



MAPÚA INSTITUTE OF TECHNOLOGY

Non-Teaching Manual **2015**



TABLE OF OFFENSES

	CLASS
A. ABSENCES	
Absence without official leave (AWOL) or without the approval of the Department Head or the HRD Office.	B
Late filing of leave of absence	B
Frequent or habitual absences of five times or more within one calendar month	B
B. TARDINESS	
Coming to work late for nine (9) times within one payroll period	B
Accumulating 91 minutes of tardiness, in excess of the grace period, within one payroll period.	B
C. UNAUTHORIZED UNDERTIME	
Leaving work early for three (3) times within one payroll period	B
D. ABANDONMENT OF POST	
Leaving job post during working hours without permission from one's immediate supervisor.	B
E. LOAFING, LOITERING, AND SLEEPING Wasting time or loitering while on duty.	A
Using the Institute's time for personal activities while on duty	A
Sleeping while on duty.	A
F. ALCOHOLIC DRINKS, PROHIBITED DRUGS, SMOKING	
Smoking in prohibited areas of the school.	B

Staying in the Institute's premises whether for official duty or not while under the influence of any intoxicating drinks or prohibited drugs	C
Drinking any intoxicating drinks within the school premises	C
Using, possessing or dispensing prohibited drugs, e.g. shabu, marijuana within the Institute's premises	D
Acting in disorderly manner in the office or its premises as a result of drinking liquor or any intoxicating drinks.	C
G. OFFENSES AGAINST PERSONS IN AUTHORITY	
Refusing or neglecting to follow or obey lawful orders from one's superiors; refusal or negligence to perform assigned work.	C
Making grave threats, oral defamation or intimidating an officer/manager or supervisory employee.	C
Physical assault of an officer, manager or a supervisory employee.	D
H. GAMBLING	
Taking part in any form of gambling within the Institute's premises	B
Incorrigible gambling, drinking and other vicious habits	C
I. SECURITY	
Refusal to submit to, or failure to meet the security and safety requirements of the Institute.	C
Carrying a gun, knife, explosives or any deadly weapon within the school premises or in the immediate vicinity without authorization.	C
Brandishing a weapon or illegal discharge of firearms or sporting or displaying deadly weapon with or without any intention to harm people within the school premises or in the immediate vicinity.	C

16. Illegal possession, use, sale, disposal, or distribution of prohibited/controlled drugs or chemicals and or other banned substances but not limited to: LSD, marijuana, heroin, shabu, amphetamines, barbiturates or opiates in any form within the premises or immediate vicinity of the Institute	c/d/e			
17. Unauthorized possession and/or drinking of alcoholic beverages within the premises of the Institute whether or not in connection with an official school activity approved by the Office of Student Activities; drinking outside the premises of the Institute in connection with an official school activity approved by the Office of the Student Activities; or entering the campus under the influence of alcohol	b	c/d		
18. Public display of Affection (PDA), which offends or tends to offend the sensibilities of Academic community or inappropriate intimate physical contact including, but not limited to: intimate touching, kissing, hugging, lying /leaning on another person, etc. within the school premises or at any school-sponsored activity	a	b/c		
19. Engaging in lewd, obscene, or immoral conduct within the campus premises	b/c/d			
20. Engaging in any form of gambling within the premises of the Institute	a	b/c		

21. Smoking at any time within the school premises	a	b/c		
22. All forms of student protests whose distinctive characteristics are physical force, violence, threat and intimidation	b/c/d			
23. Posting and/or distributing literature, pamphlets, pictures, news items or any announcement whatsoever without any written permit from the Office of the Student Activities	a	b	c/d	
24. Organizing, participating in and/or supporting any activity inside or outside the school campus, without approval from the Office of Student Activities or appropriate school authorities	a/b	c/d		
25. Instigating or leading an illegal strike or similar activities resulting in disruption or stoppage of classes	b/c/d			
26. Unauthorized collection or exaction of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the Institute	a/b	c/d		
27. Embezzlement of funds of a student organization or student council	a/b/c	d		

3.3.6 Smoke Free Policy – Intramuros Campus

Entrance Gate 1 - NO SMOKING BANNER AT SOUTH PERIMETER FENCE



Exit Gate 2 - NO SMOKING BANNER AT NORTH PERIMETER FENCE



NO SMOKING SIGNS IN SCHOOL GROUNDS



