MANIFESTATION

This is to acknowledge that I,

________________________
Printed Name

________________________
Grade/Year Level

have received a copy of the Student Handbook, which stipulates the Colegio’s rules and regulations. These rules shall be construed as guidelines to uphold the highest standards of student decorum toward the advancement of the institutional thrust of Letran.

In this respect, I recognize my responsibility to fully understand its contents and pledge to abide by this. I also understand that because these policies are promulgated by the Colegio, the school reserves the right to add, amend, supplement, interpret, apply, and implement these policies.

This handbook shall continue in full force and take effect in Academic Year 2016-2017 and 2017 - 2018.

________________________
Signature and Date

________________________
Printed Name of Parent or Guardian

________________________
Signature and Date
This is to acknowledge that I, [Printed Name], [Grade/Year Level] have received a copy of the Student Handbook, which stipulates the Colegio’s rules and regulations. These rules shall be construed as guidelines to uphold the highest standards of student decorum toward the advancement of the institutional thrust of Letran.

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[Signature and Date]

[Printed Name of Parent or Guardian] [Signature and Date]

Culture of Conscience, Discipline, and Excellence

STUDENT HANDBOOK

Basic Education Edition

REVISED 2016
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Dear Letranite,

Here is your handbook, your daily companion for the entire four or five years of your stay in Letran. It is your mentor in acquiring the spirit of a true Letranite according to the charism of its founder, St. Dominic. It is also your guide in shaping your behavior according to the expectations of the institution, which always aspires to imbue its children with the culture of conscience, discipline, and excellence.

This handbook is your personal friend. Take good care of it.

Colegio de San Juan de Letran Calamba
General Information
HOW IT ALL BEGAN

As an Orphanage

In 1620, Don Juan Geronimo, a retired Spanish officer, transformed a hermitage home in Intramuros into an orphanage, inspired by the desire to educate and mold the orphans into good Christian citizens. It was called Colegio de Niños Huerfanos de San Juan de Letran.

At about the same time, a Dominican brother by the name of Diego de Santa Maria established Colegio de Huerfanos de San Pedro y San Pablo at the convent of Santo Domingo with similar purpose.

Having a common concern - that of caring for the orphaned children of Intramuros - and likewise linked by special bonds of friendship, the founders merged the two institutions into one in 1630 and became known simply as Colegio de San Juan de Letran.

The name San Juan de Letran was inspired by the Major Basilica of St. John Lateran Rome, the mother of all churches that granted many privileges to its chapel. St. John the Baptist, for whom the Basilica was named, became the patron saint of the College.

As a Molder of Illustrious Men

In the span of more than three centuries, Letran has made a name for itself being an Alma Mater to martyrs like Saint Vicente Liem de la Paz, a Vietnamese scholar who died a martyr for his faith in his country in 1773, and Padre Mariano Gomez, one of the Filipino priests who were executed during the Spanish regime fighting for the Filipino cause.

It also produced distinguished alumni like Manuel L. Quezon, Sergio S. Osmeña, Apolinario M. Mabini, Marcelo H. Del Pilar, Francisco Balagtas, and Emilio F. Aguinaldo who became the builders of the Filipino nation.

As an Extension Campus in Calamba

When the government declared its policy of decongesting Metro Manila, the Dominican Province of the Philippines, mainly in line with its program of expansion, responded to the call. A long-term plan, which included the establishment of an extension school in Laguna, was prepared by the Commission for the Planning of the Ministry of the Word.
An 11-hectare tract of land along the foothills of the legendary Mt. Makiling in Bucal, Calamba, Laguna was chosen as the site, a choice made more significant by the thematic link of Letran being the alma mater of renowned men with Calamba being the birthplace of our national hero, Dr. Jose Rizal.

Thus, Colegio de San Juan de Letran Calamba was born on March 11, 1979. Rev. Fr. Ramon Salinas, O.P. was the Project Director; Rev. Fr. Jesse Lorete, O.P. served as the Coordinator for Student/Personnel Services; and Mr. Jose Marcelino, Principal of the Grade School Department of Letran Intramuros, was the Academic Provost. Being an extension campus, Letran Calamba was placed under the supervision of Rev. Fr. Regino Cortez, O.P., the Rector of Letran Intramuros.

In its first year of operation (1979-1980), a total of 882 enrollees (First semester - 461; Second semester - 421) was listed in its initial four course offerings - A.B. Economics, B.S. Psychology, B.S. Commerce and B.S. Engineering.

With the school buildings still under construction, the first semester of its first school year saw Letran's pioneer instructors (most of whom commuted from Letran Intramuros) and students holding classes at the rented half-finished building of Laguna Polymedic Center, Inc., now known as the PAMANA Medical Center.

To smoothen the school operations, Rev. Fr. Patricio Apa, O.P., was designated the First Director of Letran Calamba in 1980. Assisting him as the Academic Provost was Mr. Constante Molina.

The year 1981 saw the blessing of the four-storey main building, the three-storey Engineering/Grade School/High School Building and the Shop. Various offices and services were expanded to ensure the implementation of the development plan and programs. The college departments had their first academic heads: Engr. Dominador Chua for Engineering and Commerce and Rev. Fr. Enrico Gonzales, O.P. for Arts and Sciences.

Sharing with other Dominican-run schools a commitment to participate in the evangelization mission of the Catholic Church, the College has aimed for the total formation of individuals whose maturity and responsibility are firmly rooted in the Catholic faith, its teachings and values. With this as its objective, the school has actively devoted itself to the promotion of relevant programs in learning and teaching in the Grade School, high school and college.

**As An Autonomous Institution**

On August 7, 1986, Letran Calamba finally gained its autonomy from Letran-Intramuros with the installation of Rev. Fr. Tamerlane Lana, O.P., as its First President and Rector. With eight (8) program offerings granted with government recognition, the institution's growth has been continuous.
Self-governing, the College has proven itself worthy of standing on its own. It has already produced graduates who brought laurels to the institution by passing the board examinations both in Mechanical Engineering, Electrical Engineering, Electronics Engineering, Accountancy, Education, and Nursing.

These young professionals who excel in their chosen careers have started making a name not only in Letran as well. They have successfully penetrated the CALABARZON occupying respectable positions in reputable companies, banks, universities and colleges, hospitals and government agencies. Moreover, enterprising alumni have become successful entrepreneurs. These Letranites, together with their peers, participate in community projects as they respond positively to the challenges of the times.

The challenge posed by Letran’s philosophy of Culture of Conscience, Discipline, and Excellence has been seriously taken as manifested by the simultaneous enhancement of instruction and expansion of facilities that marked the continuous development of the institution. It is clearly evident that the institution's vision of obtaining full university status as well as becoming a Science and Technology Center in Region IV and a Center of Spiritual and Socio-Economic Development is gradually being realized. With strong leadership, commitment and unified effort, it need not take long before the institution's vision becomes reality.

Letran Calamba, Moving Onward

The Colegio has pursued various quality management efforts reflecting the institution’s drive towards management of quality assurance. Letran Calamba has started its application with Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA) for accreditation in November 2008. To date, the Federation of Accrediting Association of the Philippines (FAAP) awarded 50% of the Colegio’s programs Level 1 Status and 3.57% of the programs with Candidate Status. The Colegio was also awarded with the highest number of candidate programs in the Philippines for two consecutive years (2011 and 2012).

The Colegio’s pursuit for quality management continues with its recent engagement with ISO 9001:2008 certification. Letran Calamba was granted the certification on November 28, 2013. The quality management efforts of the Colegio prove the contention that quality is a continuous and a rigorous pursuit which is worth doing well.

What Letran Calamba has achieved so far for the church and for the country has inspired its community of religious and lay participants in the mission of reflecting in all its endeavors the search for truth, justice, and peace for the glory of God, country, and self. DEUS, PATRIA, LETRAN!
LIVING THE SPIRIT OF ST. DOMINIC

St. Dominic de Guzman was born in the village of Caleruega in North Central Spain about 1170. He founded the Order of Preachers which has served the church for almost 800 years. To his Order, Mary J. Traeger, O.P., writes that: he bequeathed a vision which was innovative in his time and far-reaching enough to continue as a vital force to the present day.

Innovative, for Dominic proposed a democratic form of government in a time when the only form of government was the monarchy, and dedicated his Order to preaching at time when no one but the bishops preached regularly. Far reaching and forceful until the present, the Order of Preachers, founded precisely for the sake of proclaiming the Word and the salvation of God’s people, has the whole world as its mission territory and lives the rule according to the uniqueness of each member, and to the varying needs of the times and the preaching mission.

To his followers, Dominic ordered preaching, study, and common life, the three elements of apostolic life which ought to proceed from an abundance of contemplation and prayer. Throughout Dominic’s lifetime, he modeled his vision—he lived the life he sought to establish.

St. Dominic’s legacy is summed by a spirituality uniquely his, yet generously shared and lived by his heirs:

• warm and joyful to the last breath;
• Christ-centered as one lives his baptismal vows to the full;
• missionary;
• gentle but strong in the search for truth;
• serene in spite of all the ups and downs; and
• zealous, eager to go and evangelize and bring faith and hope to the world.

Letranites, being children also of St. Dominic, should likewise understand and
live by the spirit of the founding father to become the Gospel-persons they are envisioned to be.

ST. JOHN THE BAPTIST

St. John the Baptist is the patron saint of Letran Calamba. He is the son of the priest Zechariah and his wife Elizabeth. St. John was born a half-year before Jesus Christ. His birth and the most important aspect of his life's work were foretold by the angel, Gabriel. His early life as a prophet was likewise foretold, and he spent his early years in a penitential manner in the Judean desert. By special grace, St. John was chosen by God as a prophet; a special mission was given to him since he was the last of the Messianic prophets and one whose mission would have a single focal point: the person of Jesus. This is solemnly narrated by the evangelist St. Luke who tells of the preaching and baptizing that St. John did and of his most solemn act of baptizing Christ.

St. John is called the bridge between the Old Testament and the New Testament, because he was raised in the Jewish tradition, underwent the same ritual of Mosaic circumcision, and was especially called to announce that “the God of Israel has visited His people.” He was the new Elijah; he was the bearer of the news of preparation of the kingdom that Christ would bring in the plenitude of redemption and grace. He was a witness, and he was to be more than a prophet for he gave testimony with his blood – the death of martyrdom imposed upon him by Herod Antipas. St. John the Baptist is most familiarly called the “precursor” of Christ, and he is honored for this work in the liturgy with a solemnity recalling his birth (June 24) and a memorial of his death (August 29).
St. Albert the Great

St. Albert the Great was born in the region of Ausbourg, of parents rich in the goods of fortune. From the time he was a child, he manifested in his studies an unusual aptitude for the exact sciences. While he was still a boy, he had himself let down the side of a cliff to examine at close range an eagle’s nest which interested him. At the age of fifteen, he was already a student of the natural sciences and the humanities at Bologna.

