Master in National Security Administration (MNSA)

STUDENT HANDBOOK

Ubi Introire Honos
FOREWORD

This Student Handbook serves as the official guide for all students of the Master in National Security Administration (MNSA) as they go through the one-year scholarship program in the National Defense College of the Philippines (NDCP). The Handbook contains the academic policies and guidelines of NDCP as regards the organization and administration of the MNSA program, as well as the conduct and responsibilities of students in meeting the rigors and requirements of the graduate course.

The stipulations and other information provided herein aim to promote not just proper order and compliance among the students of NDCP but also high standard of academic excellence and professorial discipline among national security administration scholars.

FERMIN R DE LEON JR PhD, MNSA
President, NDCP

REVISED: 29 September 2015
This Student Handbook defines the policies, rules, and regulations of the College as regards the academic procedures, grading system, and students' decorum. The Handbook also acquaints students of their rights and privileges, as well as their obligations and responsibilities as MNSA scholars. It intends to nurture an environment conducive to critical learning and collaborative engagements among students, faculty, officials, and personnel of the College.

The rules and regulations of this Handbook may be supplemented by administrative announcements, memoranda, and other similar issuances of the College, as needed.
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1.1 History

1.1.1 On 12 August 1963, President Diosdado Macapagal signed Executive Order Number 44 which established the National Defense College of the Armed Forces of the Philippines (NDCAFP) under the administrative supervision of the Chief of Staff, Armed Forces of the Philippines (AFP). The College opened its first Regular Course (RC) on 15 February 1966.

1.1.2 On 11 May 1973, President Ferdinand Marcos issued Presidential Decree No. 190, renaming the NDCAFP as the National Defense College of the Philippines (NDCP) and providing for the creation of the Academic Board. This law intends to strengthen NDCP as an academic institution that provides graduate course and continuing studies of diversified problems related to national defense and security. Subsequently, Presidential Decree No. 452 dated 13 May 1974 placed the College under the supervision, direction, and control of the Secretary of the Department of National Defense (DND) as one of its civilian bureaus.

1.2 Mission

1.2.1 The Philippine Constitution provides that “The defense of the state is the prime duty of every citizen.” Pursuant thereto, and in line with the National Defense Act as well as the aforementioned stipulations on the institutionalization of NDCP, the College has developed into a key educational institution for developing leaders and managers in various aspects of national defense and security.

1.2.2 The mission of NDCP is:

To train and develop the skills and competencies of potential national defense leaders, civilian officials of the different agencies and instruments of the Government, and selected executives from the private sector in the formulation and implementation of National Security policies, and for high command and staff duty. (Revised Administrative Code of 1987, Ch 10, Sec 60, no.5)

1.3 Location

1.3.1 The College is located inside Camp General Emilio Aguinaldo, Quezon City with the following postal address:

National Defense College of the Philippines
General Arturo Enrile Avenue
Camp General Emilio Aguinaldo,
Quezon City 1110 Philippines

1.3.2 The official website of the College is www.ndcp.edu.ph.

1.4 General Provisions

1.4.1 The administrative authority of the College over the students is vested on the President and may be delegated by him to the Chief, Academic Affairs Division (C,AAD) and to the Dean of Students. The continued attendance of any student in the College is subject to this authority. Unless appealed to the Secretary of National Defense (SNDF), within the prescribed period as herein provided, the decision of the President of the College on matters affecting student discipline and the implementation of this Handbook is final and executory.

1.4.2 Students are required to attend all official ceremonies, to include NDCP Foundation Anniversary events and field activities sponsored by the College.
1.4.3. Students are expected to memorize the lyrics and to be able to sing the NDCP Hymn.

1.4.4 All students shall relate with College officials, faculty, and staff in courteous and respectful manner.

1.4.5 Students who changed their residential address or civil status while in the College shall inform the Registrar’s Office in writing about this matter at the earliest possible time. Students are responsible for furnishing the correct information in their ID cards and other College documents.

1.4.6 Upon admission to the College, students are under obligation to keep their respective agencies/organizations informed of their academic status or standing. Notices sent by the College are merely by way of courtesy and does not relieve the students of their obligation.

1.4.7 All communications of the students related to the MNSA program should be duly signed, identified and addressed or coursed through the C.AAD.

1.4.8 An individual file for each student is kept in the Registrar’s Office. The student shall submit certified documents to support any change in status or information to the Registrar’s Office.

1.4.9 Information regarding students of the College shall be classified as restricted and for official use only. However, information may be obtained from the C.AAD subject to the guidelines and approval of appropriate authority.

Part 2
Academic Information

2.1 Academic Program

The Master in National Security Administration curriculum is a 36-unit, graduate level degree program composed of foundation courses, core courses, and an integrating course. These courses are divided into modules as described briefly below:

2.1.1 Foundation Courses (11 Units)

NSA 201 National Security Management (5 units)
The study and understanding of leadership and management and the effects they have on promoting and achieving national security and development as these contribute to the basic understanding and appreciation of how Philippine national security and development are being pursued.

a. Sub-National Security and Development Study (SSDS)
The SSDS is an annual activity of the NDCP students. This involves visits to select areas in the Philippines to interact with key stakeholders and identify the important issues and opportunities for development and national security.

b. Global Security and Development Study (GSDS)
Provides an opportunity for students to observe the political, economic, socio-cultural, techno-scientific, environmental, and military dynamics of other countries, and in the process, draw insights into how these impact on the students respective national security situation.
NSA 202 Research Methodology (3 Units)
Covers conceptual and operational tools as applied to social science research.

NSA 203 Policy Science (3 Units)
Social Science as applied to the policy-making process which includes policy analysis tools and techniques.

2.1.2 Core Courses (19 Units)

NSA 204 Political Dimension of National Security (4 Units)

a. Domestic Level
Examines the political dimension of national security focusing on domestic level. It analyzes the domestic political factors and forces shaping the Philippine national security environment. Further, it attempts to explore various political solutions to enhance internal security.

b. International Level
Examines the political dimension of national security at the international level. It analyzes the external political factors and forces shaping the Philippine external security environment. It also examines the political dynamics of foreign and security policy in the Philippines using various frameworks in international security studies.

NSA 205 Economic Dimension of National Security (3 Units)
Provides basic concepts and principles and analyzes the attendant problems and issues and how these affect national security in a dynamic environment of rapid change. The course content revolves around three inter-related themes: Growth and Security; Achieving Economic Growth; and Trade and Security.

NSA 206 Socio-Cultural Dimension of National Security (3 Units)
Covers the basic concepts of culture, values, change, perception, attitudes, motivation, and personality. These concepts provide students with operational definitions and understanding as these relate to national security.

NSA 207 Techno-Scientific (3 Units)
Covers an overview of the basic definitions of science and technology, their relationship and role in society, the National Science and Technology Plan, selected areas of S & T innovations and reforms, current issues and their implications to national security. The course focuses on topics such as human resources development, technology management and innovation, technology transfer and commercialization, information technology, biotechnology, food and health security, energy security, multi-level collaborations and their impact on the security of the country and the world.

NSA 208 Environmental Dimension (3 Units)
Covers information and orientation activities, multi-stakeholder strategies and techniques for conserving and managing the ecosystem to protect and promote well-being, especially through the elimination and management of serious and critical environmental threats.

NSA 209 Military Dimension (3 Units)
Presents the defense dimension of national security as it touches on the role of the security sector in development and national building, defense diplomacy and military engagements, and human rights and international humanitarian law.
2.1.3 Thesis (6 units)

a. A candidate for the MNSA degree is required to write and successfully defend a scholarly thesis.

b. The Academic Board assigns each student a thesis adviser, and three other panel members who comprise the following: (1) a methodologist, preferably with a doctorate degree; (2) a subject matter expert (SME), who is at least holds a Master's degree; and, (3) another professional in the field of study, who is an alumnus or alumna of NDCP.

A student may request to be assigned particular thesis adviser who has the expertise on the subject matter and whom the student thinks can best help him/her with the research. The said request, on a case-to-case basis, is subject for endorsement of the Academic Board and approval of the College President.

c. A student needs the approval of the thesis adviser before presenting the thesis proposal before the panel. The thesis draft must be submitted to the adviser at least two weeks before this will be endorsed for oral presentation. The allotted period allows time for the adviser to review the research, and subsequently for the student to make necessary corrections or revisions as advised.

The adviser may refuse to endorse the draft thesis if the required revisions are not incorporated therein by the student. The thesis will not be scheduled for oral presentation by the Academic Affairs Division without the signature of the adviser.

d. In rare situations when the adviser is not available on the scheduled thesis defense—due to sickness, out of the country, or more pressing commitment outside NDCP, the C, AAD may allow the student to proceed with the oral presentation before the panel. However, the thesis must be favorably endorsed by the adviser, and there must be a quorum in the panel. The permission to orally present the thesis in the absence of the thesis adviser may be granted only on a case to case basis, and depending on its merit as evaluated by the C, AAD.

e. The schedule of the thesis defense for each student is set by the C, AAD not later than the deadline for the submission of all draft theses by the class.

Failure to submit the research proposal or the draft thesis on the deadline set by the Academic Board will result in non inclusion of the thesis in the deliberation for the Best Thesis Award.

f. A student shall be given only two (2) opportunities to present orally the proposal, and also the full thesis draft; otherwise, the student will not be eligible for the MNSA degree.

g. An MNSA candidate, who successfully defended a thesis, must incorporate the necessary revisions in the manuscript and secure the endorsements and signatures of the adviser and all the panel members before the thesis is reproduced in five (5) hard bound copies. A candidate is eligible to graduate only upon submission of the hard bound copies, as well as two (2) electronic files of the thesis to the Office of the Academic Affairs Division, on or before the deadline.

h. A student who fails to submit the revised thesis or incorporate necessary revisions in it shall not be allowed to graduate
together with the class, even if a preliminary grade was already
given by the panel during the final thesis presentation.

i. A student who fails to write and defend a thesis during the
academic year will be given a chance to complete the thesis
within four (4) years after the graduation of the Regular Class
to which the student belongs provided that all academic re-
quirements are passed. The thesis panel may be reconvened
to advise major revisions in the thesis, if there are any, and
decide on the approval of the thesis. In this case, the thesis
panel and the Academic Board may sit en banc to decide on
the acceptance of the thesis, and the graduation of the student
within the prescribed time.

l. The student may be required by the College to shoulder ex-
penses related to the thesis if the student wishes to complete
the thesis program within the prescribed four (4) years.

k. All theses, research studies, and examination papers are con-
sidered properties of the College. Their disposition shall be
approved by the College President upon the recommendation
of the Academic Board.

