

PHILIPPINE COLLEGIAN RULES¹

Article I. **General Rules and Principles**

SECTION 1. The Philippine Collegian shall be the official student newspaper in the University of the Philippines Diliman.

SECTION 2. The Philippine Collegian shall serve primarily as a newspaper of the students, informing the community about events and University developments of interest to the studentry, and as a medium for independent student opinion on community and national issues. It shall not be subject to prior censorship. In turn, the Editor and staff shall see to it that the Philippine Collegian exercises freedom of expression and assumes the corresponding obligations as guaranteed and provided for in the constitution and the laws of the Republic. More specifically, they shall respect the rights of other parties that are equally protected by the constitution and the laws, affording them the rights and opportunity to refute or reply to adverse criticism or comment not later than the subsequent issue to the publication of said criticism or comment.

SECTION 3. The Philippine Collegian shall be published weekly, and may have additional issues, subject to availability of funds.

Article II. **The Board of Judges**

SECTION 4. The Editor of the Philippine Collegian shall be chosen by a Board of Judges which shall be composed of a Chairman and four members. The Chairman of the Board shall be the Dean, College of Mass Communication, or any qualified member of the faculty, preferably at the said College, whenever the Dean of the said College is unable for valid reason to serve as Chairman. There shall be two student members who shall be chosen in accordance with Section 5 below, and two faculty members who shall be chosen from among those nominated by the Deans of various colleges. The Chairman and members shall be appointed by the Chancellor.

The Board of Judges shall have the following functions:

- a. To choose the editor of the Philippine Collegian in the manner prescribed in these rules;
- b. To decide all protests relating to the selection of the editor of the Philippine Collegian subject to the powers of the Chancellor as specified in pertinent provisions of the Code of the University;

¹ The present Philippine Collegian Rules were originally approved at the 907th BOR meeting on Oct. 26, 1978, superseding all existing rules and regulations.

This version incorporates subsequent amendments made at these BOR meetings; 923rd on Jan. 31, 1980; 965th on Feb. 23, 1984; 1009th on Feb. 26, 1988; 1012th on April 28, 1988; and 1018th on Jan. 30, 1989.

- c. To recommend to the Chancellor of the University the appointment of an interim editor as defined in these rules, should the need arise;
- d. To conduct preliminary and formal investigation of cases involving the editor or any member as respondent arising from acts or omission as Editor or staff member of the Philippine Collegian, and to recommend appropriate disciplinary action to the Chancellor; provided, however, that the penalty to be imposed by the Chancellor shall be subject to the rules on student conduct and discipline as promulgated by the Board of Regents;
- e. To formulate such guidelines and additional rules as are necessary to implement these rules, subject to approval by the Chancellor. All such Implementing guidelines and rules so promulgated by the Chancellor shall form part of these rules.

SECTION 5. The student members of the Board shall be chosen by the Chancellor from nominees submitted by the Vice-Chancellor for Student Affairs.

The Vice-Chancellor for Student Affairs shall submit no more than five (5) nominees to the Chancellor. The five nominees shall be selected from a list submitted by the University Student Council, provided that the Student Council shall not nominate any of its members or officers. The Vice-Chancellor for Student Affairs' nominees shall each have had at least one year's residence in the University, be a regular student carrying the regular load in a degree program, and shall not have been found guilty in any student disciplinary action for which the penalty is one month suspension or graver.

A student member of the Board while serving in that capacity shall maintain the qualifications required for appointment in order to continue serving in office.

SECTION 6. The Board of Judges shall serve for a term of one year beginning January 1 of each year.

SECTION 7. Each member of the Board of Judges shall be paid honorarium for every meeting at rates fixed by the Chancellor, subject to the ceilings for honoraria or allowances set by the Board of Regents, the office of the President of the Philippines, and other competent government authority insofar only as the faculty members are concerned.

