



Document Code	LMC-FO-015
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 1 of 4

Narrative/Documentation Report

Project Title:	Seminar with the Woman
Date:	March 13, 2024
Time:	8:00 – 11:30AM
Team Composition:	
Project Leader:	Alona C. Costales
Sub Project Leaders	Dr. Felipe V. Nantes Mr. Samuel B. Damayon Mrs. Ruby Lyn R. Nuestro Mrs. Grace Marabut
Staff/Members:	Maria Louisa Dio Gerly B. Casilla Allan Guiab Laarni Marantal Kristine Ann L. Israel Galo Augustine R. Augustine Alfredo Julio Montoya Reiner B. Dulawan
Narrative	
<p>The “Seminar with the Women” was comprehensive and enlightening, covering central topics such as HIV, teenage pregnancy, and mental health focusing on how to handle stress. The event aimed to educate and empower our students, faculty and staff to make informed decisions about their health and well-being.</p> <p>The seminar commenced with an opening prayer led by Mr. Allan Guiab, a staff member from the Office of Dean of Student Affairs and Services. The participants were welcomed by Mrs. Alona C. Costales.</p> <p>The discussion of Ms. Clavel A. Subayno, STI/HIV Aids Provincial Coordinator about HIV began with an overview of the virus, emphasizing its modes of transmission, preventive measures, and available treatment options. The importance of education and awareness in curbing the spread of STI/HIV was emphasized, equipping participants with essential knowledge to protect themselves and their communities.</p> <p>Mrs. Evangeline Hernaez, in her talk about teenage pregnancy, addressed the risks associated with early pregnancy and provided information on contraceptive options and support services. By offering insights into the challenges of teenage pregnancy and resources to navigate them. The seminar aimed to empower young women to make wiser and healthier choices for their future.</p> <p>The third speaker, Ms. Chantal B. Tayaban, focused on stress management. Participants learned about the impact of stress on the physical, emotional, cognitive, and behavioral aspects of well-being and explored strategies to cope with it effectively. Techniques such as a healthy lifestyle, exercise, and seeking professional help were discussed as useful tools for managing stress.</p> <p>Dr. Felipe V. Nantes in his closing remarks encouraged everyone to celebrate womanhood not only today but every day. Mrs. Maria Louisa I. Dio, ADSAS staff led the closing prayer.</p> <p>The seminar was attended by 192 students at the Sacred Heart Center and 96 faculty and staff via Zoom. Overall, the seminar was a valuable opportunity for every student, faculty, and staff to gain knowledge, resources, and support on important health issues. It empowered them to take control of their health, make informed decisions, and prioritize their well-being.</p>	



Document Code	LMC-FO-015
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 2 of 4

Documentation



The facilitators as they ensure every participant is set to get on an informative seminar







Document Code	LMC-FO-015
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 3 of 4



Our speakers into crucial topics of HIV, teenage pregnancy and handling stress, creating awareness, empathy, and action.



Our participants fuel the seminar's energy with their active participation,



Document Code	LMC-FO-015
Revision	02
Effectivity Date	2022/11/17
Page/s	Page 4 of 4



BS Psychology interns with enthusiasm and vitality as they lead an energizer igniting smiles and a renewed sense of camaraderie among participants

Prepared by:	 Alona C. Costales
Date Submitted:	March 18, 2024

Note:  
\*Append the list of extensionists/participants  
\*Append the list of donors





## SAINT MARY'S UNIVERSITY

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE DEAN OF STUDENT AFFAIRS AND SERVICES  
ASSOCIATE DEANS OF STUDENT AFFAIRS AND SERVICES FOR MEN AND WOMEN

February 21, 2024

**ANTHONY F. CORTEZ, MD**  
Provincial Health Officer II  
Provincial Health office  
Bayombong, Nueva Vizcaya

Thru: **Ms. CLAVEL A. SUBAYAO**  
STI/HIV Aids Provincial Coordinator

**Ms. EVANGELINE M. HERNAEZ**  
Adolescent and Safe Motherhood Program  
Provincial Coordinator

PIHO
RECEIVED BY: _____
FEB 22 2024
Time: 12:05
Reference No.: _____

Dear Sir,

Marian Greetings!