2.1.5 Non-Academic Programs

Non-academic programs consist of various activities outside the
Academic Program which will contribute to the overall develop-
ment of the MNSA students.

a. Defense Fora
Throughout the year, students shall also attend and partici-
pate in roundtable discussions, conferences, lecture series
(Ambassador Speaks, Distinguished lecturers, In Retrospect),
physical fitness training, academic enhancement travels as
well as visit by counterpart defense academic institution.

b. Pre - Commission Training

After graduating from the MNSA Program, civilian students
desiring to apply for commission as Lieutenant Colonels/
Commanders, in the Reserve Force AFP, shall undergo the
Pre-Commission Course and satisfy all other AFP require-
ments for commission.

2.2 Educational Procedures and Requirements

2.2.1 The exchange of views among faculty and students during
the program is the primary learning vehicle of the College. Stu-
dent preparation and active participation in classroom discuss-
ions are key to the success of this approach.

Students are evaluated on the extent and quality of their partici-
ipation in the Program. In addition to lectures by resident facul-
ty, guest lecturers are invited to provide the unique perspec-
tives of senior officials and other experts on national security
policy.

2.2.2 The College provides the students with syllabi, books and/
or compilations of required course readings for each course.
The syllabi describe the course scope, learning objectives, top-
ics to be covered; specify student requirements; provides back-
ground information on the subjects to be addressed; and, indi-
cate the teaching methods that will be used.

2.2.3 Core contact time (classroom hours) includes lectures,
panel discussions, question-and-answer sessions with lecturers,
seminar meetings, and student exercises. Students should
devote at least one and half (1 1/2) to two (2) hours of prepara-
tion time for each hour of contact time. Preparation time refers
to out-of-class curriculum-related activities, including required
readings, preparation for student presentations, writing assign-
ments, etc.

2.2.4 The English language shall be the medium of instruction.
2.3 Attendance

2.3.1 The College operates five days a week from Monday to Friday, except during legal holidays. Working hours for the faculty and staff are from 8:00 AM to 5:00 PM except on Fridays wherein working hours end at 4:30 PM. Classes are generally held the whole day (8:30 AM—11:30 AM and 1:00—4:00 PM) and classroom activities are prescribed through a weekly schedule which may occasionally include Saturdays and afternoon/evening sessions. This schedule is posted on the Bulletin Board, and student are furnished individual copies for information and guidance. Changes in the schedule may occur and for this reason, students are enjoined to refer regularly to the Bulletin Board.

2.3.2 Prompt and regular attendance in all classes and MNSA program-related activities is required. A student is considered absent if the student arrives after the first hour of the time allocated for the class session.

2.3.3 A student is considered late if the student arrives more than thirty (30) minutes after the start of the class. A record of three (3) tardy shall constitute one (1) absence.

2.3.4 A student who is late at least five (5) times per course shall be required to submit a written explanation for tardiness for endorsement to the Academic Board.

2.3.5 A student who incurs unexcused absences equivalent to more than twenty per cent (20%) of the required course hours may be considered ineligible to continue the program and shall be recommended for termination. A student who accumulates half the number of the prescribed limit of absences shall be immediately summoned and warned by the C, AAD.

A list of students on such status shall be posted on the Bulletin Board, copy furnished the Dean of Students. It is the responsibility of the students to regularly check the record of attendance.

2.3.6 The Course Coordinator shall record and monitor the daily attendance of students. This daily report shall be submitted to the C, AAD not later than 12:00 noon of the following day, copy furnished the Course Director. The attendance record of the students shall be posted in the Bulletin Board.

2.3.7 The rules governing excused absences are as follows:

a. Absences may be excused if is due to emergency and illness is properly documented and approved in writing by the C, AAD.

b. In case of an emergency, the student or duly designated representative, should inform the C, AAD of the inability to attend the class at the first opportunity by telephone, mobile phone, email, or any other means of communication.

c. Any student may be given the opportunity to make up for absences through the submission of either a book report, research paper, or an additional course work depending on the discretion of the concerned Course Director.

d. The Course Director has the discretion to require a student who incurs unexcused absences equivalent to twenty per cent (20%) of the scheduled class hour to submit a research paper/s to make up for absences; or to drop the student from the course if there is no way to recover.

e. A student is responsible for all assignments, lectures,
examinations, discussions and all course requirements during absence, regardless of its nature and cause.

f. A student must fill out the Permit to be Absent Form and attached all necessary documents.

g. Any student who fails to join any scheduled field trip or activity outside the classroom shall be considered absent. For the purpose of this rule, a half-day (4-hour) field trip shall be considered equivalent to two hours of lecture.

h. If the failure to join the scheduled trip or activity is excused, the student shall be required to submit a paper on a topic to be prescribed by the C, AAD or Course Director.

2.3.8 Physical Fitness Training To promote physical fitness among students, a weekly athletics period is scheduled every Thursday at 4:15-5:15 PM. Student attendance is compulsory. All students are required to undergo the physical fitness test that may be prescribed by the College prior to the end of the course, considering the age, sex, state of health and physical condition of the student.

2.3.9 Drug Test Random drug test will be scheduled at any point in the MNSA program.

2.4 Discussions and Reports

2.4.1 The principal objective of a discussion is to contribute in understanding the theories of national security, in addition to enhancing the communication skills of the students.

2.4.2 The students are encouraged to participate during discussions after the lectures and seminar workshops, with the view of clarifying doubts and promote the sharing of ideas and perceptions.

2.4.3 Students shall submit their written reports to their respective Course Directors on or before the announced deadline. Late submission of reports, term papers and related course requirements shall be penalized accordingly. The point penalty shall be deducted from the grade given to said report, paper and related course requirements by the Course Director.

2.4.4 A student who receives an Incomplete (INC) or a failing grade due to late or non-submission of course requirements like seminar reports shall be referred to the Academic Board for appropriate action.

2.4.5 The use of visual aids in seminar work and oral presentation is encouraged. However, emphasis shall be placed on the quality of the presentation rather than on the quality of the training aids used. The visual aids that will be used to enhance the presentation shall reflect anti-sexist language or shall be gender sensitive.

2.5 Examinations and Turn-Ins

2.5.1 Examination schedules shall be posted on the Bulletin Board at least one (1) week in advance. Said schedule will also be sent through class email group (egroup). However, the Course Director may give unannounced examination.

2.5.2 Course examination shall be administered for a maximum duration of three (3) hours. During examinations, students cannot leave their assigned seats without the permission of the Course Director or the proctor. If allowed, the student must leave the examination booklet on the desk. Likewise, the use of cellular phones, laptops, tablets and other similar devices are prohibited. In some cases, the Course Director may allow the use of laptops for examination. The Course Director or proctor shall be present during the examination at the examination room.
2.5.3 Examination booklets shall be assigned code numbers. Only the C, AAD shall know these code numbers. Correction of the examination papers as well as recording and entry of the grades of the students in the prescribed form shall be the responsibility of the Course Director. Grades shall be treated as classified information and shall be handled as such by the C, AAD. Release of final grades shall be done not later than three (3) class days after submission of such grades by the Course Director in the proper form.

2.5.4 Upon completion of the examination, the student hands over the booklet/paper to the Course Director or proctor and leaves the examination room quietly. In no case shall a student be allowed to re-enter the examination room or retrieve the booklet/paper after it has been submitted.

2.5.5 No special make up activity or test may be given to any student who fails to take an examination at the scheduled time without the approval of the C, AAD.

2.5.6 A student who submits a blank examination booklet or paper shall receive a failing grade for that examination or paper and shall be reported to the C, AAD by the Course Director for appropriate action.

2.5.7 Examination booklets of students shall be returned to them not later than twenty five (25) class days after the examination. A student who is not satisfied with the grade received may discuss with or file a written complaint with the Course Director within seventy two (72) hours upon receipt of the rated paper or grade, indicating the reason for such complaint. The decision of the Course Director may be reviewed by the Academic Board upon recommendation of the C, AAD only in cases where there is patent error or bias on the part of the Course Director.

2.5.8 Students found guilty by the College Board of Discipline of any form of cheating, dishonesty, and serious misbehavior during examinations shall be dismissed from the College by the President, upon the recommendation of the C, AAD. The decision of the College President may be appealed to the Secretary of National Defense.

2.5.9 Term papers, research reports, and other course requirements may be submitted electronically to ndcp.academics@gmail.com unless otherwise instructed by the Course Director.

2.5.10 Any student found guilty of submitting any assigned report, term paper, case analysis, reaction paper, and the like, as one’s own work when in reality, it was copied and/or plagiarized from another work, i.e. using someone else’s work and passing it off as one’s own without acknowledging the name of the real author, shall be dismissed from the College by the President. In the event that a serious dishonesty work by a student is discovered or made known to the Academic Board only after the student has graduated from the program, and which, if earlier discovered could have affected the status as a graduate, the degree awarded may be revoked and the conferral order rescinded after due and appropriate investigation and/or hearing is conducted and in strict compliance with the requirements of due process. The decision of the College President may be appealed to the Secretary of National Defense.