Article III. **Selection of the Editor**

SECTION 8. To be able to participate in the competitive examination, the applicant:

- a. Must be a regular student of the University with at least one year residence therein;
- b. Must be enrolled in an undergraduate degree course carrying not less than the normal load prescribed for a regular student;
- c. Must not on academic grounds have been disqualified, put on probation, or given a grade of "5" in the last semester or term in which the applicant enrolled before the examination. Any grade of "4" or "inc."

obtained during the same semester or term must have been removed prior to the deadline for submission of applications for the editorial examinations;

d. Must not have been adjudged guilty of an offense for which the penalty imposed is one month suspension or graver in any college or university disciplinary proceeding, or convicted of a crime involving moral turpitude.

Each application must be accompanied by a statement that the applicant satisfies the foregoing qualifications. The statement shall be certified by the Secretary of the applicant's college. The primary responsibility for the veracity of the statement belongs to the applicant, and any material misstatement of facts is an additional ground for disqualification.

Questions against the eligibility of an applicant shall be filed with the Board of Judges, which shall resolve the same within the week before the date of the examinations. The decision of the Board pursuant to these Rules shall be final.

SECTION 9. The competitive examination shall be given in the following fields:

- a. Editorial writing, which shall have a weight of 70 percent,
- b. News writing, which shall have a weight of 20 percent, and
- c. Layout and headline writing, which shall have a weight of 10 percent.

SECTION 10. The examination shall be held before the final examinations in the second semester of each year. Applications to participate in the examination shall be filed with the Board of Judges not later than three weeks before the scheduled date of examination. The list of qualified applicants shall be released to all colleges and institutes which shall post them in conspicuous places, and shall likewise be publicized as the Board shall deem appropriate. The examination questions shall be formulated by the Board of Judges immediately before the examination itself, which it shall administer on the same day.

SECTION 11. Immediately after the examination, the Board of Judges shall hold a closed door session to evaluate the examination papers, and then proceed to compute the individual examinee's aggregate scores, pursuant to Section 9 of these Rules. The examinee with the highest aggregate score shall be nominated by the Board for appointment as Editor.

In case of tie for first place, the academic standing and journalistic experience of the examinees shall be considered to break the tie. In case of a further tie at this point, the Board of Judges shall hold a secret balloting to decide who among the examinees with identical scores shall be nominated as Editor, with the Chairman casting a vote only to break a tie vote. The examinee in whose favor the tie is resolved shall forthwith be nominated for appointment as Editor.

SECTION 12. The Chancellor shall appoint the nominee of the Board of Judges chosen in accordance with these Rules as Philippine Collegian Editor.

In the event that the duly appointed Editor shall fail or be unable to assume office, or in case of inability or any disqualification of the duly appointed Editor to continue in office, the Board of Judges shall nominate, and the Chancellor shall appoint, the student with the next highest aggregate score in the selection process to serve as Editor for the unexpired portion of the term.

Article IV. The Philippine Collegian Editor and Staff

SECTION 13. The term of office of the Philippine Collegian Editor and the staff shall coincide with the academic year of the University, including the summer term.

The members of the Philippine Collegian staff, not exceeding 30, shall be selected and appointed by the Editor in accordance with such rules, procedures, and forms as may be prescribed by the Chancellor to insure, among others, proper exercise of the authority to appoint delegated herein and conformity to University standards and regulations pertaining to personnel records and related matters. Qualifications and disqualifications governing staff members shall be the same as those prescribed for the Editor, except that they need not meet the one-year residence requirement.

The Editor of the Philippine Collegian, while serving in the capacity, must continue to satisfy the same qualifications and be free of the disqualifications governing eligibility to participate in the competitive examinations, as prescribed in these rules.

SECTION 14. Notwithstanding the foregoing rules on qualifications for the Editor or staff, the former need not be enrolled for the summer term, but not less than five (5) of the staff members shall be enrolled in summer courses, provided, however, that all the other qualifications shall be complied with.

SECTION 15. The Philippine Collegian Editor and the staff shall be paid honoraria at the rates fixed by the Chancellor.