In Cologne, St. Albert encountered Saint Thomas Aquinas, a disciple who alone among all of them would suffice for St. Albert’s glory. St. Albert already steeped in the highest theological studies, was silent among the others, to the point of being called by his fellow students “the Mute Ox of Sicily.” But Albert silenced them, saying, “The bellowing of this ox will resound throughout the entire world.”

St. John Macias

John Macias was born in Ribera, Spain in the year 1585. He was orphaned at the age of four and adopted by his uncle, for whom he tended sheep as a child. He experienced visions from heavenly patrons, the most significant and frequent being his namesake St. John the Evangelist.

Biographers called him the “Helper of the Poor Souls.” Every night, he offered three rosaries for them, praying on his knees despite bodily fatigue. On September 2, 1645, he became ill and was confined to a bed from which he was never to arise. He is buried in the church of St. Dominic along side the bodies of Saint Rose of Lima and Saint Martin de Porres. Many cures and other favors have been performed at his tomb.
**St. Lorenzo Ruiz**

Lorenzo Ruiz was born in Binondo, Manila between 1600 to 1610. His father was a Chinese and his mother was a Filipino. He left the Philippines on June 10, 1636 with the aid of the Dominican Fathers and Domingo Gonzales.

In Japan, Christians were persecuted and put to death. St. Lorenzo Ruiz together with his imprisoned companions were captured and brought to Nagasaki on 10 July 1636. There they suffered incredible torture as they were hung by their feet and submerged in water till they neared death. They also suffered 'water torture' which brought some of St. Lorenzo's companions to recant their faith. Needles were pressed in between their finger nails and skin and they were beaten unconscious. St. Lorenzo never lost his faith. He was elevated to sainthood and received canonization on 18 October 1987 by His Holiness Pope John Paul II in Vatican City, Rome.

**St. Martin de Porres**

St. Martin de Porres was born at Lima, Peru, in 1579. His father was a Spanish gentleman and his mother a colored freed-woman from Panama. At fifteen, he became a lay brother at the Dominican Friary at Lima and spent his whole life there as a barber, farm laborer, almoner, and infirmarian among other things. St. Martin's love was all-embracing, shown equally to humans and to animals, including vermin, and he maintained a cats and dogs hospital at his sister's house. A close friend of St. Rose of Lima, this saintly man died on November 3, 1639 and was canonized on May 6, 1962. His feast day is November 3.
St. Thomas Aquinas

Perhaps the best known Dominican is the great medieval theologian, whose writings still guide the expression of the Catholic faith, Thomas Aquinas. Saint Thomas is a Doctor of the Church and patron of Catholic education. He was born in Italy in 1225, trained by the Benedictines, and died in 1274. Thomas is the intellectual light of the Dominican Order. Thomas studied in Cologne and later at Paris under another renowned Dominican theologian and scientist, St. Albert the Great. For his entire life, Thomas gave himself to research, writing, teaching, and preaching. Thomas, in all his giftedness, remained always the humble friar. Overheard in his prayer when Christ from the crucifix asked Thomas what he wished for his reward, Thomas was heard to reply, “Yourself, Lord, nothing but yourself.”

St. Vicente Liem De La Paz

St. Vicente Liem De la Paz was born in the village of Tra-Lu, Tonkin to Antonio Daeon and Monica dela Cruz. For fourteen years, the future martyr labored tirelessly in administering the sacraments to the faithful. However, he was arrested for preaching the much outlawed religion in Tonkin on October 3, 1773, feast of the Holy Rosary. With two other native Christians and Fr. Castañeda, Vicente Liem De la Paz was sentenced to die. On November 7, 1773, they were tied to the stake and decapitated. He was beatified by Pope Pius X on May 20, 1906 and canonized on June 19, 1988. His feast has now been set on November 24 every year.
St. Vincent Ferrer

St. Vincent Ferrer is the patron saint of builders because of his fame for “building up” and strengthening the Church: through his preaching, missionary work, in his teachings, as confessor and adviser. At Valencia in Spain, this illustrious son of St. Dominic came into the world on January 23, 1357. In the year 1374, he entered the Order of St. Dominic in a monastery near his native city. He lived to behold the end of the great schism and the election of Pope Martin V. Finally, crowned with labors, he died on April 5, 1419. His feast day is April 5.

Blessed Jordan of Saxony

Blessed Jordan was born at Burgberg, Westphalia, around the year 1185. While studying in Paris, he was attracted to the Order by Blessed Reginald and received the habit from him in 1220. On the death of Saint Dominic, the friars elected him Master of the Order. For fifteen years, he ministered to his brothers and sisters by his preaching, his letters, his edition of the Constitutions, his frequent visitations and the example of his life. More than one thousand novices were attracted to the Order during the tenure of his office. He directed Blessed Diana and her community in the way of perfection and governed all his subjects with gentleness and kindness. Blessed Jordan was shipwrecked and drowned on February 13, 1237.
Blessed Margaret of Castelo

Blessed Margaret was born blind, lame, deformed, and hunchback midget. When she was six years old, her noble parents walled her up beside a chapel; she could not get out, but could attend Mass and receive the Sacraments. After 14 years of imprisonment, her parents took her to a shrine to pray for a cure. When none occurred, they abandoned her. She became a lay Dominican, and spent her life in prayer and charity. When she died, the townspeople thronged her funeral, and demanded she be buried in a tomb inside the church. The priest protested, but a crippled girl was miraculously cured at the funeral, and he consented.

Bro. Gregorio Hontomin

At the choir loft of Sto. Domingo Church in Quezon City stands its huge pipe organ. This pipe organ is a monument to a humble cooperator brother, Gregorio Hontomin, a genius par excellence incapable of boasting any university degree, but who left an indelible mark on the hearts of those whose lives he has touched.

When Fray Goyong died one cloudy afternoon in 1982, the Philippine Dominican Province mourned the passing of a practical wizard. He was born in Sabtang in the island-town of Sabtang on November 21, 1909 and was baptized in the Dominican parish of San Vicente Ferrer. He was the eldest of six children of Angel Hontomin and Anatolia Lima, poor yet pious and zealous Ivatans. Being the first-born, he chose to help his parents maintain their simple household. At the same time, Goyong made himself available for the Spanish Dominicans of the Province of the Holy Rosary who stayed in their parish. Goyong worked for the Spanish friars as a handyman.
Fray Goyong lived a life of generous service to the needs of his Dominican priest-brothers who, because of their hectic teaching and pastoral activities, had little time to attend to their personal necessities. He personally chose not to take any degree; serving the brethren itself gave him greater joy. He was a very humble friar. He was more than a repairman. Fray Goyong was also a clever inventor. Most of what he created, it must be noted, were for the sick people of University of Santo Tomas Hospital. Not a single invention of his was for the sake of gaining any recognition – he hesitated having them patented. Everything he created was in the name of service and charity.

**Fra Angelico**

Fra Angelico ("the Angelic Friar") was an Italian painter of the early Renaissance who combined the life of a devout friar with that of an accomplished painter. He was called Angelico (Italian for "angelic") and Beato (Italian for "blessed") because the paintings he did were of calm, religious subjects and because of his extraordinary personal piety.

This Dominican was as well known for his sanctity of life as for his excellence in Christian art. The task of a religious artist is not to re-write the Gospel, but to present it as ever living and present, because the Gospel tells of a man who died and rose from the dead and therefore continues to live in the Spirit in every age and culture. Fra Angelico's motto was: "To paint Christ, one must live Christ."
**Girolamo Savonarola**

Girolamo Savonarola (Ferrara, then Duchy of Ferrara, September 21, 1452 – Florence, May 23, 1498), also translated as Jerome Savonarola or Hieronymous Savonarola, was an Italian Dominican priest and, briefly, ruler of Florence, who was known for religious reformation, anti-Renaissance preaching, book burning, and destruction of art.

On May 13, 1497, he was excommunicated by Pope Alexander VI, and in 1498, he was simultaneously hanged and burned, in the same place and manner that he had condemned others. He was charged with uttering prophecies, sedition, and religious error. In the twentieth century, a movement for the canonization of Savonarola began to develop within the Catholic Church, particularly among Dominicans, with many judging his excommunication and execution to have been unjust.

**Humbert of Romans**

Very little is known about the life of Humbert of Romans prior to his election as Master of the Order of Friars Preacher on 31 May 1254. Humbert was born into a large family in the city of Romans in Dauphiné, France. Humbert of Romans wrote prolifically. Among the many commentaries, expositions and fourteen encyclical letters are: Epistola de tribus votis substantialibus religionis, Expositio Regulæ B. Augustini, Expositio in Constitutiones (unfinished), De Officiis Ordinis, De Eruditione predicatorum, De Dono timoris, and De Praedicatione Crucis contra Saracenos. He also wrote a life of St. Dominic, a dogmatic and historical account of the Council of Lyons, and multiple works dealing with the administration of the Order. Humbert finally died in his hometown of Romans on July 14, 1277.
Jean-Baptiste-Henri Dominique Lacordaire

Fr. Henri Dominique Lacordaire, O.P., (1802-1861) had the task of rebuilding the Dominican Order in France after the French Revolution. Lacordaire’s reputation as a preacher was phenomenal. His Lenten sermons at the Cathedral of Notre Dame in Paris were a great success. Once questioned why he chose to be a Dominican, he said, “The Order has nothing ancient but its history, nothing better adapted to our times and our wants, than the rule of St. Dominic.”

Bartolome de las Casas

A historian, and a theologian, Bartolome de Las Casas spent a large portion of his life fighting for the rights of native peoples of the New World. He was born on the 16th century at Spain. His father was a merchant who sailed with Columbus on his second voyage to the Americas. He served in a Spanish militia against Moorish rebels in Grenada. He was also schooled in his Spanish birthplace and hometown. After attending the Cathedral Academy in Seville where he studied Latin and theology, he achieved the status of lay teacher of Christian doctrine. He wrote a historical study about the history of early Spanish conquests of the New World and later gained experience that enabled him to be a champion for the rights of Indians. His first-hand knowledge helped him to speak extensively and argumentatively about the conditions in which Indians lived under the *encomienda* system. He himself renounced possession of his own *encomienda*, where he used the forced labor of Indians to prosper as a planter.
LETTRAN SYMBOLS

The Letranite is personified by the Knight who goes through rigid tests from being a Page to a Squire when his heart and soul are many times tested for purity before he qualifies for the most trying challenge and then granted knighthood. As a knight, he carries the shield and the lance to protect not his body but his ideals as he fights for them with a pure heart.

The shield which carries the Silver Cross on a blue and red field encircled by a wreath of green laurels symbolizes the pattern by which the spirit must grow – the silver purity of true and noble goals alone can triumph over difficulties; victory follows with a wreath of laurels.