2.6 Educational Methodologies

2.6.1 The College uses a variety of teaching methods:

a. Case Study (CS). A critical analysis of a topic or hypothesis presented to illustrate the substantive and/or procedural issues involved in the case. Study guidelines are given to the students for their use in organizing their review of the case.
b. Directed Readings (DR). Reading materials furnished the students which they are scheduled to complete for a particular period of time. These may be in addition to the normal reading load or which is important for the next classroom session.

c. Seminars (S). Meetings with one or more specialists/experts to discuss a specific subject. An assignment for the student provides a basis for the seminar discussion. Guests, therefore, may assume students have a familiarity with the topic. It may include student presentations, oral reports, or book reviews.

e. Lecture (L). Lectures are about 45 minutes long followed by a question and answer session where students are afforded the opportunity to query the speaker. The majority of lectures are generally held in the Classroom.

d. Panel/Roundtable Discussion (P/RTD). Discussion by experts on a particular topic or geographical area. Usually, the panelists give a short presentation followed by discussion among themselves and the students as audience.

f. Student Exercise (SE). Based on assigned readings, these involve analytical procedures such as problem identification, evaluation of options, ordering of priorities and rationalization of conclusions. It may be either by a group of or individual student.

g. Field Trips (FT). Student activities outside the classroom to visit course related facilities and places.

h. Pro-Con Debate (PCD). Students take opposing positions on a particular issue or concern.

2.7 Information Technology

2.7.1 The information technology within the College is continuously under improvement to provide students, faculty, and staff with the latest modern resources. While in attendance, students will be exposed to various technologies to provide them the fullest educational experience.

2.7.2 The College takes advantage of internet technologies to facilitate the administrative, operational, and education environments.

2.8 Non-Attribution Policy

2.8.1 Guest speakers/seminar leaders/panelists, including well-known public officials and scholars, faculty and other College officials may speak candidly using anti-sexist language. Moreover, their presentations shall be held in strict confidence. This is derived from a policy of non-attribution that ethically binds the participants. Unless expressly authorized by the speaker nothing he/she says will be attributed to him/her directly or indirectly in the presence of anyone who was not authorized to attend the meeting.

2.8.2 This policy is not intended to preclude references by students and faculty within the academic environment to opinions expressed by speakers; however, courtesy, good judgment and non-attribution policy preclude citing those views, even if the speaker/panelist is not identified by name, when questioning subsequent guests. The non-attribution policy includes:

a. Citation of classified information subject to the rules applicable to its classification. In addition, neither the speaker nor the College may be identified as the originator or source of the information without its consent.

b. Unclassified information may be used freely. However, neither the speaker nor the College may be identified as the originator or source of the information without its consent.

c. The non-attribution policy must be zealously observed and maintained. An exception is when the speaker gives a public release of opinions and observations and then only
with prior coordination and permission of the CAAD.

2.9 Academic Freedom

2.9.1 Academic freedom permeates the College. It fosters and properly encourages thorough and lively academic debate, and the critical examination of national security and other related issues.

2.9.2 In the College, innovative thinking and the search for new ideas are required for the energy and seriousness of the instruction and for the professional development of faculty. Creativity and the capacity to synthesize novel perceptions from the sharing of information and analyses are at the very core of discussions and exchange of ideas. The faculty routinely pose unconventional situations and require students to develop original solutions that apply doctrinal or theoretical concepts they have learned. Graduates must be able to formulate, examine and discuss national security strategy and policy in emerging situations. This will be in line to the mission of the College to prepare them for this role, and academic freedom is essential in the accomplishment of this mission.

2.9.3 Academic freedom at the College involves two elements. First, there is freedom to teach, conduct research, and publish research findings; to discuss in the classroom any material relevant to the subject matter as delineated in the course objectives; and to seek changes in academic and institutional policies. Second, there is responsibility to pursue excellence, intellectual honesty, and objectivity in teaching; to encourage faculty, students, and colleagues to engage in free discussion and inquiry; to nurture innovative thinking, discussion, and publication concerning national security issues; and to enhance the standing and credibility of professional military education. However, this freedom is not unbridled but is canalized within the banks of institutional authority. The College likewise exercises and enjoys certain rights and privileges which may transcend this academic freedom.

2.10 Classroom Etiquette

2.10.1 Students are assigned specific seats for maximum interaction and in order to facilitate the checking of attendance. They are expected to be seated five (5) minutes before the start of the class.

2.10.2 As a gesture of respect, students should rise as the guest speaker or lecturer enters the classroom and again, when the latter leaves at the end of the session.

2.10.3 Guest lecturers shall be introduced by the Course Director or any designated participant of the class. On the first day of the lecture, the faculty member or lecturer shall be formally and properly introduced by a designated student, who must obtain a copy of the profile or summary of information of the faculty member/lecturer ahead of the lecture. If the guest lecturer is a high government official (cabinet rank) or distinguished personality (such as an ambassador), the introduction may be done by the President of the College or by the CAAD, or a designated official.

2.10.4 Students shall refrain from disruptive activities such as using gadgets, talking, reading newspapers or magazines, etc., during the lecture hours. Mobile phones shall be in silent mode during classes.

2.10.5 During class hours, students are not allowed to receive visitors, make and receive telephone calls or otherwise leave the class, except during an emergency.

2.10.6 Smoking, eating, or drinking by students are prohibited in the classroom, library, seminar rooms, and such other areas specified by the College.

2.10.7 The procedure during the question-and-answer sessions is as follows:

The student raises hand and when recognized, and identifies oneself (e.g., “General Santos, I am Atty Jose of the Supreme
of the Supreme Court 

Students should be serious, direct to the point, concise, and non-confrontational when asking and answering questions, and should always observe proper decorum. Students should not ask embarrassing questions nor subject the lecturer to ridicule and humiliation.

Reactions of students on issues raised by the lecturer should be objective, logical, and factual.

2.10.8 Lecturers and students are free to raise inquiries and articulate convictions without fear of reprisal. There will be no attribution of statements/opinions articulated inside the classroom and seminar rooms. Privileged and classified communications and discussions should not be articulated by any student beyond the confines of the College.

2.10.9 Students are expected to come to class prepared to discuss assigned readings in relation to the topics for the day, and/or to submit a reaction paper when required by the lecturer.

2.11 Social Norms and Decorum

2.11.1 Students are expected to observe utmost courtesy and discipline when relating with faculty members, lecturers, resource persons, and administrative officials. Any student who displays disrespectful behavior shall be reported to the C, AAD.

2.11.2 A student who does not conform to classroom procedures, or who manifests disrespectful conduct may be asked to step out of the classroom by the lecturer, Course Director or any responsible Academic Affairs Division personnel. Such student shall be directed to report to the C, AAD, and must carry a written permission to attend the class at the next meeting. A student who is absent for reasons indicated herein is to be marked "Absent" for all sessions missed. A student who manifests disrespectful behavior shall be directed to report to the C, AAD or appear before the Board of Discipline. If necessary, the latter shall conduct a formal inquiry and shall recommend to the College President for disciplinary action against the student, if warranted.

2.11.3 Boisterous conduct or behavior or any act by students which tend to distract other students during class activities as well as personnel of the College from their work are prohibited.

2.11.4 Proper decorum shall be observed when dealing with visitors on campus. The norms of etiquette, as well as all College directives, shall be diligently observed at all times by the students in their dealings with the faculty, staff, and other College personnel, including the visitors from the foreign counterparts of the College.

2.11.5 It is considered unethical for students to make derogatory remarks against their classmates, faculty, staff, and College officials.

2.11.6 Acts or gestures, which show disrespect, contempt, malice or harassment, sexual or otherwise, shall not be tolerated.

2.11.7 Students are encouraged to use college facilities for course-related meetings and for social, cultural, and recreational activities, subject to College regulations.

2.11.8 Students who are authorized by the College to invite guests are required to submit a Visitors’ List to the C, AAD, especially during weekends indicating the names of visitors, the purpose of their visit, and their expected time of arrival, for appropriate action.

2.11.9 Any student who is reported for disrespectful, disorderly and illicit or immoral conduct within the College campus shall be referred to C, AAD before an inquiry by the Board of Discipline is conducted.

2.11.10 No student shall participate in any activity, conference,
2.13 Classroom Procedures

Students are encouraged to take notes during lectures and seminars and may retain notes on unclassified materials permanently. Notes on classified materials must be destroyed at the close of the school year. Students may not record lectures, other presentations and their associated question and answer periods, except with the expressed consent of the speaker. This policy is complementary to the Non-attribution Policy that encourages our speakers to discuss their subjects with candor. The Dean of the Students is the approving authority for exceptions to this policy.

2.14 Grading System

2.14.1 The grading system in the subjects covered in the course work, examinations, and other academic requirements shall be as follows:

<table>
<thead>
<tr>
<th>Rating Number</th>
<th>Percentile/Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>100 - 97</td>
</tr>
<tr>
<td>1.25</td>
<td>96.99 - 94</td>
</tr>
<tr>
<td>1.5</td>
<td>93.99 - 91</td>
</tr>
<tr>
<td>1.75</td>
<td>90.99 - 88</td>
</tr>
<tr>
<td>2.0</td>
<td>87.99 - 85</td>
</tr>
<tr>
<td>2.25</td>
<td>84.99 - 82</td>
</tr>
<tr>
<td>5.00</td>
<td>Below 82</td>
</tr>
</tbody>
</table>

Dropped (DRP)
Incomplete (INC)
Leave of Absence (LOA)

2.14.2 The Rounding off Grades. Fractional points of .4 and below will be rounded off the closest lower integer, e.g. a grade of 1.444 is rounded off to 1.44. Fractional points of .5 and above will be rounded off to the next integer, e.g. a grade of 1.49 is rounded off to 1.50.
However, grades shall not be rounded off in the determination of the candidates for academic excellence and other related awards.

2.14.3 The Course Director shall submit the final grades in three (3) copies to the C, AAD not later than thirty (30) days after the course’s final examination. Within 72 hours from receipt of the grades, the C, AAD shall furnish one (1) copy each, contained in a sealed envelope marked “Confidential”, to the President of the College and the Registrar. The Registrar shall strictly maintain the confidentiality of all grades submitted.

2.14.4 There shall be no across the board change in grade. Any change in the grade shall be presented to the Academic Board by the Course Director.

2.14.5 A grade of Incomplete (INC) shall be given to any student who fails to complete all the requirements of the course. The INC grade shall be removed by the student on or before the deadline set by the Academic Board not later than two (2) weeks before the Academic Board meeting to recommend candidates for graduation. Failure to comply with these requirements shall disqualify a student from graduating with her/his class. An INC grade shall automatically become a grade of FAILED if not removed within the prescribed period. If the grade of INC is for failure to submit a paper or any turn-in on time, corresponding point deductions should be made by the Course Director on the grade. If submitted to the Academic Affairs Division, the final grade of the paper/turn-in, shall not be higher than the lowest grade of those submitted on time.