We are organizing a seminar in celebration of Women's Month with the theme *"WE for Gender Equality and Inclusive Society: Lipunang Patas sa Bagong Pilipinas: Kakayahan ng Kababaihan, Patunayan."* As we prepare to celebrate the said event, may we extend an invitation to you to be our distinguished speaker for the event.

This seminar aims to highlight the challenges and contributions of women in various fields. We believe that your expertise and experiences would greatly enrich our event and provide valuable insights to our audience. This will not only educate and empower our students but also raise awareness and inspire them for a positive change in our community.

I look forward to your positive response. Thank you very much.

Respectfully,

**ALON C. COSTALES, RGC**  
ADSAS Women  
GAD Focal Person

Noted by:

**Mr. SAMUEL B. DAMAYON, JD**  
Dean, Student Affairs and Services



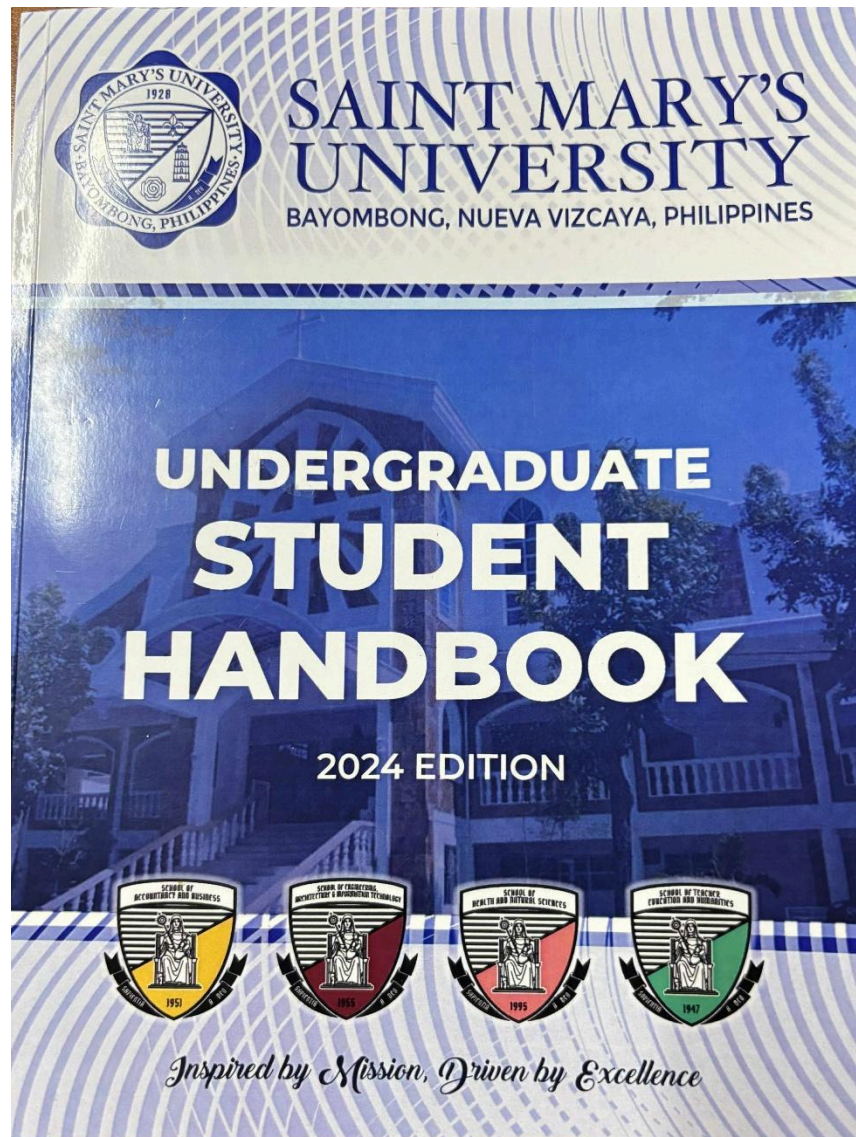
SAINT MARY'S UNIVERSITY  
Bayombong, Nueva Vizcaya, 3700  
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FB Page: SMU Health Services