Blue and red (not red and blue) symbolize the nobility of the mind and the spirit before bravery and courage are fired by a cause.

DEUS•PATRIA•LETTRAN

Fit only for a knight, his motto embodies his manner of offering deeds - to GOD first, the Country next, and Letran where his ideals are born.
DOMINICAN BLESSING

May God the Father bless us;
May God the Son heal us;
May God the Holy Spirit enlighten us,
and give us eyes to see with,
ears to hear with,
and hands to do the work of God with,
feet to walk with,
and mouth to preach the word of salvation with,
and the angel of peace
to watch over us and lead us at last
by the Lord’s gift to the Kingdom,
Amen.

STUDENT’S PRAYER

*St. Thomas Aquinas*

Lord, true source of light and wisdom,
give me a sharp sense of understanding,
a retentive memory,
and ability to grasp things correctly.
Grant me the talent of being
exact in my explanations
and the ability to express myself
with thoroughness and charm.
Point out the beginning,
direct the progress,
and help in the completion.
Grant this through Christ our Lord.
Amen.
VISION

In a Culture of Conscience, Discipline, and Excellence, we envision Letran Calamba as a University, a center of Science and Technology, as well as a vital formation center in the religious and socio-economic development of the region.

MISSION

We, the Colegio de San Juan de Letran Calamba, a Catholic educational institution, commit ourselves to the total human development and better quality of life of our students, faculty and school staff and the promotion of a genuine community through an education that is Filipino, Dominican, and Christian in orientation.

INSTITUTIONAL QUALITY POLICY

To realize the institutional vision and to fulfill the mission of Letran Calamba, the Colegio commits itself to deliver consistently quality education to its students and quality service to its stakeholders through a relevant outcomes-based instruction, sustained research and community extension culture, and continually improved quality management systems.
INSTITUTIONAL PRINCIPLES

A culture of Conscience, Discipline, and Excellence inspired by Filipino, Dominican, Christian ideals and values

INSTITUTIONAL QUALITY OBJECTIVES

1. To develop qualified and productive professionals who can effectively contribute to the growth of the nation
2. To maintain and continually strive for a corps of competent administrators, faculty, employees, and alumni who shall endeavor to attain the Colegio’s mission and vision
3. To promote solidarity with the larger community through programs that are responsive to its needs
4. To provide a wholesome and conducive educational environment for the Letran community

INSTITUTIONAL CORE VALUES

1. Espousing a sense of community;
2. Valuing and respecting others;
3. Delivering results;
4. Doing what is right;
5. Maintaining a deep affection for life;
6. Executing a visionary leadership;
7. Promoting customer-driven excellence;
8. Being adaptable and agile; and
INSTITUTIONAL MOTTO

DEUS, PATRIA, LETRAN

INSTITUTIONAL PRINCIPLES

A Culture of Conscience, Discipline, and Excellence
Inspired by Filipino, Dominican, Christian Ideals and Values
ALMA MATER

Alma Mater, Letran esplendente
Como el sol es tu gloria, sin fin,
Y perfuman los lauros tu ambiente
Como exhala su aroma el jasmin
Orgullosos desde ti y de tu historia
Nuestras almas desde hoy juraran
Conquistar por tu honor nuevas glorias
Y jamas olvidarte, Letran!

Solo:
En el majico eden Filipino
Fuiste entorcha de luz y saber
Y atraves de su augusto destino
De esperanza seras rosicler;
Pues lograste, segun to modelo
Tantos hombres ilustres formar,
Que semejan estrellas del cielo
En la noche serena al brillar.

HIMNO NG LETRAN CALAMBA

Isinalin sa Tagalog nina Fr. Regino O. Cortez, O.P.,
Fr. Rolando V. dela Rosa, O.P. at G. Jovito V. Cariño

Alma Mater Letran aming hirang!
Karunanigan, kabayanihan,
Pag-ibig sa Diyos at Inang Bayan
ang pamanang aming kinagisnian.
Kayamanan ng iyong kasaysayan
yakap lagi sa aming isipan.
Aming tanging mithi at pangarap
itanghal Deus, Patria, Letran!

Solo: Sa lupang Perlas ng Silanganan
llaw kang aming tinitingnan
Pagkalinga sa aming kabataan,
ang pag-asa nitong Inang Bayan.
Sa paghubog ng aming puso’t diwa
sa hugis ng pagkadakila
tulad mo ay tala sa karimlan
bantay namin at laging tanglaw
ALMA

Alma Mat
 Rangeresplande
 Como el sol
está,
sin fines,
Y pequeño en
la ambiente
Como exhalas
su aroma, el
jasmin
Oregulosos
desde muy
temprano,
Nuestros
almas
desde hoy
y ju
rar,
Y no
olvidar,
Letr!

Solo:
En el
mistic
Edén
Filipino
Fíl
to
cha
de luz
y saber
Y at
aves
de su
augusto
destino
Deesperanza
se ras
osicler;
Pues
logros,
según
tipo
hombres ilustres
Que semejan
tellas del
cielo.

En la
noche
se
rana
al
brilla
.

HIMNO NG LETRAN CALAMBA

Isinalin
sa
Tagalog
sa
By
Of
Regino
O.
Cor
tez,
O.
P.

20

LETRAN MAGPAKAILANMAN

Letran naming mahal,
magpakailan na man

Alay sa Maykapal,
Sa bayan ring mahal
Magkaisa’t magdamayan
At kung katalinuhan ng mga kabataan
Ang kailangan ng bayan, ating ibigay.

Isigaw ang mabuhay!
Sana ay mapakinggan
Alay sa Maykapal at bayan …
(Letran naming mahal….ibigay)
DOMINICAN YOUTH CODE

I believe in the Father our Creator.
I believe in the Son our Savior.
I believe in the Holy Spirit our Sanctifier.
I believe in one God,
whose Name and Word I honor and adore.
To the Blessed Virgin, I devote myself
and uphold the ideals of Saint Dominic
in prayer, study, and fellowship.
I believe that we are created in the Image and likeness of God.
I believe in the sanctity of life and the family.
To persons, I give my respect and compassion and to the world
that I may dignify it with my human presence.
Because I am responsible for my decisions,
actions, and their consequences,
I believe I have to be humble in the face of triumph
and grateful in glory, graceful in the face of failure
and hopeful in defeat.
I believe that the truth will set us free.
I believe that I have to stand up for what is true and what is right
no matter what it takes, because I am a Dominican.
This is my identity. This is my family.
A Dominican I shall always be
to the Name, to the Gospel, to the Most Holy Trinity
that I praise, I bless and I preach.
This is my Code.
This is my Commitment.

A LETRAN GRADUATE IS A GOSPEL-PERSON
IN WORD AND IN ACTION.
I believe in the Father our Creator.
I believe in the Son our Savior.
I believe in the Holy Spirit our Sanctifier.
I believe in one God, whose Name and Word I honor and adore.
To the Blessed Virgin, I devote myself and uphold the ideals of Saint Dominic in prayer, study, and fellowship.
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This is my Code.
This is my Commitment.

A LETRAN GRADUATE IS A GOSPEL PERSON IN WORD AND IN ACTION.
DEPARTMENTAL VISION
The Grade School of Colegio de San Juan de Letran Calamba envisions itself as an accredited department providing an enhanced science curriculum.

DEPARTMENTAL MISSION
The Grade School of Colegio de San Juan de Letran Calamba commits itself to provide a solid foundation of basic education with Filipino, Dominican and Christian orientation.

DEPARTMENTAL QUALITY OBJECTIVES
1. To promote and implement Dominican programs which are quality-focused, industry aligned, and competency based preparing students to be glocally competitive.
2. To continually enhance the support services that will effectively and efficiently contribute to the delivery of programs.
3. To maintain qualified and productive academic administrators, teachers, and support personnel.

PROGRAM EDUCATIONAL OBJECTIVES AND PROGRAM OUTCOMES

PRESCHOOL

PROGRAM EDUCATIONAL OBJECTIVES

Three or more years after graduation from the Preschool, the program seeks to prepare the graduates to achieve the following educational objectives:

- Manifest in words and actions a responsible, respectful, honest, compassionate Letranite with deep understanding of the Gospel and reverence to God in relating to others during play, social interaction, and participation in group activities
- Demonstrate evidently a physically developed person thru active and productive participation in all curricular and co-curricular activities of the department and/or the institution

PROGRAM OUTCOMES
At the end of the three year program, graduates of the Preschool have the following proficiencies to apply the varied basic skills to be able to respond to the needs of elementary education namely:

- Read and write simple words and symbols
- Interact positively with the immediate environment by using the emerging skills in verbal and non-verbal communications
- Exhibit grasp of the basic ideas pertaining to object constancy, space, time, quantity by association, sorting, classifying through performing high-order mental abilities that are age appropriate.
- Pray the formula prayers from the heart
- Cooperate and collaborate in completing a given task
- Discriminate through right and wrong, good and bad, real and fantasy, and desirable and undesirable
- Perform basic movements with reasonable body control and coordination
- Demonstrate strong interest in sports, arts and recreation through active and productive participation in related activities inside and outside the classroom
- Practice proper health habits and safety precautions
- Exhibit flexibility and adaptability to the dynamic and diverse learning environment thru application of the developing skills in communication, interaction and collaboration with the immediate environment.
- Display a reasonable development in the cognitive domain thru the application of emerging cognitive skills to reason and respond creatively, think critically and solve simple problems innovatively within their level of learning.
- Apply the achieved learning skills in all subject content areas of the Preschool to form new knowledge, perform tasks, collaborate in diverse teams, and develop judgment to form sound course of action in various life situations.