2.14.6 A student who receives a grade of CONDITIONED shall be given the opportunity by the Course Director to remove the CONDITIONED grade by requiring a submission of a paper and/or take a written or oral examination as prescribed by the Course Director. The removal of CONDITIONED grade will not be higher than 2.0.

2.14.7 A student shall be required to undertake remedial work for CONDITIONED grade within two (2) weeks after the end of each of the Program. Failure to take the remedial requirements within the prescribed period or pass the same shall result in a grade of FAILED.

2.14.8 A student who passes the remedial requirements shall not get grade higher than 2.0.

2.14.9 Any student who obtains a final grade of 2.5 or lower in any course, shall be recommended by the Academic Board to the College President for termination.

2.14.10 Any student who receives a General Weighted Average (GWA) of 1.25 or higher, with no INCOMPLETE and without unexcused absences at the end of every academic term shall receive a Certificate of Merit.

2.14.11 Official transcripts are issued solely for the purpose of transferring the academic credits of the students to another institution of learning, upon the written request of the student or of the agency. Such transcripts may not be hand carried, but must be sent directly by the College Registrar to the agency or the school to which the student wishes to have the credits transferred. Unofficial transcripts, which may be hand carried, may be secured for evaluation purposes. However it shall be officially signed by the College Registrar.

2.14.12 A student who requests copies of transcript and/or records before graduation for evaluation purposes may secure them upon proper application with the Registrar and presentation of a duly accomplished clearance from the College.

2.15 Awards

The College gives the following awards to deserving graduates:

2.15.1. Academic Excellence Award
The Gold, Silver, and Bronze Medals for Academic Excellence
are given to students who get the highest General Weighted Average (GWA).

Students whose GWAs are 1.25 or better shall be awarded Certificates of Academic Distinction.

2.15.2. Best Thesis Award
The best Thesis Award shall have the following criteria:

a. The candidates must be drawn from those who garnered an average grade of 91% in their thesis presentation.

b. The thesis of these candidates will be individually evaluated by the Best Thesis Award Committee members using the following criteria:

30% - Contribution to national security and policy (innovative, reliability, originality, significance, relevance and timeliness of the study).

40% - Organization (logical development of the report/study, articulateness, well written and balanced presentation, depth and clarity)

30% - Actual thesis defense grade

The Gold, Silver and Bronze Medals for the Best Thesis Award shall be given to students who received the highest rating. Students whose theses made it to the shortlist shall be awarded Certificates of Recognition.

2.15.3. Leadership Award:
All members of the Class are eligible for this award.

The Leadership Award shall be based on the following criteria:

a. Ability to assist the College in enforcing rules and regulations, and motivating the students to observe proper ethics and decorum inside the classrooms and other areas where academic activities are held, and promoting harmonious relationship;

b. Leadership qualities and managerial competence that inspire other students to actively participate in group endeavors;

c. High ethical and moral standards;

d. Self-discipline, responsibility, and dedication to duty;

e. Degree of respect, confidence, and cooperation earned from fellow students and faculty;

Any member of the Class who satisfies the above criteria, may be candidate for the leadership award. It is not automatically given to the Class President.

The candidates shall be evaluated based on their peer ratings (70%) by the members of the Class and accorded (30%) ratings by the members of the Academic Board.

2.16 Discontinuance of Studies

2.16.1 The manner of discontinuing studies are:

a. For reasonable cause on request by the student and duly endorsed by the office/agency.

b. By dismissal or expulsion initiated by the College for the commission of a major offense specified in this handbook or violation of College rules and regulations.

c. If a student accumulates more than the maximum allowable absences (20 percent) in a course without being able to offset the absence or conduct a make up, the student shall be dropped from said course with a grade of "5" or FAILED.

2.16.2 Discontinuance of attendance in the graduate course as a result of violation of this Handbook will mean either
suspension or non-acceptance of the student in future regular courses. This rule also applies to those candidates to the Regular Course who fail to attend without a valid reason or a written explanation after successfully passing the entrance examination and being included in the Department of National Defense Order authorizing the said candidate to attend the course. Those who defer attendance or discontinue the course with valid reasons and approved by the Academic Board shall take the MNSA Admission Test for the class which they wish to join subject to the process stated in NDCP SOP 2, dated 2 June 2014.

However, they could take the entrance examination not later than two (2) years after they deferred or discontinued their attendance in the course. Those who defer studies without officially informing the College within one (1) month after the opening of classes shall be disqualified permanently.

2.16.3 If a student fails to submit all of the requirements for admission to the Program within thirty (30) days from the opening of the class, the student shall be dropped from the rolls. The following are the minimum requirements:

   a. Original Transcript of Records and duly authenticated diploma;
   b. Certificate of fund availability for foreign academic trip and thesis writing;
   c. Physical/ medical clearance;
   d. Formal endorsement from the head of agency for full time study with NDCP;
   e. Clearances (i.e. Ombudsman, Sandiganbayan, etc for civilian government and private sectors and unit and command for military sectors and non-pending case, etc from respective agencies for the three sectors) ; and
   f. NSO authenticated Birth Certificate.

2.16.4 Any student who has been accepted in the Program but whose security and/or command clearance is denied or recalled at any stage of or during the academic year shall be given (45) calendar days to have such denial or revocation of clearance adjudicated by appropriate authority.

If the student still failed to obtain a security/command clearance after that period, the student shall ipso facto be dropped from the Program.

2.16.5 The College shall require nominees / students who have discontinued any stage of the MNSAAT and/or their studies to reimburse the cost of admission process, kits, or scholarship they have received.

2.17 Program and Lecturer Evaluation

2.17.1 To assess the effectiveness of the College educational program, both faculty and students shall engage in collaborative efforts to evaluate the quality of teaching and learning.

2.17.2 All students are encouraged to provide informal feedbacks on the implementation of the program at anytime during the academic year. They are expected to submit their program evaluation by completing the surveys at the end of each course. Likewise, the students shall accomplish the lecturer’s evaluation after each presentation.
Part 3
Class Organization and Activities

3.1 Class Organization (CO)

3.1.1 The Class Organization, composed of the Class President, Vice President, Secretary, Treasurer, Auditor, Public Relations Officer, Chairpersons of Special Committees, and/or such other officers as may be determined by the Class, provides leadership and management of class activities and other functions. With the guidance of the Dean of the Students, it oversees class activities and disseminates information of general interest to all members of the class.

3.1.2 The Class shall form its organization not later than the tenth (10th) week after the opening of classes. All students are qualified for election to the Class Organization. However, in the event that a military officer is nominated for any position, seniority shall not be a primary consideration for election. In the interim, the Class shall elect a Class President who shall coordinate the activities of the Class with College authorities prior to the election of the Officers. Unless an interim Class President is elected, the C, AAD may designate a student as the Class Coordinator until such time that the Class is formally organized.

3.2 Special Committees

3.2.1 Seven (7) Special Committees, composed of not less than three (3) members each, who are elected by the Class, may be organized to coordinate specific class activities, with the assistance of faculty advisors. These are:

Official and Social Events Committee Coordinate student-organized class official and social functions.

Welfare Committee shall coordinate class activities relative to expressions of sympathy and/or felicitation.

Athletic Committee shall coordinate athletic/human kinetic activities.

Information Technology Committee shall coordinate computer/information technology related activities.

Academic Enhancement Travel Committee shall coordinate with the College and serves as the focal point in academic program related trips.

Yearbook Committee shall coordinate the management and production of the Class Yearbook.

Ways and Means Committee shall be responsible for fundraising activities of the Class.

3.3 Official and Social Events

3.3.1 Lectures and social events are scheduled during the academic year not only to enhance knowledge but also to promote interactions among students, professors, official visitors, and staff of the College. On special occasions, spouses may be invited.

3.3.2 The C, AAD shall approve activities involving the use of College facilities, in consultation with the Administrative Division.

3.3.3 The consumption of alcoholic beverages during special occasions at the College requires prior approval of the C, AAD. The approval will be the exception rather than the rule. Similarly, the storage of alcoholic beverages in the student's lounge, offices, and dormitory is not authorized.
3.3.4 The Class Committee on Official and Social Events and the C. AAD shall coordinate the following College and/or class-sponsored social activities:

**Opening Ceremony.** A formal reception for the students, faculty, staff, and distinguished guests shall be held at the NDCP Honor Hall at the beginning of each academic year.

**Turn-Over Ceremony.** This reception brings together the outgoing and incoming classes for a brief acquaintance event.

**Graduation Dinner.** This evening event is hosted by the College President before the graduation ceremony for students, spouses, invited guests, staff, and faculty.

**Conferment Ceremony.** This is a formal event organized by the College wherein the students are declared as graduates and conferred the MNSA degree.

**Other Social Events.** These are determined by the Class and shall include, but not limited to academic enhancement visits and travels, fellowships, and other occasions. These shall be arranged with the Academic Affairs Division. The sponsor of the event is responsible for all arrangements.

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### Part 4

#### Administrative Information

4.1 Office Schedule

The College operates from Monday to Friday, except on holidays. Normal office hours for faculty and staff are 8:00 A.M. - 12:00 NN to 1:00 P.M.-5:00 P.M. The schedules of the students are provided on a weekly basis. Students shall attend all official activities directed in the weekly schedule or by other administrative instructions. These include seminars, round table discussions, conferences, briefings, site visits, etc.

4.2 Inclement Weather

In cases of adverse weather conditions in Metro Manila area, which call for closing of government offices, the College will also close and classes will be cancelled.

For further information during inclement weather, please call the College guard-on-duty (911-9029 and 911-6001 local 4574) or the Course Coordinator (name and contact details indicated in the weekly schedule).

4.3 Selected Readings

Throughout the year, students will be issued selected readings per module. The readings are for the students to keep. Once issued, replacement of lost or damaged books is the responsibility of the student.

4.4 Bulletin Boards

Doors and walls in the College are not to be used to post notices, messages, etc. College bulletin boards are to be used and should be consulted periodically for official information.