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Page/s	

### SHS REFERRAL LOGBOOK

Date	Time	Name	Age	Sex	Course & Year	Signature	Hospital/Facility	Remarks	Physician/Nurse	
01-10	9:10	1. DAPILA	17	F	G-11		PHU	9:10	yk	N
01-10	2:10	2. ANILINA H	14	F	G-12		UC	2:10	Anti Klam	N
		3. [unclear]	17	F	G-11		UB		Singular mottly pain	N
		4. [unclear]	14	F	G-12		PHU			N
01-10-2022			16	F	G-11		PHU			
1-10			16	F	G-11		PHU			
11/7/22		WINDUO	17	F	G-12		PHU			
1-20-22	11:30	LE	17	F	G-11		PHU			
2/19/22	11:45	ALLA R	16	F	G-12		PHU			
2/19/22	9:10	EUNIKA	17	F	G-12		PHU			
2/19/22		IONIC	17	M	G-12		PHU			
		U2	9							
			17	M	G-12					
2/20/22	3:00		17	F	G-11					
2/22/22	2:57		17	F	G-11					
2/22/22	5:50	Sandra Staice Angawa	17	F	G-11					

**Source:** SMU Undergraduate Student Handbook (2024 Edition), p. 118-121





11. Recreation and the worthwhile use of leisure time develop social contact. These also bring out the "self-confidence" and "assurance of worth" that give students poise and dignity, which sadly annoy students who go to questionable places and indulge in immoral pleasure.
12. "No Parking," "Off-limits," and other signs are to be observed by everyone.
13. Compulsory selling of tickets and the practice of exacting contributions from students for whatever purpose is prohibited. Permission for solicitation voluntarily for whatever purpose must be obtained in writing from the Academic Dean or Dean of Student Affairs and Services, who in turn has to inform the University President. Failure to do so will be considered a violation and will be dealt with accordingly (*BPRS Memo. 10, '66*).
14. For the safety of everybody, guards are authorized to do spot checks on bags, envelopes, and vehicles. They may frisk/search students and visitors as needed.
15. All performing groups are required to utilize the identified activity day and Saturdays for their rehearsals.

## APPENDICES

### ANNEX A: POLICIES AND PROCEDURES FOR MANAGING PREGNANCY OUT OF WEDLOCK (POW) CASES

#### I. PURPOSE OF THE POLICY

"Saint Mary's University (SMU) of Bayombong, as a Catholic and missionary institution of learning, draws its vision and orientation from the pertinent provisions of the 1987 Philippine Constitution, the educational goals expressed in the Education Act of 1982 and allied laws, the philosophy of the Commission on Higher Education as embodied in the Manual of Private Higher Education (MORPHE) of 2008, the Apostolic Constitution on Catholic Universities *Ex Corde Ecclesiae*, and the vision mission and directives of the educational apostolate of the Congregation of the Immaculate Heart of Mary (CICM)."

Saint Mary's University, as a Catholic institution, has a mission to preserve morality. It, therefore, has strict penalties for acts or offenses with moral turpitude. However, this resolve is tempered by state policies and pertinent civil laws. This policy was created as part of the University's commitment to promote morality, the integrity of persons, and the right of all students to be afforded and complete quality education. It further advocates for the protection of students from sexually-transmitted diseases and risks that an unplanned pregnancy may cause. This steady position of compliance with existing penal laws and adherence to Catholic philosophies ensures that cases of pregnancy out of marriage are not given undue discrimination. The overarching ground on which this policy is founded is the preservation of the sanctity of marriage and the life of a child borne by a pregnancy out of wedlock.

#### II. POLICY PRINCIPLES

This policy is anchored on the following guiding principles:

##### A. CATHOLIC MORAL PRINCIPLES



1. \*Saint Mary's University is a private Catholic institution of learning that envisions the formation of persons in the core values of excellence, innovation, and passion for Christ's mission. Since admitted students personify and represent the goodwill of the school, whether within or outside of its premises, they are **bound to conduct themselves properly in accordance with the Marian virtues**. They are likewise **expected to manifest, both within and outside of the bounds of the university premises, the respect for morality, and the rights of others** (SMU Undergraduate Student Handbook, 2022, Statement of Objectives;
2. \*Acts of immorality such as but not limited to engaging in **illicit relationships, or indecent obscene or provocative conduct within the school or outside the school premises during school function/s** shall be dealt with an imposition of a sanction ranging from **suspension to exclusion** (SMU Undergraduate Student Handbook, 2022, Unacceptable Student Conduct.

