

## GUIDELINES ON TAMBAYANS

These general guidelines apply to all tambayans in UP Manila.

### 1. Definitions



- 1.1. A *tambayan* is a space within the University which members of a student organization regularly occupy in order to conduct organization activities.
- 1.2. A *student organization* is a group of at least 15 students who have common goals and interests, embark on joint activities in pursuit of these goals, and meet regularly to form close bonds.
- 1.3. There are two types of student organizations according to membership: college-based and university-based. A college-based organization has a majority of its members (50% + 1) enrolled in one college. A university-based organization has a majority of its members (50% + 1) enrolled in different colleges.
- 1.4. A recognized student organization is one which has been given permission to conduct its activities within the UPM premises, to make use of University facilities, and to have/keep a tambayan.

### 2. Assignment of Tambayans

- 2.1. The University, through the Director of Student Affairs, shall designate areas within the University as tambayan areas based on these general guidelines and on University rules and regulations.
- 2.2. In addition, the University, through the College Deans, shall designate areas, rooms, or structures within college premises as tambayans based on these general guidelines and on University and college rules and regulations.
- 2.3. Should the University reclaim an area previously designated as tambayan for academic use, such as classrooms, it shall provide an alternative area for the relocation of the tambayan.
- 2.4. The identified tambayans inside the College of Arts and Sciences (CAS) quadrangle shall be assigned to university-based organizations while the periphery of CAS shall be designated to college-based.
- 2.5. A recognized student organization is entitled to only one tambayan within the campus.

### 3. Application for Tambayans

- 3.1. University-based and College-based student organizations which have been recognized for at least one year may apply for a tambayan.
- 3.2. The application shall be processed by a committee composed of:
  - a. A representative from the University Student Council
  - b. A representative of the League College Council; and

c. Student Activities Coordinator.

3.3. A Tambayan shall be awarded to an organization based on the following criteria:

- a. Number of years since its official recognition as an organization;
- b. Growth: i.e., performance and number of members, compared to that of the previous year;
- c. Contribution to the University;
- d. Awards received;
- e. Service to the community and the nation; and
- f. Merit points.

3.4. Points shall be given for each criterion, to be determined by the committee.

3.5. Student organizations shall be ranked according to number of points, and the high ranking organization shall be given priority in the awarding of tambayans.

3.6. Similar procedures for awarding tambayans shall be adopted by colleges for college-based and University-based organizations which have tambayans within the college premises.

3.7. Organizations which applied but were not given tambayans because there are no vacant slots shall be given first priority during the next application period or when a vacancy occurs.

3.8. A student organization may be allowed to fund the construction of its own tambayan provided that the tambayan is placed in the designated area and conforms to the University-approved design. The organization will be allowed to stay in the tambayan for four years after its construction, after which the organization would relinquish the tambayan and applies for a tambayan just like the other organizations.

#### **4. Duration of Stay in Tambayans**

4.1. Organization shall be allowed to occupy the tambayans for two years.

4.2. If a student organization is not recognized, the tambayan is automatically returned to the University a day after the deadline for recognition. The tambayan may then be given to another student organization.

4.3. If occupancy of a tambayan is not renewed, the student organization shall vacate the tambayan not later than 30 days from the deadline for recognition.

4.4. If a student organization is suspended by university officials for a period of one semester or more, it automatically loses its tambayan during the suspension period. The organization may again apply for a tambayan after serving the suspension period.

4.5. The Director of Student Affairs or the College Dean has the prerogative of transferring a student organization from one tambayan to another upon consultation with the organization concerned, if such a move shall result in better and/or more peaceful relationships among organizations.

#### **5. Regulations within Tambayans**

- 5.1. Respect the peace and quiet of nearby tambayans.
- 5.2. Keep the tambayans always clean.
- 5.3. Tambayans shall not be transferred to any other place nor position, nor should any part be moved or removed.
- 5.4. Tambayans shall not be shared by two or more organizations except with a written directive/approval of the Director of Student Affairs and/or the College Dean.
- 5.5. The permission of the Director of Student Affairs/College Dean is needed before undertaking any improvement in the tambayan, such as painting, putting a cabinet, etc.
- 5.6. Regular inspection of tambayans shall be conducted by university and/or college officials or their designated representatives.
- 5.7. Radios and other sound equipment may be turned on in tambayans, provided that they are kept at a normal volume. Electrical appliances such as radio, disc player, TV and computer are not allowed, except with the approval of the university/college officials, and upon payment of corresponding current charges.

## **6. Penalty**

- 6.1. Any student organization which violates any of these regulations on the use of tambayans for the first time shall be issued a warning which may be in written or verbal form.
- 6.2. For the second offense, the length of occupancy of the tambayan shall be reduced by one semester.
- 6.3. For the third offense, all privileges for a tambayan shall be withdrawn for a period covering a year effective the date of commission of the offense.
- 6.4. Sections 2 and 3 of the "Rules on Student Conduct and Discipline" of the University of the Philippines as approved by the Board of Regents upon recommendation of the U.P. Manila University Student Council, shall likewise be enforced.

## **7. Implementation**

- 7.1. These general guidelines apply to all tambayans except the offices of the Manila Collegian and the University Student Council.
- 7.2. These general guidelines shall be imposed by the Director of Student Affairs through the Student Activities Program (SAP) Coordinator and the College Deans through the Offices for Student Affairs.

## **8. Effectivity**

- 8.1. These general guidelines shall take effect upon approval of the UP Manila Chancellor based on the recommendation of a majority of recognized university-based and college-based organizations.