4.5 Security

4.5.1 Attendance at the National Defense College of the Philippines (NDCP) requires a SECRET clearance based on a Background Investigation (BI).
4.5.2 The College shall facilitate the application of all civilian students for the issuance of said clearance. Denial or recall of the security/command clearance at any stage of the academic year shall result in the dropping of the student from the Program. Student whose security/command clearance is denied or revoked may refer to Part 3, Section 3.17.4

Building Security. Duty Security guards / personnel monitor the College building and complex on a 24-hour basis.

Stolen/Lost Articles. If an item is lost or suspected to have been stolen, verification should be initially made to ensure that it has not been turned into the lost and found box on the ground floor. If not, the Academic Affairs Division should be informed immediately at telephone number 912-9117. Found articles should be turned over to the duty military personnel who shall then inform the Administrative Division.

4.6 Dress Policy/Uniform

4.6.1 Except as otherwise provided by the C, AAD, male students shall wear either working barong, long sleeve shirts and dress pants. Female students shall wear either working barong with dress pants or skirt during the duration of the Course. Students from the military must be prepared to wear their General Office Attire (GOA) or Military Service Blouse whenever prescribed. Students will be issued one (1) piece of Beige Barong.

4.6.2 Except when specifically prescribed, casual attire, polo barong, blazer, or a safari suit may be worn while traveling between places of destination during long field trips.

4.6.3 The prescribed athletic wear is jogging pants, white NDCP T-shirt with collar, white rubber shoes and white socks.

4.6.4 Students may wear casual attire for dining at the canteen.

The wearing of undershirts (sando), pajamas or lounging robes and slippers in the Canteen or outside the Student Dormitory is prohibited.

4.7 Identification Card

4.7.1 Each student admitted to the College is issued an official identification card which shall be valid while undergoing the MNSA program. The ID card must always be worn while on campus or while on an official study trip or visit. A student who is graduating or is withdrawing from the College must surrender the card to the Registrar’s Office as a prerequisite for the issuance of a College clearance certificate.

4.7.2 The loss of an ID through a notarized affidavit of loss explaining the circumstances thereof, must be submitted to the CCAAD who will authorize a replacement with appropriate fee.

4.8 Smoking Policy

The College is a smoke-free facility. Smoking is prohibited in the building and in other closed areas within its perimeter. Smoking outside the College building will be at least 10 feet from doorways, windows, or entrance/exit points. Smokers will use the receptacles in disposing of ash and cigarette butts. Pursuant to the Civil Service Commission (SCS) Memorandum Circular #17 series of 2009, the fine for smoking within College premises is P1,000.

4.9 In-processing and De-processing

4.9.1 In-processing. Upon arrival at the College, each student shall:

a. Submit a certification from the agency/organization that it will support the financial requirements for the attendance in the course (e.g., foreign travel expenses, per diems, thesis writing allowance)

b. Civilian students should complete all forms needed on security clearance, including Command Clearance for
commission in the Armed Forces of the Philippines (AFP).

c. Enumerated are the procedures to be followed and documents to be submitted by the students:

- Report to the College Registrar
- Secure a checklist
- Accomplish the Online Registration
- Undergo uniform measurements, medical and optical checkup
- Participate in the NDCP Building Tour
- Apply for billeting assignments, if necessary
- Receive information kit (reading materials, syllabi and curriculum and Student Handbook)
- Attend the Opening Ceremony
- Participate in all briefing sessions and camp tour
- Distribution of student handbook. Each student shall submit a duly signed Certification to the Academic Affairs Division seven (7) days upon receiving the said handbook.

4.9.2 De-processing: Students before departing from the College shall:

a. Secure clearance form from the Academic Affairs Division.
b. Return all borrowed items (i.e., books, toga, keys, etc)
c. Settle all financial accounts;
d. Return IDs to the Registrar before issuance of diploma and Transcript of Records (TOR), and;
e. Secure diploma and transcript of records

4.9.3. No diploma and transcript of records shall be issued by the Registrar without the required College clearances.

4.9.4. Termination Orders– Upon completion/non-completion from the course, students are issued termination orders inclusive of the 15 days academic break.
Part 5
Facilities and Services

5.1 The College Library
5.1.1 The College Library contains a wide selection of books, magazines/journals, theses and research works of students and other studies by the staff, faculty and consultants of the College. It is open from 8:00 AM - 12:00 NN and 1:00 P.M. - 5:00 P.M., except on Fridays when the Library closes at 4:30 PM.

5.1.2 The students of the regular and special courses, the faculty and staff, College personnel and alumni, in that order, have priority in borrowing books. Students, faculty members, and other College personnel are allowed to check out books for a period of two (2) weeks. A maximum of three (3) books may be borrowed at any one time and may be renewed once, provided that no other qualified person has requested them. If a borrower has overdue materials, he may not borrow another. The library may reduce the number of days for checking out reading or reference material if such materials are limited in number. Magazines, professional journals, and other reading materials may not be checked out during library hours.

5.1.3 Proper decorum is expected and silence should be strictly observed in the library.

5.1.4 Online Catalog may be accessed through the NDCP website at www.ndcp.edu.ph/library,

5.1.5 One desktop with internet access (for research purposes only) is available at the Pandayan on a first-come-first-served basis.

5.2 Reproduction
Copying or reproduction services are available at the Reproduction Section of the Administrative Division for a minimal fee per page.

5.3 Billeting
5.3.1 The NDCP Student Dormitory is available for a limited number of students. Priority is given to those living outside Metro Manila and from foreign countries. A minimal fee is collected from those who will avail the facility. Occupants shall strictly comply and abide by the rules and regulations on the use of the facility. NDFC Student Dormitory Handbook may be secured from the Administrative Division.

5.3.2 Students who would like to be accommodated in the student Dormitory shall apply in writing. Forms are available during the in-processing of students or at the Administrative Division.

5.3.3 Family members, friends, and relatives are not authorized to reside in the dormitory. Visitors, guest, and relatives of the occupants are not allowed to stay overnight in the dormitory. They shall be entertained only at the dorm lobby from 8:00 A.M. - 8:00 P.M. daily.

5.3.4 Gambling, smoking, drinking of intoxicating beverages, and use of illegal drugs are strictly prohibited. Smoking is prohibited in all areas of the dormitory. Smoking may be permitted 10 meters away from the building. Violation of this rule will result to immediate eviction.

5.3.5 Cooking inside the room is prohibited at all times.

5.3.6 Occupants are expected to observe proper norms of behavior and conduct during their stay. Unruly, drunken, noisy, and scandalous behavior that disrupt the peace and silence of the premises will not be tolerated. Violation of this provision shall be ground for immediate eviction.

5.3.7 Student occupant failing to pay their monthly service and maintenance fee for three (3) consecutive months shall be evict-
5.3.8 Students, upon billeting, shall comply with all the administrative requirements of the College pertaining to the use of dormitory. The College shall reserve the right to evict any occupant who violates the NDCP Dormitory rules and regulations.

5.4 Cafeteria
Breakfast, lunch, and snacks are available at the College cafeteria at the 3rd Floor, NDCP Building and is open Monday to Friday from 7:30 A.M. to 3:00 P.M. Catering services may be requested from the cafeteria operator at telephone number 911-6001 local 4575.

5.5 Sports Facilities
5.5.1 Sports facilities inside Camp Aguinaldo operates Monday to Friday, 8:00 A.M.-5:00 P.M., and are closed during holidays. The following facilities are open to all military and civilian students.

♦ Golf: An 18-hole golf course is located near Gate 3, managed by the Camp Aguinaldo Golf Club. For more information, call telephone number 8548 or 911-8142.

♦ Tennis and Badminton: One hard-surface court is located at the back of the Bulwagang Valdez building. Telephone numbers are 4733 and 8595.

♦ Swimming: One Olympic size swimming pool, open daily, is located at the back of the Bulwagang Valdez building. Telephone number 8502. Another one is located at the Logistics Command area (Daza Park, 4186/4542)

♦ Basketball: One court is available at the Wellness Gym located near Soldiers Mall, Concessionaire area. Telephone number is at 6327.

♦ Gym: A gym is located at the ground level of the AFP Commissioned Officers Country Club. Weightlifting and other similar machines are available. It is open from Monday to Friday, 1:00 - 8:00 P.M. Telephone number is at 3728.

5.5.2 Please refer to the attached location map for directions. For all other inquiries, you may consult with the Administrative Division at telephone number 4651.

5.6 Post Office
Students may avail themselves of the College courier service to post their mails. The Message Center personnel at the Administrative Division may receive letters with the corresponding postage fee for transmittal. A post office is located near the AFP Finance Center on Crame Avenue local 6419.

5.7 Telephone
5.7.1 Direct and local telephone lines, subject to certain limitations as to use, are available. Four-digit numbers refer to Camp Aguinaldo (CATEX) or local telephone lines and are used only within Camp Aguinaldo and for communicating with other AFP camps/facilities. To call other camps using the local lines, dial the access code (Camp Aguinaldo: 774, Fort Bonifacio: 765, PN Headquarters: 769, and Villamor Air Base: 762) followed by the local number. For operators assistance, dial '0'.

5.7.2 Students may use the telephone located at the Lobby. Long distance calls shall be allowed only in cases of emergency and/or if the call is charged to the receiving person, and upon proper billing arrangements with the Academics Affairs Division.

5.8 Commissary and Post Exchange Facilities
The Commissary and Exchange Service (AFPCES) is located near Gate 1 of the Camp. Civilian students are granted commissary and exchange privileges while studying at the College. They must have their College IDs with them when shopping at the facility.
5.9 Soldiers Mall
Cafeteria, barber shops, salons, tailors, reproduction machines, convenience, and other similar establishments are available at the Soldiers Mall located at the concessionaire’s area near the Wellness Gym.

5.10 Religious Services
5.10.1 The nearest Catholic church to the College is located at Gate 6 (Logistics Command Gate). The St. Ignatius Cathedral is located near Gate 1. The Evangelical Chapel is near the DND building adjacent to its west parking lot. The nearest Iglesia Ni Cristo Church is located outside the Camp at 10th Avenue, Cubao, Quezon City. A Muslim mosque is situated at Quiapo, Manila.