SECTION 16. The members of the Philippine Collegian staff shall be subject to the disciplinary authority of the Editor regarding their conduct and performance on matters affecting or involving them as members of the Collegian staff as defined in or governed by these rules. The Editor is hereby authorized to mete out such penalties as reprimand, withholding of honoraria, suspension from office, or termination of appointment only, depending on the gravity of the offense committed; Provided, that the decision of the Editor may be appealable to the Board of Judges who shall decide the case within fifteen (15) days. The Board's decision shall be final. The Editor shall submit immediately to the Chancellor a report of each disciplinary action taken in case a penalty is imposed, and at the same time furnish a copy thereof to each of the following :

- a. The Board of Judges;

- b. The Business Manager of the Philippine Collegian;
- c. The Accounting Division, only in cases where the penalty imposed is withholding of honoraria, suspension, or termination of appointment; and
- d. The Cash Division only in cases similar to those specified in c above.

SECTION 17. Any misconduct or violation of rules committed by the Editor or any of the staff member shall be the sole responsibility of the individuals concerned and shall not cause the curtailment or interruption of the publication of the Philippine Collegian. The Chancellor in consultation with the Board of Judges shall take appropriate measures to avoid disruption of publication in case of inability or disqualification, whether temporary or permanent, of the Editor or the staff to perform effectively their functions.

Article V. **Business Management**

SECTION 18. As a student publication, the Philippine Collegian shall be financially supported by the students, who shall pay a publication fee for this purpose in an amount to be fixed by the Board of Regents.

Amounts received from subscriptions, donations, advertisements and other sources shall form part of the Philippine Collegian funds.

The financial and business management of the Philippine Collegian shall be vested in a business manager who shall be nominated by the Editor and appointed by the Chancellor among members of the faculty preferably from the College of Business Administration. The business manager shall appoint solicitors and assistants.

SECTION 19. The Business Manager and the business management staff shall be paid honoraria at rates fixed by the Chancellor subject to the provisions of Section 7.

SECTION 20. To insure proper expenditure of Philippine Collegian funds, the following regulations and procedures shall be observed:

- a. There shall be an annual budget to cover the operations of the Philippine Collegian. The budget for the first month of the academic year shall be the same as that for the corresponding period of the previous year.
- b. After the official report of collection of the Collegian fee shall have been ready, the Editor and Business Manager shall prepare a budget for the year. This budget shall state the funds available; the purposes of expenditures; and the items of expenditures. It shall be supported by a plantilla of personnel for both the editorial staff and the business management staff, as well as a work plan for the year. The budget and supporting documents shall be sent by the Editor through the Business Manager to the Office of the Chancellor and be subject to the approval of the Budget Director of U.P. Diliman.
- c. There shall be no deficit spending in the financial management of the Philippine Collegian.

- d. All appointments, disbursements and operating activities of the Philippine Collegian shall be in accordance with the budget, plantilla, and work plan in b, except such as are allowable under a above.
- e. Changes in the budget, plantilla, and work plan shall be proposed jointly by the Editor and Business Manager, and be subject to the approval of the Budget Director of U.P. Diliman.
- f. Each member of the editorial staff, except the Editor, shall certify to services actually rendered by filling out Civil Service Form No. 48 for each day service is rendered and not at the end of the month, which shall be verified and attested to by the Editor in the space provided for therein. Each member of the staff of the Business Manager shall similarly certify to services actually rendered in the aforementioned Civil Service Form, subject to verification and attestation by the Business Manager.
- g. The Editor shall prepare and approve the payroll for and all vouchers and other fiscal documents covering other expenditures and needs of the editorial staff, subject to confirmation by the Business Manager; in like manner, the Business Manager shall be responsible insofar as the payroll and vouchers of the business management staff are concerned, subject to confirmation by the Editor. However, the vouchers and other fiscal documents covering the honoraria and miscellaneous expenditures of the Board of Judges shall be prepared and approved by the Chairman thereof.
- h. The budget for the Editorial term shall be published by the Editor including all specifications and changes therein.

Article VI. General Provisions

SECTION 21. These rules shall supersede all existing Rules and Regulations governing, the Philippine Collegian, and shall be effective upon approval by the Board of Regents.