### B. ACADEMIC REGULATIONS

1. A student's liability shall not be confined to the acts or omissions mentioned in the Code of Discipline, but s/he may also be administratively sanctioned for any other acts "that are generally accepted as misconducts, immoral and/or wrongdoings inimical not only to the academic community but also to the whole society" (Ulpiano P. Sarmiento III, Education Law, and the Private Schools: A Practical Guide for Educational Leaders and Policymakers, 2009 Revised Expanded Edition, page 515);
2. "Administrative penalties may be imposed upon an erring student, for a commission of any serious offense or violation of institutional disciplinary rules and regulations" (MORPHE, 2008, p. 72). A penalty of exclusion "allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated." This is imposed for offenses such as ... immorality... (MORPHE, 2008, p. 73);

### C. LEGAL PRINCIPLES

1. \*Magna Carta for Women or R.A. 9710, IRR, Section 13. Equal Access and Elimination of Discrimination in Education, Scholarship, and Training (p. 12)  
**"Expulsion and non-readmission of women faculty due to pregnancy outside marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely because she has contracted pregnancy outside of marriage during her term in school."**
2. \*Magna Carta for Women or R.A. 9710, IRR, Section 16, Equal Access and Elimination of Discrimination in Education, Scholarships, and Training (p. 60):  
 #2. **"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 the grounds of pregnancy outside marriage during her school term";**  
 #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."**



3. **\*Special Protection of Children Against Abuse, Exploitation and Discrimination Act or R.A. 7610. "The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life".**
4. **\*Solo Parents' Welfare Act of 2000 or R.A. 8972: "The State to promote the family as the foundation of the nation, strengthen its solidarity and ensure its total development. Towards this end, it shall develop a comprehensive program of services for solo parents and their children" ... Solo parents are:**
  - #7. "Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;**
  - #8. Unmarried mothers/fathers preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution.**

**\*Based on the existing institutional policy of Saint Louis University (SLU), Baguio City**

### **III. POLICY**

The University's policy is to preserve the sanctity of marriage and the life of a child born out of marriage. Unmarried students expecting a child are allowed to accept the grace of the holy sacrament of marriage. By recognizing and experiencing this sacred bond, the couple avows their permanent commitment to (1) a life of total sharing with each other, characterized by resilience against adversity, and (2) fulfill their parental responsibilities to their child/ren and bring them up in the Christian way. In relation to these, the following should be upheld:

1. Students, regardless of age, will not be forced to enter into marriage, except if both parties, with the approval of their parents, are willing to bind themselves in the sacrament of marriage. If both parties are willing to marry, a copy of the valid marriage certificate must be provided to the ADSAS for Men and Women once it is available. They are re-admitted to the university after sealing their commitment to preserve the sanctity of marriage and their child. However, in no case shall an unmarried student be prevented from finishing the current semester once her pregnancy is discovered. For those who decided not to co-habit with their partner, they will be requested to provide a duly notarized "certificate of non-cohabitation";
2. After giving birth, the student may be re-admitted once she provides either a marriage certificate or a certificate of non-cohabitation. As in the case of those with medical conditions that necessitate prolonged absence from school, the female student returnee will also be required to present a medical certificate from her doctor. This, together with medical clearance from the University physician, is presented to the school once they are available;
3. All cases of pregnancy out of wedlock will be required to create a "Written Realization, Appeal and Commitment Signatures (WRACS)\* either during the



semester when the pregnancy was discovered or just before readmission into the university;

\*The WRACS is a formally written document by the male and/or female student involved in the POW case. By accomplishing the WRACS, the student/s signifies his or her acceptance of the university policy on POWs. The WRACS indicates the student's realizations from his or her POW experience, appeals to the university and commitment to be a better student and parent.

4. Non-readmission is a last resort. All POW cases will be managed so that the welfare of the students involved and the concerned (unborn) child is a top priority.