5.10.2 The Camp Chaplain Service Office which serves all denominations is located near the St Ignatius Cathedral. The Chaplain’s Office telephone number are at 9126037 or 6619.

5.11 Medical Services
DND Medical Services holds clinic, Monday-Friday, 8:00 A.M. - 5:00 P.M. Emergency medical treatment is provided at the Camp Aguinaldo Station Hospital (near Gate 1) at night or on weekends. The telephone number of the DND Medical Clinic is 8702 and Camp Aguinaldo Station Hospital is at 4621.

5.12 Transportation
The College does not support individual student transportation requirements. However, the students may avail of the College shuttle service for its personnel which plies the routes between Camp Aguinaldo and Fort Bonifacio, Makati City (South) and Camp Aguinaldo and UP Diliman (North).

Requests for transportation to support class activities should be forwarded to the Administrative Division through the Academ- ics Affairs Division at least two weeks in advance.

5.13 Computer and Printing Services
5.13.1 Students may use the computers with Internet connection at the ICTO Laboratory (Room No. 310) during office hours, except in cases where the facility is being used for the conduct of training/seminars. Further, students may be allowed to use the printers but are requested to limit printing (e.g. printing of book reviews, reaction papers).

5.13.2 The NDCP website provides relevant information about the college, latest news and events and on going class activities.
Part 6
Boards, Associations and Organizations

6.1 The Academic Board

6.1.1 The Academic Board was created pursuant to Presidential Decree No. 190 dated 11 May 1973 as amended by Presidential Decree No. 452 dated 13 May 1974. Section 3 of the latter provides that "The College shall have an Academic Board to be composed of the Vice President for Academic Affairs as Chairman and the heads of the academic discipline as members."

6.1.2 Omnibus IRR dated 14 May 2007 of Presidential Decree No 190, creating the NDCP as amended specifies the composition and functions of the Academic Board. It states that the Academic Board "shall be composed of the VP for Academic Affairs as Chairperson, and the Heads of the various academic disciplines as members, who shall be designated by the (NDCP) President, subject to the approval of the Secretary of National Defense."

6.1.3 Section II, para 6 of Department Circular Nr 2 dated 4 May 2007, "Omnibus IRR of PD 190 dated 11 May 1973, Creating the NDCP", states that the Academic Board shall be composed of the VP for Academic Affairs, and the Heads of the various academic discipline as members. They shall be designated by the College President subject to the approval of the SND. It shall assist the College President in the implementation of the Academic Program.

6.2 Board of Discipline

This Board shall have jurisdiction over all cases involving the discipline of the students. It shall be created within thirty (30) days from the inception of the Academic Year. The fact that the misconduct has been committed outside the College premises shall not bar the Board from exercising jurisdiction over the person and the offense that affects the good name and reputation of the College, disrupts its regular academic processes/official activities and prejudices good order and discipline. It shall be composed of three (3) members appointed by the College President: one from the administration, one from the faculty, and one from the student body. In case the respondent is a student who is alleged to have committed a serious violation of the Student Handbook which was discovered or brought to the attention of the College only after graduation, the third member shall come from the Alumni Association) instead of from the student body. See Rules, Regulations, and Procedures of the Board dated September 14, 2006.

6.3 Student Grievance Board

The Board is created by the President of the College within three (3) days upon receipt of a complaint/grievance of a student against any faculty member, lecturer, panelist, course director, assistant course director, or any official or employee of the College on matters not related to grades. It shall be composed of three (3) members: one from faculty, one from the College administration, and one from the student body. The members from the faculty and College administration shall be appointed by the College President, one of whom shall be the Chairperson of the Board, while the member from the student body shall be chosen by the President of the College from a list of three (3) nominees submitted by the Class President. See Rules, Regulations, and Procedures of the Board dated 14 September 2006.

6.4 Election Board

This Board shall be responsible on all matters relative to the conduct of elections of the class officers. It shall be composed of at least three (3) members coming from the College administration; one of whom shall, preferably, be the C, AAD who shall be its chairperson. See Rules, Regulations, and Procedures of the Board dated 14 September 2006.
6.5 NDCP Alumni Association, Incorporated (NDCPAAI)

6.5.1 The NDCPAAI promotes and maintains among its members continuing interest in the objectives of the College. It also fosters closer cooperation, harmony, and fraternity and helps develop a high sense of professionalism, integrity, and civic consciousness among civil and military officials.

6.5.2 Graduates of the regular class shall be eligible for membership as regular members. Membership shall be voluntary upon application to and approval by the Board of Directors, or by an officer so delegated by the Board. Regular members shall, among others have the right to vote and be voted upon to any position in the Association.

For further information, please call 912-1510 or email ndcpregistrar@gmail.com.

6.6 NDCP Development and Educational Foundation Incorporated (NDCPDEFI)

The primary purpose of the Foundation is to support the development of the College, promote it as a center for excellence in strategic thinking thereby helping attain its mission of developing the skills and competence of potential national defense leader, civilian officials of the different instrumentalities of the government and selected executives from the private sector in the formulation and implementation of national security policies and preparation of strategic and international studies as basis for national policies. Membership is voluntary. (For further information, please refer to its Articles of Incorporation and By-laws, copies of which are available at the Administrative Division).

Part 7

Rules, Regulations, and Procedures of the Board of Discipline

For the information and guidance of all concerned, the following rules, regulations, and procedures on the conduct and discipline of students are hereby promulgated.

7.1 Basis of Discipline

Students are expected to observe the laws of the land and the issuances of the College at all times. They should conduct themselves in a manner that promotes their continuing development as persons and scholars of national security management.

7.1.1. No disciplinary proceedings shall be instituted against any student except for actions and conduct prescribed by the laws of the land or by the rules and regulations promulgated by the duly constituted authorities of the College.

7.2 Creation of the Board of Discipline

Within thirty (30) days from the inception of each academic year, a Board of Discipline shall be constituted, hereinafter called the Board, which shall have jurisdiction over all cases involving the discipline of students under these rules. The fact that the misconduct is committed outside the College premises shall not bar the Board from assuming jurisdiction over the offense as long as it affects the good name or reputation of the College or disrupts its regular academic processes or official activities.
7.3 **Composition of the Board.**

The Board shall be composed of three (3) members appointed by the College President: one from the administration, one from the faculty, and one from the student body, or from the alumni association, in case the offense is discovered or brought to the attention of the College only after the respondent had already graduated.

7.3.1. The Board shall be headed by a Chairperson elected by its members who shall preside during hearings and deliberations.

7.3.2. The College President may, likewise, appoint alternate members of the Board who shall attend the meetings in case of the absence of the regular members. A student who has a pending case before the Board shall be disqualified from sitting therein as a member. Likewise, the faculty member or representative from the administration who has a pending case before the Student Grievance Board shall be disqualified from sitting in the Board as a member.

7.4 **Special Counsel**

The College President may appoint a Special Counsel from the College consultants or alumni who are lawyers. The Special Counsel will be tasked with prosecuting the offense charged before the Board. The Special Counsel may, likewise, appoint an alternate Special Counsel who shall perform such functions in the absence of the regular Special Counsel.

7.4.1. The Special Counsel shall be independent of the Board and shall not participate in its deliberations. Decisions of the Board shall be rendered only by a majority vote of its members.

7.5 **Jurisdiction, Powers, and Functions of the Board**

The Board shall have the exclusive authority to hear, adjudicate, and decide disciplinary cases against students that are formally referred to it. It shall determine whether the offense committed is a major or minor offense and impose the corresponding penalty, subject to the provisions of these rules.

7.5.1. The Board shall receive evidence and on the basis thereof shall render its decision on a case in the manner provided by these rules. It shall not be bound by the technical rules of evidence in the reception and appreciation of evidence.

7.5.2. It shall be the duty of the Chairperson to preside over all hearings of the Board. However, the Board may designate one of its members, if a member of the Bar, to rule on questions of law and evidence brought up by the parties or their counsel during the hearing.

7.5.3 A majority of the Board shall be sufficient to constitute a quorum which shall be necessary to pass judgment. However, a unanimous vote of all the members shall be necessary for the imposition of the penalty of expulsion. In case the respondent is found guilty of the offense charged but a unanimous vote for expulsion is not obtained, the next lower penalty for the offense charged shall be imposed.

7.6 **Prescribed Acts and Offenses**

The following are the prescribed acts/offenses and its corresponding penalties:

7.6.1. Dishonesty particularly during an examination, quiz or test shall be sanctioned with expulsion. The following shall constitute dishonesty:

7.6.1.1 Unauthorized possession of actual questionnaires or similar materials related to the examination, quiz or test to be given, regardless of whether the student actually uses them or not.
7.6.1.2 Soliciting and receiving advance information on examination question/s from any member of the staff or any source.
7.6.1.3 Deliberately looking at another’s examination papers during an examination, quiz or test.
7.6.1.4 Deliberately asking another examinee during the examination.
7.6.1.5 Copying from or allowing another to copy from one’s examination papers in which case, both parties shall be liable.
7.6.1.6 Submitting fraudulent documents and other credentials for admissions.
7.6.1.7 Using any electronic device during an examination.

7.6.2. Plagiarism or passing off as one’s own ideas or work, report, thesis, policy paper, term paper, case analysis or reaction paper and other resources or part thereof that belongs to another shall be sanctioned with suspension up to expulsion. The C, AAD, with the approval of the Academic Board, shall define, cite instances and provide details and specifics on what constitutes plagiarism.

7.6.3. Vandalism or destruction of property belonging to the College or to any member of the faculty, staff, personnel, student or visitor while on campus shall be sanctioned with suspension of three (3) class days to expulsion.

7.6.4. Unauthorized carrying or possession of firearms, deadly weapons (e.g., lead pipes, ice picks or similar bladed weapons and explosives) within the premises of the College shall be sanctioned with suspension of three (3) class days to expulsion.

7.6.5. Deliberate disruption of the class or any College activity which tends to create disorder, tumult, breach of peace or serious disturbance shall be sanctioned with expulsion.

7.6.6 Brawls on campus or during off-campus College functions shall be sanctioned with suspension of three (3) to ten (10) class days to expulsion.

7.6.7. Inflicting physical injuries upon another shall be sanctioned with suspension of three (3) to ten (10) class days to expulsion.

