



PROCESS FLOW FOR IMPOSING DISCIPLINARY ACTION

ACTIVITIES

PERSON RESPONSIBLE

Report the incident to the Prefect of Discipline

Claimant

The Prefect of Discipline conducts initial interview with the claimant and the respondent.

Prefect issues IR form to be accomplished by both parties. After which, records the IR and shall assign case number for the complaint.

Prefect of Discipline

Investigation shall be conducted. The following shall be done:

- Notify parents/guardians, adviser, program coordinator & dean of the student/s involved
- Call for witnesses and issue IR for them to accomplish

Prefect of Discipline

The Dean of the OSS shall calendar the hearing schedules and notify the Grievance Committee to convene.

Dean of the OSS

The Grievance Committee shall convene as scheduled by the Dean of the OSS and shall act on the cases not later than two week upon receipt of the complaint.

Grievance Committee

Once decision is made, the prefect of Discipline shall draft the disposition of the case to be signed by all the members of the Grievance Committee, to the approval of the school President.

Prefect of Discipline

The President approves the decision of the Grievance Committee.

President

A copy of the decision shall be furnished to the respondents, and members of the Committee, while the original copy shall be kept for filing by the Prefect of discipline.

Prefect of Discipline

The Prefect of Discipline shall notify the department under which the student is enrolled of the sanction imposed to the

Subject teachers of the student shall be informed of the sanction imposed to the student

Dean/ Program Coordinator

END OF PROCESS