**PROGRAM OUTCOMES**

At the end of the three year program, graduates of the Preschool have the following proficiencies to apply the varied basic skills to be able to respond to the needs of elementary education namely:

- Read and write simple words and symbols.
- Interact positively with the immediate environment by using the emerging skills in verbal and non-verbal communications.
- Exhibit grasp of the basic ideas pertaining to object constancy, space, time, quantity by association, sorting, classifying through performing high-order mental abilities that are age appropriate.
- Pray the formula prayers from the heart.
- Cooperate and collaborate in completing a given task.
- Discriminate through right and wrong, good and bad, real and fantasy, and desirable and undesirable.
- Perform basic movements with reasonable body control and coordination.
- Demonstrate strong interest in sports, arts and recreation through active and productive participation in related activities inside and outside the classroom.
- Practice proper health habits and safety precautions.
GRADE SCHOOL

PROGRAM EDUCATIONAL OBJECTIVES

*Three or more years after graduation from the Grade School, the program seeks to prepare the graduates to achieve the following educational objectives:*

- Achieve mastery of basic skills in various content areas in Grade School as nationally mandated and institutionally enhanced
- Communicate fluently both in oral and written through problem solving, analytical thinking, and decision making that are age adequate
- Perform their moral and civic duties to become socially responsible and accountable members of their respective community
- Respond positively to environmental concerns and do their rights and obligations by exposing in curricular and extra–curricular activities
- Value the importance of self–discipline, integrity, and spirituality through outreach activities, religious formation, and practical applications in daily life

PROGRAM OUTCOMES

*At the end of the six year program, graduates of the Grade School have the following proficiencies to apply the varied scientific, mathematical, communication, sports, and leadership skills to be able to respond to the needs of secondary education namely:*

- Exhibit proficiency in various content areas in the elementary curriculum
- Distinguish the vital role of technology in the economic development of the country
- Communicate fluently and accurately both orally and in writing, and reason logically, think critically and creatively in solving problems
- Articulate thoughts and ideas effectively and creatively using a variety of media and contexts that make use of their talents and interests
- Solve various kinds of problems in conventional and innovative ways through practical application of basic concepts, processes and skills in various content areas
• Demonstrate punctuality, promptness, honesty, courtesy, and trustworthiness through sincerity in words and deeds

• Manifest strong commitment and conviction to the Christian and Dominican teachings and philosophy in thoughts, words and deeds
DEPARTMENTAL QUALITY OBJECTIVES

1. To provide the students with quality programs in the fields of basic education that are in demand and responsive to the national and international industry needs.

2. To deliver relevant and quality basic education curricular programs that promote the Colegio as one of the nationally and internationally recognized educational institutions.

3. To continually prepare and improve the administrators, faculty members, and staff to deliver quality instruction and support services that will effectively and efficiently contribute to the delivery of programs.

SPECIAL SCIENCE CURRICULUM

VISION

The Special Science High School is envisioned to promote world class learning that is globally and locally competitive and responsive to the changing needs of the times especially in Science, Technology and Mathematics.

MISSION

It is the mission of the Special Science High school to fully develop well-rounded Science, Technology and Mathematics oriented students, nurturing individuals and future leaders with a vision for conscience, excellence and discipline through a world class education grounded on the Filipino, Dominican and Christian orientation.

SPECIAL SCIENCE CURRICULUM

PROGRAM EDUCATIONAL OUTCOMES

Three or more years after graduation from the Special Science High School, the program seeks to prepare the graduates to achieve the following educational objectives:

- Succeed in positions in science and mathematics-inclined careers and in other fields they choose to pursue
- Become leaders, both in their chosen profession and in community-based engagements or activities
- Solve complex problems involving multidisciplinary teams
- Articulate ideas both in written and oral communication skills
- Engage in prayerful, reflective and lifelong learning
DEPARTMENTAL QUALITY OBJECTIVES

1. To provide the students with quality programs in the fields of basic education that are in demand and responsive to the national and international industry needs.

2. To deliver relevant and quality basic education curricular programs that promote the Colegio as one of the nationally and internationally-recognized educational institutions.

3. To continually prepare and improve the administrators, faculty members, and staff to deliver quality instruction and support services that will effectively and efficiently contribute to the delivery of programs.

SPECIAL SCIENCE CURRICULUM

VISION
The Special Science High School is envisioned to promote world class learning that is globally and locally competitive and responsive to the changing needs of the times especially in Science, Technology and Mathematics.

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It is the mission of the Special Science High school to fully develop well-rounded Science, Technology and Mathematics oriented students, nurturing individuals and future leaders with a vision for conscience, excellence and discipline through a world class education grounded on the Filipino, Dominican and Christian orientation.

SPECIAL SCIENCE CURRICULUM

PROGRAM EDUCATIONAL OUTCOMES

Three or more years after graduation from the Special Science High School, the program seeks to prepare the graduates to achieve the following educational objectives:

- Succeed in positions in science and mathematics- inclined careers and in other fields they choose to pursue
- Become leaders, both in their chosen profession and in community-based engagements or activities
- Solve complex problems involving multidisciplinary teams
- Articulate ideas both in written and oral communication skills
- Engage in prayerful, reflective and lifelong learning
PROGRAM OUTCOMES
At the end of the four year program, graduates of the Special Science Curriculum have the proficiency to apply the varied scientific, mathematical, entrepreneurial and leadership skills to be able to respond to the needs of higher education:

- Manifest mastery in communication, mathematical computations and scientific investigation
- Apply mathematical and scientific concepts in different areas of learning
- Use contemporary issues as basis of research for the benefit of society
- Design a prototype using programming language concepts
- Apply entrepreneurial skills
- Work effectively in multi-disciplinary teams
- Manifest positive Filipino, Dominican and Christian values in thoughts, words and deeds

BASIC EDUCATION CURRICULUM

VISION
The Basic Education High School is envisioned to promote world-class learning that is globally and locally competitive and responsive to the changing needs of times.

MISSION
It is the mission of the Basic Education High School to provide a well-rounded curriculum that embraces the mental, physical, social and spiritual aspects of the students and develop in them the conscience, discipline and excellence grounded on the Filipino, Dominican and Christian educational orientation.

PROGRAM EDUCATIONAL OBJECTIVES
Three or more years after graduation from the Basic Education High School, the program seeks to prepare the graduates to achieve the following educational objectives:

- Manifest leadership in their chosen profession and in other activities
- Be skilled in both oral and written communications
- Work out practical solutions in dealing with ordinary problems
- Show involvement in community and/or professional organizations
- Engage in prayerful, reflective and lifelong learning
PROGRAM OUTCOMES
At the end of the four year program, graduates of the Basic Education High School have the proficiency to apply the varied communication, performance in culture and arts, sports, entrepreneurial and leadership skills to be able to respond to the needs of higher education:

- Manifest proficiency in written and oral communication and fundamental computations.
- Exhibit knowledge in current practices, issues and trends in the community.
- Keep abreast of contemporary issues that will serve as a basis of research for the benefit of the society.
- Use learning techniques, methods and tools to solve everyday problems.
- Communicate effectively through written and oral reports and graphical presentations.
- Apply entrepreneurial skills.
- Work effectively in multi-disciplinary teams.
FACILITIES

Bartolome de las Casas Building. The School of Education, Arts, and Sciences and School of Business, Management, and Accountancy are housed in this building. Offices of various support services are located at the ground floor of the main building.

Blessed Jordan of Saxony Building. This building houses the Electrical Engineering, Mechanical Engineering and Electronics Engineering laboratories.

Blessed Margaret de Castelo Building. This is the building where the HRM and Tourism laboratories are situated. It serves as the mini-hotel of the HRM and Tourism students.

Bookstore. The bookstore supplies the school uniforms, P.E. uniforms, student textbooks, and other classroom materials.
**Classrooms.** Letran provides the students with fully air-conditioned classrooms that can accommodate more than 50 students.

**Clinic.** The College maintains air-conditioned medical and dental clinic to check periodically on the health of the students. Physicians, nurses, and dentists handle cases which call for immediate medical attention. Clinic hours are from 7 a.m. to 8 p.m. from Monday to Friday, and 9 a.m. to 6 p.m. on Saturdays.

**Computer Laboratory.** It is located at the Santo Tomas de Aquino Building where students enrolled in various computer laboratory classes perform hands-on activities.

**ECE Laboratory.** It is housed at the Blessed Jordan of Saxony Building where ECE students use laboratory hardware to demonstrate the principles and concepts in electronics and communications systems.
**EE Laboratory.** It provides the fundamental basis for hands-on activities of all major courses in the Electrical Engineering program.

**Fra Angelico Hall or Gymnasium.** Literary-musical programs, athletic activities, P.E. instruction, certain religious activities, and other various student activities are held in the gymnasium.

**Fray Gregorio Hontomin Building.** This serves as Letran’s carpentry and livelihood center. It also houses the Office of the Property Management Department.

**Media Center.** The Media Center is an audio-visual room located at the fourth floor of the Bartolome de las Casas Building. It is a fully air-conditioned hall equipped with multimedia and overhead projectors. It provides modern facilities for audio-visual learning. It serves as the laboratory for the Communication Arts students.
**HRM and Tourism Laboratory.** The HRM and Tourism Laboratory serves as a training ground for every student to develop their skills prepare them for the hospitality industry. It has a fully furnished Resto Bar wherein the Food and Beverage Service Management and Bar Service Management is held. For some special function like small gathering and/or any occasion, the Resto Bar is also used for its spacious receptions area that can accommodate 40 guests at a time.

**Humbert Hall.** The Humbert Hall is another audio-visual room situated at the third floor of the San Juan Bautista Building.

**Lacordaire Hall.** The Lacordaire Hall, located at the fourth floor of San Lorenzo Ruiz Building, serves as the office of the Culture and Arts Department.

**Library.** The library provides the students with books, periodicals, and reference materials for studying and research purposes. The library is open from 7 a.m. to 8 p.m.
Material Recovery Facility. This facility is being utilized in recycling, decomposing, and disposal of the Colegio’s solid wastes.

ME Laboratory. Situated in Blessed Jordan of Saxony building, it serves as the laboratory of ME students.

Nursing Skills Laboratory. The Nursing Skills Laboratory (NSL) is situated at San Lorenzo Ruiz Building. It is used by nursing students in their Related Learning Experience (RLE). It is designed and equipped with necessary equipment, materials, and supplies for their simulated practice.

Psychology Laboratory. It is located at the fourth floor of the De las Casas Building where experiments and other laboratory activities of the Psychology majors are being conducted.
Radio Station. Nestled on the third floor of the Blessed Jordan of Saxony Building, the radio station serves as an acoustics laboratory for ECE students and practicum area in radio broadcasting for AB COMM students.

San Juan Bautista Building. It is the building where the Guidance and Counseling Services Office and the Student Affairs and Development Department are located.

San Juan Macias Building. The San Juan Macias Building houses the canteen for students, faculty members, and employees. The Second floor provides classrooms for Tourism & Hotel and Restaurant Management students.

San Lorenzo Ruiz Building. Engineering students hold their classes in this extension building.
San Vicente Ferrer Building. It is a place where the Recognized Student Organizations and Student Council can hold their meetings, assemblies and other relevant activities. It is also called the Letran Student Center.

San Vicente Liem de la Paz Building. The classrooms of grade school and high school students are located in this building.

Santo Tomas de Aquino Building. It is also known as Information Technology and Computer Center (ITCC). It is a three-storey building which houses 12 computer laboratories with close to 540 workstations. Its facilities and equipment provide the students with the latest technology for learning. Further, two laboratories with 135 workstations are specifically designated for Internet browsing. The Internet laboratory is open from 8 a.m. to 8 p.m., Monday to Friday, and 8 a.m. to 5 p.m. on Saturdays.
Science Laboratories. The school maintains up-to-date fully equipped, well-ventilated laboratories serving students enrolled in all science laboratory classes.

Speech Laboratory. This is a 50-seater facility at the third floor of the ITCC Building that caters to the needs of the AB Communication majors and the rest of the collegiate Speech and Communication classes.

