlawful in the Environment, Education or Training Environment and for Other Purposes)*.

All actions taken to resolve complaints of harassment shall be confidential. Retaliatory action against an employee who charges harassment will be subject to appropriate sanctions, up to and including termination.



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4. If the student gets pregnant during the duration of her Internship, she is accorded a special leave of absence upon the recommendation of a government physician.