



Central Student Government

Third Student Congress

Holy Name University
City of Tagbilaran

ACT OF STUDENT CONGRESS NO. 8

Series of 2011

AN ACT REGULATING THE EXEMPTION OF FINE OF PARTICULAR STUDENTS DURING THE SEMESTRAL SIGNING OF CLEARANCE IN HOLY NAME UNIVERSITY

Be it enacted by the 3rd Student Congress of the Central Student Government assembled in the 11th of November, 2011

Section 1. TITLE OF THE BILL – This Student Act shall be known as the “Fine Exemption Act of 2011”.

Section 2. DECLARATION OF POLICY – The Central Student Government of Holy Name University recognizes the need of regulating the exemption of fine in order to monitor the students excused during institutional, departmental and/or CSG sponsored activities; therefore enabling a ground basis on exemption and harmonious flow during the collection of fine.

Section 3. SCOPE AND LIMITATION – This Student Act shall limit the exemption of fine to duly enrolled students of HNU as reflected in Section 4.

Section 4. DEFINITIONS OF TERMS – For the purpose of this Student Act, the following terms are hereby defined:

a) **CSG Officers and Volunteers** – a group of persons who work on behalf of others without being motivated by financial or material gain and is the workforce behind institutional, departmental or CSG-sponsored activities;

b) **CSG Contestants and Participants** – duly enrolled students representing their respective colleges in institutional, departmental and/or CSG initiated/sponsored activities;

c) **Diwanag Dancers, HNU Chorale Members and Varsity Players** – University scholars who perform and showcase their talents in the arts and sports;

d) **Himig Diwa Chorale Members** – comprise the liturgical choir of the University;

e) **Illness** – impairment of normal physiological function affecting a body part or more of a human being;

f) **Interns** – students duly enrolled in the University who are undergoing their internship (e.g. on-the- job training, practice teaching and the like) and are on duty (e.g. hospital duty);

g) **Married** – a status of a person who is in a social, religious, spiritual and/or legal union of kinship;



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h) **Single Parent** – a parent who solely cares and supports his/her child or children without the assistance of a spouse;

i) **Working Students** – are classified into two:

1.) **Working Scholars** – Students who are employed in the University and assigned to the different office works, janitorial services and the like; and

2.) **Working outside the School** – Students who are employed in any other business firm or industry other than that of the University.

Section 5. Exemption Criteria and Requirements – The Central Student Government shall only exempt the students of the semestral signing of clearance only if they are able to supply the sufficient requirements. Such shall be attached in their index cards.

The requirements are the following:

CSG Officers and Volunteers – must submit a certification from the Office of the CSG President stating that they had been active volunteers in selected and/or all CSG activities.

CSG Contestants and participants – must submit a certification from the office of the LGU Governor.

Diwang Dancers, HNU Chorale Members, Himig Diwa Chorale Members and Varsity Players – must submit a photocopy of their clearance sheets with signature of their head(s) proving their membership/scholarship.

Illness – must submit an original copy of his/her Medical Certificate stating the day(s) of their confinement and the medical diagnosis of their illness.

Interns – must submit any sufficient documentation that can support his/her claim of undergoing an intern duty. Such documents must contain the day(s) of their intern duty.

Married - must submit a photocopy of their National Statistics Office authenticated or Municipal/City Office Marriage Certificate.

Single Parent – must submit a photocopy of his/her child's National Statistics Office authenticated or Municipal/City Office Birth Certificate.

Working Scholars – must submit a photocopy of their clearance sheets with signature of their head proving their status.

Working Outside the School - must submit a computerized certification letter duly signed by his/her employer. Attached the letter is the photocopy of the ID of his/her employer with same signature used in the certification letter.



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Section 6. EXEMPTION PROCESS – For orderly flow of the Student Act, students vying for the exemption during the clearance signing must indicate in their index cards their status as enumerated in Section 3. The index cards with the stubs attached must be submitted to their respective LGU Officers for their clearance to be signed.

However, in cases where in a Dean obliges the students to attend a certain departmental activity (e.g. Sports fest, Big Day, etc.), no exemption will be given to the students who are absent during that activity.

In case of latecomers, it is the responsibility of the LGU Officers-in-charge to determine a criterion to consider a student's attendance. For uniformity purposes, it is advised that the different LGUs convene for the agreement of the said criteria.

Section 7. SEPARABILITY CLAUSE – If any provision hereof will be declared null and void by the Student Congress, the rest of the provisions shall not be affected and shall hereby remain valid and operative.

Section 8. REPEALING CLAUSE – All laws, rules and regulations, other issuances or parts thereof inconsistent with the provisions of this Student Act are hereby repealed and modified accordingly.

Section 9. EFFECTIVITY – This Student Act shall take effect five (5) days after its publication in the different conspicuous areas of the University.

Approved,

HON. SIMPLICIO GADUGDUG V
Presiding Officer, 3rd Student Congress

MS. SENDERILA EDPALINA
Secretary, 3rd Student Congress

Approved on November 11, 2011

HON. MARK NILO TERO
President, Central Student Government