St. Albert The Great Chapel. The Chapel serves as venue for holding Mass and other religious activities.

St. Martin de Porres Building. The college library and classrooms of the Nursing students are found in this building. The office of Center for Professional Services and Continuing Development and the office of Graduate School and Professional Services are also found in this building.
St. Dominic de Guzman Building. The classrooms for the Grade School students are located in this building.

**Sewage Treatment Facility (STF).** This facility treats the domestic waste of the Colegio and ensures that the waste water leaving the treatment facility conforms with the standards set by the government environment agencies. This is part of Letran Calamba’s commitment to become a leading environment-friendly institution in the region.
### CALAMBA CITY EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Station</td>
<td>(049) 545-1695, (049) 834-3808</td>
</tr>
<tr>
<td>Police Station</td>
<td>(049) 545-1694, (049) 834-1627</td>
</tr>
<tr>
<td>Barangay Hall-Bucal</td>
<td>(049) 545-0218</td>
</tr>
<tr>
<td>JP Rizal Hospital</td>
<td>(049) 834-2702, 2701 (049) 545-4173</td>
</tr>
<tr>
<td>Calamba Medical Center</td>
<td>(049) 545-3496, (049) 545-1740, (049) 545-2934</td>
</tr>
<tr>
<td>Calamba Doctor’s Hospital</td>
<td>(049) 545-1512, 0914</td>
</tr>
<tr>
<td>Pamana Hospital</td>
<td>(049) 545-6858, (049) 834-4014</td>
</tr>
<tr>
<td>St. John Hospital</td>
<td>(049) 545-7528, 7529</td>
</tr>
</tbody>
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### LETRAN CALAMBA CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letran Calamba</td>
<td>(049) 545-5453, (049) 545-5420</td>
</tr>
<tr>
<td>Student Affairs and Development Department</td>
<td>Local 2047, 2048</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>Local 2041, 2042</td>
</tr>
<tr>
<td>Records Office</td>
<td>Local 2055</td>
</tr>
<tr>
<td>Accounting Office</td>
<td>Local 5006, 5007</td>
</tr>
<tr>
<td>Finance Office</td>
<td>Local 5002, 5003, 5004</td>
</tr>
<tr>
<td>Admissions and Scholarships Office</td>
<td>Local 2038, 2039</td>
</tr>
<tr>
<td>Security Office</td>
<td>Local 4009</td>
</tr>
<tr>
<td>Grade School Faculty Room</td>
<td>Local 2011</td>
</tr>
<tr>
<td>JHS School Faculty Room 1</td>
<td>Local 2006</td>
</tr>
<tr>
<td>JHS School Faculty Room 2 &amp; 3</td>
<td>Local 2008</td>
</tr>
<tr>
<td>SHS School Faculty Room 1</td>
<td>Local 2028</td>
</tr>
<tr>
<td>Operator / Information</td>
<td>Local 0</td>
</tr>
</tbody>
</table>
Section 1

ADMISSION
1. Admission

1.1 Policy Framework

It is the policy of Letran Calamba to admit qualified applicants in accordance to the policies and standards set by the Colegio and the existing rules and statutes of the Department of Education (DepEd).

1.2 Application and Scope

This quality procedure (QP) applies to all student applicants in the Basic Education Department (Pre-school, Grade School, Junior High School, and Senior High School) who wish to enroll in the Colegio.

1.3 Definition of Terms

Admission refers to the process of gaining entry to a program of study at Letran Calamba.

K to 12 program covers Kindergarten and 12 years of basic education (six years of primary education, four years of Junior High School, and two years of Senior High School [SHS]) to provide sufficient time for mastery of concepts and skills, develop lifelong learners, and prepare graduates for tertiary education, middle-level skills development, employment, and entrepreneurship.

NKP stands for Nursery, Kinder, and Prep, a program designed for three to five-year-old children, which serve as an introduction to formal grade school.

Grade School refers to the six years of primary education (Grades 1-6).

Junior High School refers to the four years of secondary education (Grades 7-10).

Senior High School refers to a specialized upper secondary education program (Grades 11-12) wherein students may choose a specialization based on aptitude, interests, and school capacity.

Transferees (Grades 2-6 and Grades 8-10) are students who have attended other schools duly recognized by the DepEd.
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Academic Track is one of the four tracks of Senior High School which strand specialization includes Accountancy, Business and Management (ABM), Humanities and Social Sciences (HUMSS), Science, Technology, Engineering, and Mathematics (STEM), and General Academics (GA).

Foreign applicants are students holding either foreign or dual citizenship.

1.4 General Policies

Letran Calamba shall admit students of good moral character; those who comply with the required school credentials; and those who are willing to abide with the Colegio’s policies and regulations.

The Principal shall set the academic requirements, quota, and special procedures, if needed.

Only graduating students of the current school year are qualified to take the Letran Calamba Admission Test.

The Principal has the right to make the final decision in the admissibility of the applicant after a thorough evaluation and deliberation.

1.5 Specific Policies

Matrix on admission criteria and requirements

<table>
<thead>
<tr>
<th>Level</th>
<th>Qualifications</th>
<th>Conditions</th>
<th>Admission Requirements</th>
<th>Enrollment Requirements</th>
</tr>
</thead>
</table>
| Nursery | At least three years old on or before September 30<sup>th</sup> of the applicable academic year | Applicant who will be turning three after this date shall only be considered upon the approval of the Principal. | • 3 1''x1'' recent ID pictures  
• Photocopy of NSO birth certificate | N/A                     |
|         | Satisfactory rating in the Letran Calamba Admission Test (LCAT)                                  |                                     |                                |                         |
| Kinder  | At least four years old on or before September 30<sup>th</sup> of the applicable academic year | The applicant who will be turning four after this date shall only be considered upon the approval of the Principal. | • 3 1''x1'' recent ID pictures  
• Photocopy of NSO birth certificate | N/A                     |
<table>
<thead>
<tr>
<th>Level</th>
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<th>Conditions</th>
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</tr>
</thead>
</table>
| Prep          | Satisfactory rating in the LCAT                                                 | The applicant who will be turning five after this date shall only be considered upon the approval of the Principal. Nursery and kinder background are not a requirement to those who wish to enroll in preparatory level. | • 3 1"x1" recent ID pictures  
• Photocopy of NSO birth certificate | • Form 138                                    |
| Grade School  | With General Weighted Average (GWA) of 80% or satisfactory overall rating and no failing grades Pass the Letran Calamba Admission Test (LCAT) | N/A                                                                         | • 3 1"x1" recent ID pictures  
• Photocopy of NSO birth certificate  
• Certificate of candidacy for graduation/promotion to next level or its equivalent | • Form 138  
• Certificate of Good Moral Character (for Grades 4-6 only) |
| Junior High School (BEC) | With GWA of 80% and no failing grade Average rating or stanine of 4 in the LCAT | Applicants with stanine of 3 may be accepted as long as with academic contract. | • 3 1"x1" recent ID pictures  
• Photocopy of NSO birth certificate  
• Certificate of candidacy for graduation/promotion to next level or its equivalent | • Form 138  
• Certificate of Good Moral Character |
| Junior High School (SSC) | With GWA of 85%, 83% in conduct, with no grade below 82% in English, Math, and Science, and no grade below 80% in other subjects Above average rating or stanine of 6-9 in the LCAT | Applicants who have obtained an average rating or stanine of 4-5 may be considered for SSC as long as they have obtained above average rating or stanine of 7-9 in Math and Science subtests. Transferee should come from special science curriculum of his/her previous school. | • 3 1"x1" recent ID pictures  
• Photocopy of NSO birth certificate  
• Certificate of candidacy for graduation/ promotion to next level or its equivalent | • Form 138  
• Certificate of Good Moral Character |
<table>
<thead>
<tr>
<th>Level</th>
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<th>Conditions</th>
<th>Admission Requirements</th>
<th>Enrollment Requirements</th>
</tr>
</thead>
</table>
| Senior High School | With GWA of at least 75% and no failing grade Satisfactory rating in the LCAT | Those who did not meet the LCAT requirement may be accepted as long as with academic contract. Career Assessment test result will be used as basis for determining the track options for the applicant | • 3 1"x1" recent ID pictures  
• Photocopy of NSO birth certificate  
• Certificate of candidacy for graduation/promotion to next level or its equivalent | • Form 138  
• Certificate of Good Moral Character  
• Education Service Contracting (ESC) Program Grantee Certificate, if applicable |

No graduating applicant shall be accepted after the last day of enrollment.

Foreign Applicants must submit the Alien Certificate of Registration (ACR or I-Card) or Special Study Permit (SSP) and photocopy of valid passport as additional requirements.

Dual citizenship applicants must submit the Certificate of Dual Citizenship and photocopy of valid passport as additional requirements.

Letran graduates are only required to submit an accomplished application form as admission requirement and original report card as enrollment requirement.

Submitted requirements of new students must be forwarded to the Guidance and Counseling Services Office (GCSO) and Records Office at most two weeks after the last day of enrollment.

1.6 Monitoring and Evaluation

1.6.1 Implementation of this QP shall be monitored by the Admissions and Scholarships Office and shall be reviewed every three years or as the need arises.

1.6.2 This QP and its corresponding procedures shall be evaluated every after the end of the 1st semester enrollment by the staff of the Admissions and Scholarships Office. Client satisfaction survey will also be considered as one the evaluation mechanisms.
1.7 Dissemination

This QP shall be disseminated by means of viewing through the Document Management System (DMS) managed by the office of the Quality Management and Planning Department (QMPD); publication in the student handbook; school-to-school campaign; official Letran website; and in-house inquiries.

1.8 Related Documents

RD:04-03-FO-02 rev. 01 110515
AR:09-04-QP-04 BED Enrollment
AR:09-00-QP-05 Issuance and Confidentiality of School Records and other Credentials
DepEd Order No. 46 s. 2015 : Detailed Guidelines on the Implementation of the Senior High School (SHS) Voucher Program

2. Fees, Payments, and Refunds

2.1 The students are required to pay the tuition fees and other payments prescribed by the school. All payments should only be made at the Cashier’s Office. In special cases, authorized banks-Rizal Commercial Banking Corporation(RCBC), Philippine National Bank(PNB),and Security Bank are allowed to receive tuition fee payments as per instruction and posting

2.2 Applicationofdiscountshallbemadewithinscheduledenrollmentperiod.

2.3 Refunds


“When a student registers in a school, it is understood that he is enrolling for the entire semester for college at course. A student who transfers or otherwise withdraws, in writing, within two(2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one(1) month may be charged ten percent of the total amount due for the term if he withdraws within the first week of classes or twenty percent if within the second week of classes regardless of whether or not the has school fees in full if he withdraws anytime after the second week of classes. However, if the transfer
or withdrawal is due to justifiable reason, the student shall be charged the pertinent fee only up to and including the last month of attendance."