7.6.8. Unauthorized or illegal possession or use of prohibited drugs or chemicals, such as methamphetamine (shabu), LSD, marijuana, heroin, rugby, or opiates and hallucinogenic drugs or substances in any form within the College premises; or the possession of prohibited or any regulated drug without the proper prescription shall be sanctioned with expulsion.

7.6.9. Attending classes or College functions and activities in a state of intoxication shall be sanctioned with suspension not exceeding two (2) class days for the first offense. Succeeding similar offenses will be penalized by suspension for three (3) to fifteen (15) class days.

7.6.10. Gross acts of disrespect, in words, or in deed, which tend to put any official and member of the faculty, staff or personnel in ridicule or contempt shall be sanctioned with suspension of three (3) class days up to expulsion.

7.6.11. Direct assault upon the person of any College official or of any member of the faculty, staff, personnel and students shall be sanctioned with suspension up to expulsion.

7.6.12. Threatening another with infliction of injury, honor or property or any act amounting to a crime, delict or wrong shall be sanctioned with suspension of three (3) class days up to expulsion.

7.6.13 Acts of lewdness, commission of any act of immorality, or the display or distribution of pornographic materials within the College shall be sanctioned with suspension of three (3) class days to expulsion.
7.6.14. Acts that bring the name of the College into disrepute such as public malicious imputation of a crime or a vice or defect, real or imaginary, or any act, commission, condition, status or circumstance, which tends to cause dishonor, discredit or contempt to the College shall be sanctioned with suspension of ten (10) days up to expulsion.

7.6.15. Stealing or an attempt thereof shall be sanctioned with suspension of three (3) days to expulsion.

7.6.16. Habitual disregard or willful violation of College policies and regulations shall be sanctioned with suspension up to expulsion, depending on the gravity of the offense.

7.6.17. Forging or falsifying and/or tampering with the academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with admission to or graduation from the College shall be sanctioned with suspension or expulsion, depending on the gravity of the offense.

7.6.18. Gambling in any form within the campus shall be sanctioned with suspension of up to three (3) class days.

7.6.19. Acts of subversion, including serious disobedience or defiance of duly constituted authority, shall be sanctioned with suspension up to expulsion depending on the gravity of the offense.

7.6.20. Conviction of a criminal offense before any court involving moral turpitude, other than through simple or reckless imprudence, shall be sanctioned with expulsion.

7.6.21. Other acts similar to the above or misconduct of such a nature that, considering the rank, stature, position or assignment of the student, are deemed to be unbecoming of an official or student of the MNSA Program, shall be penalized by suspension up to expulsion as the Board of Discipline or the College President may direct.

7.7. Nature of Offenses and Imposable Sanctions and Penalties

7.7.1. Minor Offense. The offense is minor when it is penalized by warning, admonition, written reprimand and/or suspension not exceeding two (2) days.

7.7.2. Major Offense. A major offense is one that is penalized by suspension of three (3) days up to expulsion or dismissal from the College.

7.7.3. The proceedings in minor offenses shall be summary in nature.

7.8. Procedures

Upon receipt of a report or complaint against a student, the C, AAD shall, with the assistance of the Special Counsel, if one is designated, determine whether such complaint warrants a formal hearing by serving a written notice to the student concerned for a preliminary inquiry. A student may waive the right to attend such preliminary inquiry by so manifesting in writing. Nonetheless, the preliminary inquiry shall proceed even in the student's absence after three (3) days from receipt of the notice.

7.8.1. In all cases where a prima facie case is established and the evidence is sufficient to warrant a formal charge, the C, AAD shall forthwith advise the College President thereof who may direct that the Board be convened forthwith. Thereafter, the C, AAD shall request the Special Counsel to prepare, if one is appointed, and file the formal charge/s and prosecute the same before the Board.
7.8.2. Hearing of a Major Offense

7.8.2.1. The formal charge/s, which shall contain detailed specifications of the alleged offense/s committed and/or the rules/regulations violated, shall be filed in quadruplicate before the Board by the Special Counsel, if one is appointed, attaching thereto subscribed sworn statements or affidavit/s of the aggrieved party and/or witnesses.

7.8.2.2. The respondent shall be notified by providing copy/ies thereof. The respondent must file the answer within five (5) days from receipt of the formal charges, together with the attachments, otherwise, it shall be deemed as if the request to file a written answer be waived and the formal hearing shall proceed with or without such answer.

7.8.2.3. Hearings shall commence not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer. No hearing on any case shall last beyond two (2) calendar months.

7.8.2.4. The agency/organization which the respondent represents shall, likewise, be notified in writing of the formal charge/s.

7.8.2.5. The respondent/s shall have the right to be represented by oneself or by a counsel; that it shall be the responsibility of the parties concerned that such counsel shall have the time to attend to the case, to adhere strictly to the rules under this Section, and not to cause unnecessary delay to the proceedings.

7.8.2.6. Should the respondent fail to appear at the initial hearing after due notice and without justifiable reason as determined by the Board, this fact shall be noted and the hearing shall proceed ex-parte.

7.8.2.7. No other person, except those permitted by the Chair of the Board shall ask questions to the witness; provided, however, that any member of the Board may ask questions to clarify certain issues.

7.8.2.8. The Chair of the Board shall have the power to:

7.8.2.8.1. rule upon a motion on the exclusion of other witnesses when a witness testifies, without prejudice to their re-entry only when their turn to testify comes.

7.8.2.8.2. require continuous hearing of the case without prejudice to the authority to rule on the motion of postponement of the hearing.

7.8.2.9. A record of the entire proceedings shall be taken and stenographic notes properly transcribed shall be filed with the records of the case. The proceedings may, likewise, be recorded through a recording machine by the Board. All records of the case shall be in the custody of the Chair of the Board of Discipline. The parties, however, may be given copies of the same upon request and, if appropriate, after paying reasonable costs of reproduction.

7.8.2.10. The Board shall render a written decision within ten (10) days from the date of the last hearing stating the findings of fact, the rule/s or regulations applicable and the reason/s for arriving at such a decision. The parties to the case shall immediately be furnished copies of the decision. A copy of the complaint and decision thereof shall likewise be filed in the student's folio and shall form part of the student's record.

7.9. Sanctions and Penalties

The following sanctions and penalties shall be imposed on a student found guilty of an offense.
7.9.1. Written Warning and Admonition

7.9.2. Suspension which may be:
7.9.2.1 for a period from 1 to 2 class days.
7.9.2.2 for a period from 3 to 7 class days.
7.9.2.3 for a period from 8 to 30 class days.
7.9.2.4 for the rest of the MNSA program.
7.9.2.5 for two (2) consecutive program years.
7.9.2.6 for three (3) consecutive program years.

7.9.3. Expulsion - Disqualification for life from enrolling in the College.

7.9.4. If the suspension period overlaps with an examination, test or quiz, the student shall be required to make up for such deficiency by taking another examination, test or quiz within a reasonable time after the reinstated suspension and after paying a fee of P100.00 per examination/test/quiz which shall be duly receipted by the cashier.

7.10. Summary Action

If, during the preliminary inquiry, the respondent appears and admits guilt in writing, this fact shall be noted in the record of the case and unless a request for further hearing is made, the Board shall impose the appropriate penalty.

7.10.1. Nothing in these rules shall bar the College President, based on discretion or when circumstances warrant it, to take immediate jurisdiction over the case, direct the conduct of a summary investigation, and impose the appropriate penalty. The decision of the College President, unless appealed to the Secretary of National Defense within five (5) days from receipt thereof by the respondent, shall be final and executory.

7.11. Special Power of Faculty Members

A faculty member of the College may give a failing grade of 5.0 and/or deny admission to the class of any student caught cheating. The student shall immediately be informed of the grade by the Course Director and thereafter be barred from attending the class in that course provided that the student who wishes to contest such disciplinary action may appeal to the C, AAD within a period of three (3) days from its imposition. The latter may refer the case to the Academic Board pursuant to the provisions of Section 3.6 of Part 3 of the Student Handbook.

7.12. Effects of Mitigating and Aggravating Circumstances

The Board shall take into consideration mitigating and/or aggravating circumstances surrounding the commission of an offense in applying the appropriate penalty.

7.12.1. One or more mitigating circumstance/s without an aggravating circumstance shall lower the penalty by at least one (1) degree from the imposable penalty.

7.12.2. The existence of mitigating and aggravating circumstances surrounding the offense charged shall affect the imposable penalty according to the preponderance of such circumstances.

7.13. Failure to Appear at Hearing

If either the complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed ex-parte ("from (by or) one party") without prejudice to the party's appearance in subsequent hearings.
7.14. Postponement

A motion for postponement may be granted for good cause for such period as may be determined to be just and appropriate taking into consideration the ends of justice and the rights of the parties to a speedy hearing.

7.15. Board Report

The Board shall forward to the College President, through the Academic Board, within ten (10) days after the termination of the hearing the complete record of the case, with its report and recommendation/s. The recommendation/s signed by the majority of the members of the Board shall state the findings of fact and the specific regulations on which it is based.

7.16. Action by the Academic Board

The Academic Board shall, within ten (10) days from receipt of the, Board report, transmit the same, together with its recommendation/s, to the College President for the latter's final dispositive action.

7.17. Action of the College President

The College President shall decide a case within ten (10) days from submission by the Academic Board.

7.18. Finality of Decision

Any decision, other than expulsion or suspension for more than thirty (30) calendar days, shall become final and executory after ten (10) days from receipt of the decision by the respondent, unless, within five (5) days from receipt thereof, a motion for reconsideration of the same is filed, in which case the decision shall be final after ten (10) days from receipt of the action on the motion for reconsideration.

7.19. Rights of the Respondent

The respondent herein shall enjoy the following rights during the hearing:

7.19.1. The right to due process of law;

7.19.2. To be found liable only on the basis of substantial evidence, the burden of proof being with the complainant;

7.19.3. To be found liable only on evidence introduced during the proceedings or of which the respondent has been duly informed;

7.19.4. Pending decision on any charge, to enjoy all the rights and privileges as a student, subject to the power and authority of the College President to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the integrity and security of the College.