#### **IV. Management of pregnancy out of wedlock cases**

This policy enforces the following to ensure that both male and female students' welfare, as well as those of their children, is taken into account without prejudice to the moral principles of the university:

1. Every case of pre-marital pregnancy must be reported to the Offices of the Associate Deans of Student Affairs and Services for Men and Women. This applies to: a) currently enrolled POW cases, b) those intending to return after childbirth, and c) transferees who are unmarried, currently have a child, and intend to enroll in the university;
2. \*Apart from referrals, POW cases are also discovered in the admission, readmission, and dropping processes. The following forms can help determine the POW cases: Student Affairs Office (SAO) forms, readmission form for undergraduate and graduate students, admission form for transferees, degree holders, cross enrollees, and dropping or withdrawal form.
3. All pre-marital pregnancy cases will be dealt with confidentially. Upon knowledge of the case, the student will be requested to fill out the POW form;
4. Once referred to the ADSAS, a case conference between or among the parties involved will be convened. The pregnant student and her partner will be invited with their parents and/or guardians. The conference will discuss how the parties intend to deal with the situation. The University's policies and principles regarding the matter will be communicated;
5. A copy of the female student's ultrasound result and/or medical certificate specifying her likely date of childbirth will be requested. The female student, assisted by the ADSAS for Women, shall make the necessary arrangements with her instructors regarding classes she will miss due to childbirth or medical concerns related to pregnancy;
6. If both parties accept the school's policy and complete the required procedures, i.e., receive the sacrament of marriage, submit the marriage certificate, medical certificate, and clearance and accomplish the WRACS, then the case would be declared as resolved;
7. The male and female students shall be referred to the Guidance and Testing Office and/or Campus Ministry to undergo counseling sessions immediately after knowledge of the pregnancy; and
8. For all POW cases, the certificate of good moral character is not provided; rather, an alternative certificate is given.



**PREGNANCY OUT OF WEDLOCK FORM**

1. NAME: \_\_\_\_\_  
FAMILY NAME FIRSTNAME MIDDLE NAME
2. Where are you currently staying? ☐ Boarding house  
☐ At home  
☐ Others: Pls. Specify \_\_\_\_\_
3. Tel. No. \_\_\_\_\_ 4. Cellphone No. \_\_\_\_\_
5. E-mail address: \_\_\_\_\_ 6. Age: \_\_\_\_\_ 7. Number of Months pregnant \_\_\_\_\_
8. Prenatal Care  
8.1 Have you gone for Prenatal Check-Up? ☐ YES ☐ NO  
9. If YES when? \_\_\_\_\_ Name of Doctor: \_\_\_\_\_  
8.2 How many months were you pregnant when you had your 1<sup>st</sup> Prenatal Care? \_\_\_\_\_
10. Are your parents aware of your pregnancy? ☐ YES ☐ NO  
If YES, who? ☐ Mother aware ☐ Father aware ☐ Others: Pls. Specify: \_\_\_\_\_
11. Person/s who will provide financial support for my school fees, board and lodging, and daily allowance:  
Name/s: \_\_\_\_\_  
Relation: ☐ My Parents ☐ My relative who is my \_\_\_\_\_  
☐ NON-relative with Complete Address: \_\_\_\_\_  
\*Contact No. of Parent/ Guardian: \_\_\_\_\_
12. Is your partner enrolled in SMU: ☐ YES ☐ NO  
If YES: Name: \_\_\_\_\_  
Grade/Year Level: \_\_\_\_\_

Requirements submitted:	Date Submitted
Written Realization Appeal & Commitment Signature (WRACS)	
Medical certificate for OB Gyne	
Ultrasound result	
Certificate of non-cohabitation (duly Notarized) or Marriage Certificate	
Fitness to go back to school (after childbirth)	

I hereby certify that the above information is true and correct.

\_\_\_\_\_  
(Signature over printed name)

\_\_\_\_\_  
Course & Year

**\*STATUS:**

- ☐ 1<sup>st</sup> Sem. SY \_\_\_\_\_ Remarks: \_\_\_\_\_
- ☐ 2<sup>nd</sup> Sem. SY \_\_\_\_\_ Remarks: \_\_\_\_\_
- ☐ 1<sup>st</sup> Sem. SY \_\_\_\_\_ Remarks: \_\_\_\_\_
- ☐ 2<sup>nd</sup> Sem. SY \_\_\_\_\_ Remarks: \_\_\_\_\_