2.4 Policy on Student's Refund

The Colegio recognizes the Manual of Regulation for Private Schools (MRPS) Rulings and TVET Manual on student's refund (Section 66, MRPS and Section 104, TVET Manual) for purposes of computation. Processing of student refund shall be done upon filing of written request for refund by parent or guardian.

2.4.1 Refund of school fees to student who wish to withdraw his/her enrollment regardless of whether or not he has actually attended classes, shall be made in accordance with the Manual of Regulations for Private Schools (MRPS) and hereby stated as follows:

a. within the first week after the official start of classes – 90%
b. within the second week after the official start of classes – 80%
c. after the second week of classes – no refund
d. miscellaneous and other school fees are not refundable

2.4.2 Request for student refund shall be supported by a written request from student’s parent/guardian. This is to ensure that they are informed of and has initiated their fund.

a. two weeks after filing of written request for refund of student who dropped all his subjects
b. three weeks before the scheduled final examination for those students who are enrolled for the current term

2.4.3 Written request for refund should be filed to the Accounting Department:

a. Immediately upon official dropping of all his subjects;
b. After filing of terminal clearance for those who intends to move out from the Colegio;
c. Three (3) weeks prior to the scheduled final examination for students who are enrolled for the current term.

2.4.4 Release of refund for those who have dropped all his subjects shall be two (2) weeks after his filing of the written request for refund.
2.4.5 Student enrolled for the current term, his/her refund is released either in cash or check or outright deduction to the next term depending on the amount of his/her refund:

a. Refund of P100 and below will be deducted automatically to the next enrollment term.

b. Refund of P100 to P1500 is released in cash through the cashier’s office.

c. Refund of more than one thousand five hundred pesos is released through check in the name of the student’s parent/guardian.

2.4.6 Refund of student with siblings in other program maybe credited to his brother or sister upon submission of a written request for application of refund to his/her sibling’s account.

2.4.7 Request for refund due to over payment resulting from check payment maybe filed after the check clearing from the bank. Such refund may be released after three (3) weeks from the date of filing.

2.4.8 Release of refund other than those due to over payment shall be done on or before the final term to ensure that all accountabilities and/or adjustments have been settled subject to3.3.

2.4.9 A student who is not officially enrolled in the current term who intends to move out from the Colegio may file his/her refund upon accomplishment of his/her terminal clearance.

2.5. Policy on Imposition of Penalty due to Overdue School Fees

To make sure that funds are available to support school requirements and activities as scheduled, the Colegio shall impose penalty on late payment of school fees. The penalty shall be applied on the amounts overdue and shall automatically be debited/posted on the student ledger accounts and settled/applied with priority over current dues.

As clients enrolled to the school, an implied agreement is executed by both of them. The Colegio agrees to provide quality education and all the needed facilities to its enrollees, whereas the student/parent, in turn, to pay the school its dues on the dates specified on the Official Enrollment Form (OEF). This is manifested in the acknowledgement portion in the Official Enrollment Form (OEF), which reads: " In affirmation of my cooperation and support, I hereby affix my signature and promise to abide by the rules and regulations of the COLEGIO DE SAN JUAN DE LETRAN – CALAMBA particularly on fees, refunds and terms of payment, and all other policies pertaining to my enrollment in the Colegio."
2.5.1 Penalty is equivalent to ten percent (10%) of the overdue fees for the period. Penalty shall not be cumulative.

2.5.2 Student’s parents/ guardians are required to file promissory notes whenever they cannot settle their tuition dues as scheduled, this shall be subject to the policy on promissory note.

2.5.3 Due date is set every first week of the month, however the Colegio is giving its clients until the end of each month (as grace period) to settle their accounts due for the period without penalty before the system generated penalty is processed.

2.5.4 Debit memorandum and/ or adjustments of students are not assessed penalty charges.

2.5.5 Penalty processing is system generated, which is scheduled after the payment closing time of every end of the month processed by the Accountant for Accounts Receivable.

2.5.6 Penalty is automatically debited to the student ledger for the period.

2.5.7 Penalty charges shall automatically be credited first, when payment is made.

2.5.8 Because penalty charging is system generated, charges may be waived due to the following reasons:

2.5.8.1 The student is a grantee of any of the following scholarships
   a. CHED, municipal or city scholars
   b. St. Martin de Porres scholars
   c. St. Albert the Great scholars
   d. Letran’s working students with automatic tuition crediting agreement.

2.5.8.2 There is late posting of bank payments by the cashier/teller.

2.5.8.3 There is an incorrect posting of payment type by the cashier/teller.

2.5.9 Waiving of penalty charges is done through the credit memorandum supported by the duly accomplished Penalty Waive Requisition Form(FD:01-00-FO-05) by the Cashier and Treasury Officer.
1. Students' Attendance

1.1 Students are required to attend classes regularly and punctually starting from the first day of school.

1.2 The maximum allowable number of absences per Academic Year is not more than 20% of the school days except for valid reasons (Education Law and the Private Schools). A student incurring absences beyond 20% of the number of school days is considered dropped, unless otherwise decided by the Academic Head.

1.3 A student who incurs absences in class due to sickness or other valid reasons shall be accepted in the class; however, his/her previous absence/s shall be marked unexcused if he/she fails to present a medical certificate and/or excuse letter signed by parents or guardian and noted by the Student Formation Officer/Student Affairs Development Department Director.

1.4 A student who arrives in class within 10 minutes after the start of the class schedule is considered “Late.” A student who arrives in class beyond 10 minutes after the start of the class is considered absent.

1.5 A student shall not be allowed to sit in a class unless he/she is enrolled for credit in the said class or has secured written permission from the Registrar’s Office for auditing.

1.6 The Academic Heads may exercise prerogative to impose additional sanction to students due to absences in institutional/departmental activities.

1.7 Class hours lost by late enrolment are considered as absences.

1.8 If the student has three tardiness or two absences with no valid reasons in one subject, he/she shall be referred to the Student Affairs Development Department Office (StADD).

1.9 The Student Formation Officer shall talk to the student and give verbal reprimand after which an admission slip shall be given to the student.
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1.9 The Student Formation Officer shall talk to the student and give verbal reprimand after which an admission slip shall be given to the student.
1.10 Repetition of tardiness and absences in the same subject shall mean referral to the Guidance and Counseling Services Office for counseling and value clarification sessions.

1.11 The StADD Director/Student Formation Officer shall conduct a case conference together with the parent/guardian of the student respondent. Repetition of the same misdemeanor shall mean a ground for suspension record after the counseling and value clarification sessions shall have been given to the student respondent.

1.12 Attendance in unofficially enrolled program is considered null and void regardless of the student's status and year level.

2. ENHANCED K TO 12 BASIC EDUCATION (BED) GRADING SYSTEM

2.1 Policy Framework

In a culture of conscience (compassion for humanity and integrity), discipline, and excellence, the Colegio adheres to a fair and just giving of academic ratings. It also supports the Department of Education's Kindergarten to 12 Program based on DepEd Order No. 31, s. 2012. Implementation has been done in phases starting with the roll-out of Preparatory, Grade 1, and Grade 7 effective academic year 2012-2013.

For academic year 2015-2016, the Colegio shall start adhering to the newly-adopted policy guidelines on the Enhanced K to 12 Basic Education Program as per DepEd Order No. 8, s. 2015. Said order stipulates the performance-based grading system that includes formative and summative kinds of assessments. The Colegio shall be ready to provide enrichment program to address any learning deficiency or gap, with the cooperation of the students and their parents or guardians.

2.2 Application and Scope

2.2.1 This quality procedure (QP) applies to all local and foreign K to 12 Basic Education (BED) students enrolled at the Colegio.

2.2.2 This QP sets the rules on how the K to 12 BED students shall be graded.
2.3 Definition of Terms

2.3.1 **K to 12** refers to Kindergarten and the 12 years of Grade School and High School.

2.3.2 **Kindergarten** refers to the five-year old cohort that takes a standardized curriculum for preschoolers.

2.3.3 **Grade School** refers to primary schooling or Grades 1 to 6.

2.3.4 **Junior High School** refers to Grades 7 to 10 or High School Year 1 to 4.

2.3.5 **Senior High School** refers to Grades 11 and 12 or two years of in-depth specialization for students depending on the occupation/career track they wish to pursue.

2.3.6 **Grading System** is the system of marks used by teachers to evaluate the academic quality of a student’s work in a subject, assignment, or examination.

2.3.7 **E-Grading System** is a computerized system of recording and processing of students’ periodic ratings.

2.3.8 **Lecture Grade with laboratory component** is the rating obtained by a student from the learning acquired from discussions on the principles, concepts, and theories involved in any field of study or subject plus the rating obtained by a student from the application of the principles, concepts, and theories discussed in the lecture divided by two.

2.3.9 **Class Record** is used by the teachers to record the students’ academic performance.

2.3.10 **Report on Quarterly/Final Ratings** is the teacher’s output of the e-grading which contains the students’ quarterly/final ratings.

2.3.11 **Quarterly/General Weighted Average (Q/GWA)** is the student’s average (quarterly/final) academic performance in all the subjects that s/he has enrolled.

2.3.12 **Quarterly/ Final Computerized Card (COMPCARD)** is the student’s copy of his/her quarterly/final ratings.
The following definitions of terms were taken from DO No. 8, s. 2015:

2.3.13 **Formative Assessment** refers to the ongoing forms of assessment that are closely linked to the learning process. It is characteristically informal and is intended to help students identify strengths and weaknesses in order to learn from the assessment experience. It involves teachers using evidence about what learners know and can do to inform and improve their teaching. It must also provide students with immediate feedback on how well they are learning throughout the teaching-learning process.

2.3.14 **Summative Assessment** measures the different ways learners use and apply all relevant knowledge, understanding, and skills. It is usually conducted after a unit of work and/or at the end of an entire quarter to determine how well learners can demonstrate content knowledge and competencies articulated in the learning standards. Learners synthesize their knowledge, understanding, and skills during summative assessments. The results of these assessments are used as bases for computing grades.

The components of Summative Assessment are:

2.14.1 **Written Work (WW)** ensures that students are able to express skills and concepts in written form. It includes long quizzes, and unit or long tests, which help strengthen test-taking skills among the learners. Through these, learners are able to practice and prepare for quarterly assessment and other standardized assessments. Other written work may include essays, written reports, and other written output.

2.14.2 **Performance Task (PT)** allows learners to show what they know and are able to do in diverse ways. They may create or innovate products or do performance-based tasks. It includes skills demonstration, group presentations, oral work, multimedia presentations, and research projects.
2.14.3 **Quarterly Assessment (QA)** measures student learning at the end of the quarter. These may be in the form of objective tests, performance-based assessment, or a combination thereof.

