SAINT MARY'S UNIVERSITY
BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

VPA Circular No. 28
AY 2024-2025

DATE : **10 MARCH 2025**

TO : **ADMINISTRATORS, FACULTY, STAFF, STUDENTS AND VISITORS**

RE : **PENALTIES FOR SPECIFIC UNWANTED BEHAVIORS**

In line with the Occupational Health and Safety Guidelines of the DOLE and other issuances of DENR, CHED, DEPED ,the LGU and the University, there is a need to specify sanctions for violations of guidelines on smoking, vaping, spitting, littering, parking, and other unwanted behaviors. After consultation with the Extended Advisory Board and the Student Central Council, the Advisory Board issued these guidelines to guide employees, students, concessionaires, contract of service and visitors.

These guidelines apply within all campuses and facilities of Saint Mary's University. Monetary fines and other sanctions are imposed for unacceptable behaviors listed below.

A. Unwanted behaviors and Sanctions

Unacceptable Conduct	Monetary and other penalty
On Cleanliness 1. Littering or dropping or leaving trash anywhere in campus not in the designated trash bins. 2. Improper segregation of wastes (disposing trash in the wrong waste bin)	**First Violation:** P100.00 fine **Second Violation:** P300.00 fine **Third Violation:** P500.00 fine **Further violation:** 1,000.00 fine
On Health 1. Smoking or Vaping 2. Possessing smoking or vaping paraphernalia. 3. Being under the influence of intoxicating drinks, as evidenced by the odor of liquor, impaired behavior, or other objective indicators of intoxication 4. Possessing intoxicating drinks not authorized in writing by the VP for administration (Note: the VPA may authorize bringing in campus of intoxicating drinks in connection with authorized University activities ex. HRM food and beverage class)	**First Violation:** P500.00 fine and confiscation of vape and smoking paraphernalia or intoxicating drinks. Includes counseling at GTO for students **Second Violation:** P1,000.00 and confiscation of vape and smoking paraphernalia or intoxicating drinks with written reprimand **Third Violation:** P2,000.00 and confiscation of vape and smoking paraphernalia or intoxicating drinks and suspension of 1 to 30 days. **Fourth offense:** Dismissal or Non-readmission for students. Dismissal for employees

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Unacceptable Conduct	Monetary and other penalty
5. Act of indiscriminate spitting Moma/Nga-nga and expelling nasal or oral mucus or spit, chewing gum, or tobacco in public place (based on PLGU Ordinance No. 2023-235 "Anti-Indiscriminate Spitting Ordinance of Nueva Vizcaya)	**First Offense:** P300.00 plus 1 hour community service sanction **Second Offense:** P600.00 plus 2 hours community service sanction **Third Offense:** P900.00 plus 4 hours community service sanction
On Vehicles, Traffic and Pollution 1. No valid SMU RFID & sticker of vehicles regularly entering or parking in SMU 2. Prolonged Idling (more than 5 minutes) in parking areas 3. Noisy mufflers disturbing persons in campus 4. Wrong parking/parking in non-parking areas 5. Over the speed limit of 20KPH 6. Not giving priority and courtesy to pedestrians 7. Destruction of signages 8. Noisy blowing of horns 9. Texting while driving	**First Offense:** P200.00 plus written reprimand **Second Offense:** P500.00 plus suspension of 1 to 5 days **Third Offense:** P1,000 plus revocation of Car/Motor Pass (vehicle not allowed entry)
Damaging/vandalizing/defacing school property 1. *Damage to Property - The school prohibits persons (students/Staff/Visitors) from intentionally or negligently causing damage to physical property (movable or immovable) fittings, fixtures, furniture.* 2. **Vandalism/Graffiti - The school prohibits anyone from intentionally marking, drawing, or writing with paint, ink or another substance on or intentionally etching on the physical property of the school.** 3. **Computer Damage - The school prohibits any malicious attempt to harm or destroy hardware, software, wiring, and data of the University, and it includes but is not limited to, the uploading or creation of computer viruses**	The offender shall be required to pay the cost of replacement or repair of the damaged property to the SMU Cashier, as assessed by the Head of the Inventory Management Office (IMO) and the Internal Auditor. Additionally, depending on the severity of the damage, the appropriate sanction—ranging from a written reprimand to suspension or dismissal—shall be imposed

B. Procedures for violations involving students:

1. Security guards, faculty members, and heads of offices are authorized to inform the student the violation and request the surrender of the erring student's ID to be submitted to the office of ADSAS-Men/Women. Bag inspections shall be conducted with the student's voluntary and informed consent, in their presence, and with due respect for their right to privacy. Refusal to consent shall not be penalized; however, if it is later proven that the refusal was made to conceal a violation, the student shall be subject to appropriate disciplinary action. All confiscated prohibited items shall be properly documented and immediately turned over to the Office of ADSAS-Men/Women.

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2. The ADSAS Men/Women will conduct the investigation and issue the corresponding sanction if warranted.
3. The ADSAS-Men/Women will issue a notice to pay monetary fine which the student will present and pay at the cashier. The student presents the receipt to the ADSAS-Men/Women.
4. The ADSAS-Men/Women advises the students to refrain from future violations and requires the student to complete the other penalties (eg. Community service) after which he/she returns the ID of the student.

C. Procedures for violations involving employees

1. The security guards, heads of offices and other employees are authorized to inform the person of the violation or submit an incident report to the Office of the Vice President for Administration.
2. The VPA conducts the investigation and issues the corresponding sanction if warranted.
3. The VPA will notify in writing the Chief Accountant to include the monetary fine to be collected by the cashier via salary deduction.
4. The VPA ensures the other applicable penalties are implemented (e.g. Written reprimand/revocation of car pass, etc)

D. Procedures for violations involving concessionaires/visitors/etc

1. The security guards, heads of offices or employees are authorized to inform the person of the violation or submit an incident report to the Vice President for Administration (VPA)
2. The VPA conducts the investigation and issues the corresponding sanction if warranted.
3. The VPA will notify in writing the Chief Accountant to include the monetary fine to be *collected by the Accounting Office*
4. *The VPA* ensures the other applicable penalties are implemented (e.g. Written reprimand/revocation of car pass, etc)

Individuals subjected to confiscation or penalties have the right to appeal the action to the Office of ADSAS-Men/Women or the Vice President for Administration (VPA), as applicable. The veracity of the appeal shall be verified through testimonies of witnesses, CCTV footage, and other relevant evidence. However, if it is later determined that the appeal was based on false information or made in bad faith, such act shall be deemed dishonesty and may subject the individual to appropriate administrative sanctions, which may include expulsion or dismissal from office.

Violation of this circular shall be without prejudice to the filing of appropriate civil, criminal, labor, and/or administrative cases against the offender, as may be warranted under existing laws, rules, and regulations.

These guidelines are effective **March 17, 2025.**

Let us cooperate to ensure a Clean, Healthy, Safe, Friendly and secure learning and work environment. Please be guided accordingly

[redacted]
JOHN G. TAYABAN, PHD
Vice President for Administration

Approved:
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JOHN OCTAVIOUS S. PALINA, PHD
University President

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