7.19.5. To defend oneself personally, or by a representative of choice. If the respondent should desire but is unable to secure the services of counsel, the respondent should manifest that fact two (2) days before the date of hearing, and request the Board of Discipline to designate counsel.

7.20. Effect of Decision

Decisions shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to the Graduation Ceremony shall take effect immediately.

7.21. Appeal and its Effects

Any party who is not satisfied with the decision rendered by the Board may file a motion for reconsideration or appeal the decision to the College President stating the grounds therefore, within three (3) days from receipt thereof.
If neither party has availed of such remedy within the prescribed period, the decision of the Board shall become final and executory, except when the penalty is expulsion/dismissal, which will specifically require the approval of the College President.

7.21.1. The decision of the College President is final and executory if no appeal is made to the Secretary of National Defense within five (5) days from receipt of such decision. The decision of the Secretary of National Defense, shall be implemented immediately.

7.21.2. Where appeal is allowed, the execution of a decision shall be stayed by a notice of appeal duly filed.

7.22. Records

These records are hereby classified confidential and no person shall have access to the same for inspection or copying, unless one is involved therein, or unless one has a legal right which cannot be protected or vindicated without access to or copying of such records. Any College official or employee who shall violate confidentiality of such records shall be subject to disciplinary action.

These rules, regulations and procedures shall take effect within ten (10) days upon approval by the College President. All proceedings before the Board of Discipline shall be in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the C, AAD.

8. Rules, Regulations and Procedures of the Student Grievance Board

For the guidance of all concerned, the following rules, regulations and procedures of the Student Grievance Board are hereby promulgated.

8.1. Creation

A Student Grievance Board, hereafter called the Board, may be formed by the President within seventy two (72) hours after receipt of a complaint/grievance by the student/s against any faculty member, lecturer, panelist, course director, or official of the College on matters not related to grades.

8.2. Composition

The Board shall be composed of the following: one (1) from the faculty, one (1) from the student body and one (1) from the College administration. The representative from the faculty and the College administration shall be appointed by the College President, one of whom shall be designated by him as the chairman. The student representative shall be chosen by the President from a list of at least three (3) nominees submitted by the Class President.

8.3. Informal/Oral Grievance

If a grievance is made orally, it is considered informal and it is to be settled amicably with the person concerned and the C, AAD.
8.4. Formal Grievance Procedures

Formal grievance procedures shall be availed of only as a last resort or when the nature of the complaint/grievance calls for it. In such a case, the aggrieved party/ies shall file in writing the duly signed complaint/grievance with the C, AAD who will forward the complaint/grievance with his recommendation to the College President. The latter may then refer the matter to a Student Grievance Board.

8.4.1. In a formal proceedings, the complaint/grievance, answer, memoranda, notices, summons, and consequent decisions and excerpts thereof and other records shall be in writing and duly signed by the party or parties concerned. Both the complaint/grievance and the answer, if any, shall be under oath. All original records of proceedings shall be under the custody of the C, AAD.

8.5. Procedures in Handling Individual Student Complaint Against Faculty Members

When a student feels aggrieved, the student is encouraged to discuss the matter with the faculty member concerned during his consultation hour with the end in view of settling the matter amicably.

8.5.1. If the aggrieved student feels that just action on the complaint/grievance after the dialogue with the faculty member concerned has not been obtained, the grievance may be elevated in writing to the C, AAD who shall endeavor to settle the complaint/grievance amicably.

8.5.2. If, the aggrieved student still feels that no just action on the complaint/grievance has been obtained, notwithstanding the efforts of the C, AAD to amicably settle the same, the complaint/grievance may be elevated to the College President, through the C, AAD, who may refer the matter to the Student Grievance Board which shall take the appropriate action.

8.5.3. The Board shall attempt to settle the matter without need for a formal hearing. Failing in this attempt, it will proceed to formally hear the case.

8.5.4. The decision of the Board shall be subject to confirmation or modification by the College President. The decision of the College President, which includes the authority to modify or reverse the Board’s recommendation, shall be final, unless appealed, within five (5) days upon receipt of the decision by the aggrieved party to the Secretary of National Defense.

8.6. Procedures in Handling Class Complaint Against A Faculty member or Course Director

The Class, represented by the Class President or three students duly elected by the class, shall confer with the faculty member concerned to settle the complaint/grievance. The procedure stipulated in Section 5 hereof, shall be followed: Provided, that the person (s) to whom the complaint is elevated to in case the aggrieved party is not satisfied with the prior decision, shall be given three (3) days to investigate and/or settle the complaint: Provided, further, that the College President to whom the case is elevated to in case the aggrieved party is still not satisfied with a prior decision, may refer the matter to the Student Grievance Board after receipt of such elevated complaint/s.

8.7. Student/Class College Official or Senior Staff, Other Than a Faculty Member, Course Director and Other Lecturer

The aggrieved student, in case of an individual, or the Class President, in behalf of the aggrieved Class, in case of a class complaint, shall write the official involved, copy furnished the C, AAD.
The respondent official must acknowledge receipt thereof and must answer the complaint within two (2) days unless, for good cause shown, a longer time is allowed by the College President.

8.7.1. If the aggrieved party still does not feel that just action has been taken on the complaint, such party may elevate the complaint to the College President, through the C, Aad, who may refer the matter to the Student Grievance Board which shall investigate, submit a report and/or recommend action on the complaint to the College President within seven (7) days after receipt of the referred complaint/grievance, unless a longer period is allowed by the College President. The latter may affirm, nullify, or modify the recommended action which shall become final if no appeal is taken thereof by any of the parties within ten (10) days upon receipt of the College President’s decision, to the Secretary of National Defense.

8.8. Complaints Pertaining to Grades

Complaints of students on matters relating to grades shall be governed by the provisions of Part 2, Section 2.15 of this handbook.

8.9. Summary Investigation - Notwithstanding the above provisions, the College President, in the exercise of his authority and discretion, may direct a summary investigation and after the parties have been given the opportunity to present their respective positions, decide on the basis of the findings and recommendations of the Investigating Officer. His decision shall be final, unless appealed to the Secretary of National Defense within ten (10) days from receipt thereof, by any party to the case investigated.

Part 9

Rules, Regulations, and Procedures of the Election Board

For the guidance of all concerned, the following rules, regulations and procedures of the Election Board are hereby promulgated.

9.1 Election Board

Prior to the elections, the College President, upon the recommendation of the C, Aad, shall designate at least three (3) members of the College staff to constitute the Election Board, hereinafter called the Board. Once designated, the members of the Board shall consult with the Chief, Academic Affairs Division for specific instructions/briefings on the manner of conducting the elections.

9.2. Election

Candidates for any elective position in the class organization may campaign only for a period of one (1) week prior to the scheduled class election.

9.2.1 The class officers shall be elected by secret balloting. The ballots, prepared by the Academic Affairs Division shall be duly numbered and countersigned by the Chairperson of the Election Board and the C, Aad or the authorized representative.

9.2.2 All members of the Class shall be eligible for election to any office. The balloting shall be for each class officer to be elected, i.e., one set of ballots shall be distributed for the election of the Class President, another set for the Class Vice President, etc. For the election of the Class President, each student shall receive a ballot to be distributed by the C, Aad and/or authorized representative(s). Each student shall write on the ballot the choice for Class President.
Election Board canvasser/s shall read aloud the names written on each ballot and the canvassed votes shall be shown on a tally board. A student who receives a majority (50 percent plus one) of the votes shall be the elected Class President. The same procedure shall be adopted in the election of the other class officers.

9.2.3 Should there be a tie in the election of the officers, the matter shall be resolved through the drawing of lots with the winner being declared as the elected officer. The term/tenure of an elected position shall not be shared/divided nor be the subject of an internal agreement/arrangement between candidates for the position who receive the same number of votes which resulted in a tie.

9.3. Proclamation of Winners

The winning candidates shall be officially proclaimed by the Board and the C, AAD.

The election results shall be submitted in writing to the College President, through the C, AAD, for information and notation. The College President shall induct the class officers on a separate occasion.

9.4. Tenure of Office/Recall Process

All officers shall hold office for the duration of the school year. If there is a need to resort to a recall process, there shall be a written petition, signed by at least two thirds (2/3) of all members of the class, to recall any of the officers. However, this can be done not later than five months before the end of the course. The prescribed election procedure shall be followed after the two thirds (2/3) votes is obtained. The recalled officer may still run for any position, unless disqualified. The decision to authorize the recall election shall be made only by the College President upon the recommendation of the C, AAD, after the verification of the authenticity of the signatures and the validity of the written petition for recall.
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**NDCP Hymn**

Pandayan ng puso, isip at diwa  
Dalubhasaang pambansa  
Sa pagtatanggol ng baya’t bandila  
May patnubay ni Bathala  
Ang katatagan ang tanging lunas  
Sa katiwasyan ng Pilipinas  
Ginigising mo ang kaisahang lakas  
At pag-ibig sa bayang wagas  
Kulturrang sarili ay mababakas  
Na tayo ay mahalikang likas  
Ang kahirapan ng kahalo’y nagwakas  
Sa masaganang bukas  
Ang pinakadakilang tuntunin mo  
Na tumimo sa puso ko  
Sa layang natamo  
Ilaan ang buhay ko  
Ang layang natamo  
Dapat lang na ipagtanggol ko.

Lyrics by: Romeo L Peña, MNSA RC 22  
Music Arrangement by: George Canseco  
Commissioned by: Margarita R Cojuangco, MNSA RC 22
THE COLLEGE SEAL

EIGHT RAYS
Represent the first eight provinces that revolted against Spanish rule

STARS
Represent the three main island groups
(Luzon, Visayas, Mindanao)

RED, WHITE, AND BLUE COLORS
Signify Courage, Purity, and Loyalty respectively

SULO
(Bamboo Torch)
Symbolizes knowledge

PEN & BOLO
Stand for Civil and Military Authority

SHIELD
Represent protection and security of the state against all threats

SAMPAGUITA
Identifies the National Flower

KATIWASAYAN
It is the Filipino word for “Security”

FOUR WHITE RAYS OF TORCH
Depict the four sources of national power
(Political, Economic, Socio-cultural, and Military)