2.4 **General Policies**

2.4.1 The Colegio upholds the provision in the Education Law and the Private Schools, Sarmiento, 2006) which provides the basis for the grading:

**Article XV Grading System, Section 79. Basis for Grading.**

The final grade or rating given to a pupil or student in a subject should be based solely on his/her scholastic performance. Any addition or diminution to the grade in a subject for co-curricular activities, attendance, or misconduct shall not be allowed except as may otherwise be explicitly provided for by an individual school in an appropriate issuance or publication, and provided further that such adjustments are relevant to the subject content and requirements.

2.4.2 As it is, the obligation of the teacher to timely encode his/her students' grades, the parents/guardians are also obliged to get the computerized card (compcard) of their child/children on the date specified by the BED Records Office.

2.4.3 The schedules for encoding of students' grades must be reflected in the school calendar.

2.4.4 The BED Records Office shall provide e-grading orientations to newly hired BED faculty members before the first quarter e-grading period commences. Those who will miss the orientation shall make a formal request in writing for special orientation to the BED Records Officer upon endorsement by the Academic Head.

2.4.5 Initial recording of students' academic performances must be reflected in the Class Record issued by and to be submitted to the Office of the Academic Head at the end of the academic year.
2.4.6 The Report on Quarterly/Final Ratings bear the e-signatures of the Academic Head and the BED Records Officer and the handwritten signature of the faculty concerned.

2.4.7 In case the faculty failed to submit a printout copy of the Report on Quarterly/Final Ratings a month after the release of Computerized Cards, the BED Records Office shall take charge of having the report/s reprinted for endorsement to the Academic Head. The Academic Head may ask his/her respective faculty to sign the reports or the Academic Head may sign the report/s for his/her respective faculty members.

2.4.8 A correction of grade based on submission of additional work is strictly prohibited.

2.4.9 Teachers are encouraged to use formative assessments to assist them in identifying students’ learning needs and problems, and providing as well more chances for students’ academic progress.

2.5 Specific Policies

2.5.1 The K to 12 Basic Education Program uses a standard- and competency-based grading system. All grades will be based on the weighted raw score of the learners’ summative assessments. A final grade of 75% is necessary for the subject to be considered passed and/or for the units to be credited. The lowest grade that can appear on the report card is 60 for quarterly and final grades.

2.5.2 The following are the steps in computing for the Quarterly Grades:

2.5.2.1 Grades from all student work are added up. This results in the total score for each component, namely Written Work (WW), Performance Tasks (PT), and Quarterly Assessment (QA). Raw scores from each component have to be converted to a Percentage Score (PS).
2.4.6 The Report on Quarterly/Final Ratings bear the electronic signatures of the Academic Head and the BED Records Officer and the handwritten signature of the faculty concerned.

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\[
\text{PERCENTAGE SCORE (PS)} = \left( \frac{\text{Learner's total raw score}}{\text{Highest possible score}} \right) \times 100\%
\]

2.5.2.2 The sum for each component is converted to the Percentage Score (PS). To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100%. The formula is shown below:

\[
\text{WEIGHTED SCORE (WS)} = \text{Percentage Score} \times \text{Weight of Component}
\]

2.5.2.3 Percentage Scores are then converted to Weighted Scores. To do this, the Percentage Score is multiplied by the weight of the component for Preparatory and Grades 1 to 10. The product is known as the Weighted Score (WS), expressed in the formula below:

2.5.2.4 The sum of the Weighted Scores in each component is the Initial Grade. This initial grade will be transmuted using the given transmutation table to get the Quarterly Grade (QG).

2.5.2.5 The Quarterly Grade (QG) for each learning area is indicated in the report card of the student.

2.5.3 The weight of the components shall be as follows:

2.5.3.1 Prep to Grade 6

<table>
<thead>
<tr>
<th>Components</th>
<th>PERCENTAGE WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mathematics, Science, Computer, and Robotics</td>
</tr>
<tr>
<td>Written Works (WW)</td>
<td>40%</td>
</tr>
<tr>
<td>Performance Tasks (PT)</td>
<td>40%</td>
</tr>
<tr>
<td>Quarterly Assessment (QA)</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

57
2.5.3.2 Grade 7 to 10

<table>
<thead>
<tr>
<th>Components</th>
<th>PERCENTAGE WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Socio-Cultural</td>
</tr>
<tr>
<td>Written Works (WW)</td>
<td>30%</td>
</tr>
<tr>
<td>Performance Tasks (PT)</td>
<td>50%</td>
</tr>
<tr>
<td>Quarterly Assessment (QA)</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

2.5.3.3 Grades 11 and 12

<table>
<thead>
<tr>
<th>Components</th>
<th>Core Subjects</th>
<th>All other subjects</th>
<th>Academic Track</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Work Immersion, Research, Business Enterprise Simulation, Exhibit, and Performance</td>
</tr>
<tr>
<td>Written Work (WW)</td>
<td>25%</td>
<td>25%</td>
<td>35%</td>
</tr>
<tr>
<td>Performance Tasks (PT)</td>
<td>50%</td>
<td>45%</td>
<td>40%</td>
</tr>
<tr>
<td>Quarterly Assessment (QA)</td>
<td>25%</td>
<td>30%</td>
<td>25%</td>
</tr>
</tbody>
</table>

2.5.4 For MAPEH, individual grades are given to each area, namely, Music, Arts, Physical Education, and Health. The quarterly grade for MAPEH is the average of the quarterly grades in the four areas. The formula is shown below:

\[
\text{Quarterly Grade (QG) for MAPEH} = \frac{QG \text{ for Music} + QG \text{ for Arts} + QG \text{ for PE} + QG \text{ for Health}}{4}
\]

2.5.5 There shall be four grading periods. The final grade (FG) shall be the average of the four quarterly grades. The computation shall be:

\[
FG = \frac{\sum \text{quarterly grades}}{4}
\]

2.5.6 For Senior High School, the average of two quarters determine the Final Grade in a semester.
2.5.7 The formula for computing the Quarterly Weighted Average (QWA) is:

\[
QWA = \frac{\sum \text{quarterly grade} \times \text{no. of units}}{\text{total no. of units}}
\]

2.5.8 The formula for computing the General Weighted Average (GWA) is:

\[
GWA = \frac{\sum \text{final grades} \times \text{no. of units}}{\text{total no. of units}}
\]

2.5.9 The Percentage and Weighted Scores in each component are roundoff to two decimal places.

2.5.10 The Final Grade in each learning area and the quarterly/general average are rounded off to the nearest whole number.

2.5.11 The grading scale, with its corresponding descriptors is shown in the table below:

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Descriptors</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>Outstanding</td>
<td>Passed</td>
</tr>
<tr>
<td>85-89</td>
<td>Very Satisfactory</td>
<td>Passed</td>
</tr>
<tr>
<td>80-84</td>
<td>Satisfactory</td>
<td>Passed</td>
</tr>
<tr>
<td>75-79</td>
<td>Fairly Satisfactory</td>
<td>Passed</td>
</tr>
<tr>
<td>Below 75</td>
<td>Did not meet Expectations</td>
<td>Failed</td>
</tr>
</tbody>
</table>

2.5.12 For Grade 10, Scouting shall be treated as a separate subject with time allotment of 35 hours a year with no credit. A quarterly grade of either Passed or Failed shall be given to students. A grade of 75 and above, and 60 to 74 shall be converted automatically by the e-Grading system to a Passed and Failed, respectively.
2.5.13 Conduct/Observed Values is based on the following criteria and manifestations:

<table>
<thead>
<tr>
<th>Core Values</th>
<th>Behavioral Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maka-Diyos</td>
<td>Doing what is right</td>
</tr>
<tr>
<td></td>
<td>Expressing one’s spiritual beliefs while respecting the spiritual beliefs of others</td>
</tr>
<tr>
<td></td>
<td>Showing adherence to ethical principles by upholding the truth</td>
</tr>
<tr>
<td>Makatao</td>
<td>Valuing and respecting others by being sensitive to individual, social, and cultural differences</td>
</tr>
<tr>
<td></td>
<td>Promoting customer-driven excellence and being adaptable and agile</td>
</tr>
<tr>
<td></td>
<td>Demonstrating contributions toward solidarity</td>
</tr>
<tr>
<td>Makakalikasan</td>
<td>Maintaining a deep affection for life</td>
</tr>
<tr>
<td></td>
<td>Observing continual improvement</td>
</tr>
<tr>
<td></td>
<td>Caring for the environment and utilizing resources wisely, judiciously, and economically</td>
</tr>
<tr>
<td>Makabansa</td>
<td>Espousing a sense of community by demonstrating pride in being a Filipino; exercising the rights and responsibilities of a Filipino citizen</td>
</tr>
<tr>
<td></td>
<td>Executing a visionary leadership and delivering results</td>
</tr>
<tr>
<td></td>
<td>Demonstrating appropriate behavior in carrying out activities in the school, community, and country</td>
</tr>
</tbody>
</table>

2.5.13.1 The quarterly conduct grade (CG) is obtained by the sum of the conduct grades determined by the subject teachers and the adviser using the following formula:

Quarterly CG = 70% (average of subject teachers’ CG) + 30% (adviser’s CG)

2.5.14 Marking for the Conduct/Observed Values

<table>
<thead>
<tr>
<th>Rating Scale</th>
<th>Codes</th>
<th>Descriptors</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>AO</td>
<td>Always Observed</td>
</tr>
<tr>
<td>80-89</td>
<td>SO</td>
<td>Sometimes Observed</td>
</tr>
<tr>
<td>75-79</td>
<td>RO</td>
<td>Rarely Observed</td>
</tr>
<tr>
<td>Below 75</td>
<td>NO</td>
<td>Not Observed</td>
</tr>
</tbody>
</table>

2.5.15 A student who receives a final grade below 75 in any subject must be given intervention through remedial classes at least one week after the release of final compcard.
2.5.15.1 The computation of the components is the same as the computation for quarterly grades, the final result of which shall be based on the formula below:

Recomputed Final Grade (RFG) = Final Grade + Remedial Class Mark (RCM) 

\[ \frac{1}{2} \]

2.5.15.2 A certificate of Recomputed Final Grade (RFG) shall be submitted by the subject teacher concerned to the BED Records Office, noted by the Academic Head, at least three working days after the last day of remedial class. The said certificate shall be attached to the student’s Form 137 and to the Reports on Promotion.

2.5.16 A student may be given an unauthorized withdrawal (UW) equivalent to 60% if s/he incurs absences of more than 20% of the prescribed number of class or laboratory periods during the academic year or semester. For classes scheduled on a once or twice a week meeting, students are allowed to be absent only for 3 and 6 times, respectively. Those who will incur more than the allowable number of absences shall be given a UW remark. Excused absences shall not form part of the 20% allowable number of absences.

2.5.17 Quarterly examinations are given on the ninth or tenth week of each quarter as specified in the approved school calendar.

2.5.18 The schedule of encoding of students’ grades is reflected in the school calendar. The teachers must use the computer laboratory in encoding the students’ grades. Each quarter, the BED Records Officer shall request for the use of computer laboratories for this purpose. (AR:03-00-FO-03)

2.5.19 The students’ complete academic performance is encoded and processed through the e-Grading System.

2.5.19.1 All BED faculty members are given personal account in the Letran School System (LSS) to have access in the e-grading which they shall use to encode and process their students’ quarterly and final ratings.
2.5.19.2 For security purposes, each faculty member is primarily responsible for the use of his/her account. Password should be held confidential and should not be shared with other users. In case a faculty member will not be able to encode his/her students' grades, he/she may request the academic head to facilitate the encoding in his/her behalf. The request must be done in writing and must be approved by the Academic Head.

2.5.20 Access to the e-Grading System

2.5.20.1 For first quarter, the system shall be opened before the first quarter examinations commence and shall be locked the next working day after the last day of encoding of grades for first quarter.

2.5.20.2 For second quarter, the system shall be opened after the first quarter has been closed and shall be locked the next working day after the last day of encoding of grades for second quarter.

2.5.20.3 For third quarter, the system shall be opened after the second quarter has been closed and shall be locked the next working day after the last day of encoding of grades for third quarter.

2.5.20.4 For fourth quarter, the system shall be opened after the third quarter has been closed and shall be locked the next working day after the last day of encoding of grades for fourth quarter.

2.5.21 Processing of Grades. The Letran School System (LSS) is installed in the computer terminals at the Surfing and Computer Laboratories, faculty and chairs' rooms which the faculty members could access to encode their students' quarterly ratings. Printing of Reports on Quarterly and Final Ratings is accommodated at the BED Records Office by the respective Records Assistant during e-grading periods.

2.5.21.1 All BED faculty members are given two weeks after the last day of quarterly examinations to check their students' major examinations, encode grades, and request for printed reports on quarterly/final ratings.
2.5.21.1.1 The report on quarterly ratings shall be printed in one copy; and

2.5.21.1.2 The report on semestral/final ratings shall be printed in three copies (one for the Academic Head, one for the faculty member, and one for the BED Records Office).

2.5.21.2 The schedule of final examinations for graduating students is one week ahead of the schedule for non-graduating.

2.5.21.3 For deliberation on graduation honors, faculty members of graduating classes are expected to encode their grades and request for printed reports on fourth quarter and final ratings within five working days after the final examinations for graduating students.

2.5.21.4 All encoded grades shall be locked the next working day after the last day of encoding to safeguard the grades which shall be used as basis for the deliberation of graduation honors.

2.5.22 Faculty members are encouraged to encode their students’ grades within the schedule specified in the school calendar submitted to the Department of Education.

2.5.22.1 Faculty members who have failed to encode their students’ grades on time may be allowed to request for unlocking of their e-grading account in duplicate form at least four working days before compcard distribution. (AR:09-04-FO-30 rev.03 070716)

2.5.22.2 The BED Records Office shall monitor the timely encoding of quarterly grades, thus, a quarterly report on BED faculty members who did not encode on time shall be submitted to the Academic Head, Registrar, and VP for Academics.

2.5.23 For reason such as the teachers’ error in encoding, they may still be allowed to file for correction of grade, provided it is processed and approved by proper authorities within ten working days after the scheduled release of compcards. Hard copy of grades become final
2.5.23.1 The teacher shall request to reprint his/her copy of the report on quarterly ratings after the correction of grade in the system has been made.

2.5.23.2 The teacher shall request to replace the issued compcard with a corrected copy, however, s/he has to shoulder the payment of each reprinted copy of compcard in a particular quarter. A payment slip for that purpose shall be issued to him/her at the BED Records Office.

2.5.24 The quarterly compcard is issued three weeks after each quarterly examination, while the final compcard is issued within two weeks after the end of the academic year. It must be claimed and signed by the parent/guardian on the announced date of compcard distribution through the class adviser. After the given date, the parents/guardians may claim their child’s/children’s compcard at the BED Records Office.

2.5.24.1 The final compcard shall be issued only once, unless the student or his/her parent/guardian can show that it was lost through force majeure and had not been used for enrollment elsewhere.

2.5.24.2 The duplicate copy of the final compcard shall be attached to the student’s Admission Credentials (ADCR) and Academic History file kept at the BED Records Office. When the student graduates, a copy of his/her permanent record shall be printed and attached to his/her file instead of the final compcard.

2.5.25 Any amendment to this QP will depend on subsequent memoranda from the Department of Education and evaluation of the system after its implementation.

2.6. Monitoring and Evaluation

2.6.1 Implementation of this QP shall be monitored by the Registrar’s Department, particularly by the BED Records Office and shall be reviewed every three years or as the need arises.
2.6.2 Evaluation of the e-Grading system shall be through feedback from system users and implementers. Necessary enhancement shall be cours ed through the Management Information System (MIS) Help Desk.

2.7. Dissemination

2.7.1 This QP shall be uploaded to and viewable through Document Management System (DMS).

2.7.2 The grading system must be reflected in the students and parents handbook.

2.7.3 This QP shall be disseminated through conduct of e-grading orientation to all new BED faculty members.

2.8. Related Documents

2.8.1 Class Record
2.8.2 Report on Quarterly/Semestral/Final Ratings
2.8.3 Request for Unlocking of E-Grading Account
   AR:09-04-FO-30 rev.03 070716
2.8.4 Request for Correction of Grade
   AR:09-04-FO-32 rev.02 100515
2.8.5 Computerized Cards (COMPCARDS)
2.8.6 School Calendar
2.8.7 Computer Laboratory Reservation Form
   AR:03-00-FO-03
2.8.8 Students and Parents Handbook
2.8.9 DepEd Order No. 8, s. 2015 (Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program), pp. 7-33
2.8.10 DepEd Order No. 29, s. 2015 (Clarifications to DepEd Order No. 8, s. 2015 – Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program)
2.8.11 Education Law and the Private Schools, Sarmiento 2006
3. BASIC EDUCATION (BED) UNDERGRADUATE HONORS/ACHIEVERS

3.1 Policy Framework

The Colegio shall give due recognition to Basic Education (BED) students who have shown exemplary performance in their studies.

With the on-set of the K to 12 Basic Education Program, the Colegio shall also revise its guidelines on the selection of honor students in the BED to promote academic competency. All students who meet the set criteria are given recognition regardless of rank.

3.2 Application and Scope

3.2.1 This quality procedure (QP) applies to all local and foreign BED undergraduate students enrolled at the Colegio.

3.2.2 This QP also serves as guide for all students and their parents/guardians as to the set criteria on the selection of BED undergraduate honors/achievers.

3.3 Definition of Terms

3.3.1 Honor is an evidence or symbol of distinction as an exalted title or rank.

3.3.2 Award is something given to a person or group of people to recognize excellence in a certain field. It is often signified by trophies, titles, certificates, commemorative plaques, medals, badges, pins or ribbons.

3.4 General Policies

3.4.1 A separate set of honor students shall be declared for Special Science Curriculum and Basic Education Curriculum.
3.4.2 Each quarter, gold, silver, or bronze sticker shall be attached on the upper right corner of the compcard of students who met the set criteria for quarterly honors/achievers. During Recognition Day, gold, silver, or bronze medal shall be awarded to all qualified students for final honors/achievers.

3.4.3 A student who has been suspended for serious disciplinary infractions (e.g. cheating, bullying, etc.) shall be disqualified for honors in the curriculum year during which the suspension is imposed.

3.5. Specific Policies

3.5.1 Preparatory and Grade School

3.5.1.1 The quarterly/honors/achievers must have a general weighted average of 90% and above and must not have a grade lower than 85% in any subject including component subjects of Makabayan.

3.5.1.2 The final honors/achievers must have a general weighted average of 90% and above, must not have a final grade or final rating lower than 85%, and a grade lower than 80% in any quarter.

3.5.2 Junior High School

3.5.2.1 The quarterly/honors/achievers must have a general weighted average of 90% and above and must not have a grade lower than 85% in any subject including component subjects like Music, Arts, PE, and Health.

3.5.2.2 The final honors/achievers must have a general weighted average of 90% and above, must not have a final grade or final rating lower than 85%, and a grade lower than 80% in any quarter.
3.5.3 Senior High School

3.5.3.1 The semestral honors/achievers must have a general weighted average of 90% and above in a semester and must not have a grade lower than 85% in any subject.

3.5.3.2 The final honors/achievers must have a general weighted average of 90% and above in the first and second semesters, must not have a final grade or final rating lower than 85%, and a grade lower than 80% in any quarter.

3.5.4 The grade range to receive the gold, silver, or bronze sticker/medal shall be as follows:

3.5.4.1 95% and above - gold sticker/medal

3.5.4.2 93 - 94% - silver sticker/medal

3.5.4.3 90 - 92% - bronze sticker/medal

3.5.5 The final grades and general weighted average shall be computed to three decimal places.

3.5.6 The final top two students per grade level shall receive a certificate of ranking during final compcard distribution for enrollment discount purposes.

3.5.7 A list of quarterly honors/achievers in alphabetical order shall be posted in the respective bulletin board during each compcard distribution.

3.6. Monitoring and Evaluation

Implementation of this QP is monitored by the Registrar’s Department through the BED Records Office and would be reviewed every three years or as the need arises.
3.7. Dissemination

This QP shall be uploaded to and viewable through Document Management System (DMS).

3.8. Related Documents

3.8.1 Quality Policy on Enhanced K to 12 BED Grading System QP:09-04-QP-07 rev.01 070716
3.8.2 Reports on Quarterly/Final Ratings Quarterly/Final Compcard

4. BASIC EDUCATION (BED) RETENTION AND PROMOTION

4.1 Policy Framework

The Colegio has the right to determine whose applicants shall be accepted for enrollment. It has a right to judge the fitness of students seeking admission and readmission.

When a student enrolls in an educational institution, an implied contract is formed where each of the parties has reciprocal rights and obligations. The student is expected to comply with the rules and regulations of the school. On the other hand, it is incumbent upon the school, among others, to provide the education needed by the student until s/he completes the course s/he pursues. Thus, although it is clear that students have the right to be enrolled for the entire duration of their course, their readmission may be legally denied in case of academic deficiency, violation of school rules and regulations, closure of a program or course of study by the school or the closure of the school itself (Education Law and the Private Schools, 2002 Ed., p. 388).

4.2 Application and Scope

4.2.1 This quality procedure (QP) applies to all local and foreign BED students enrolled at the Colegio.

4.2.2 This QP also serves as guide for all students and their parents/guardians as to the conditions for retention and
promotion in the BED.

4.3 Definition of Terms

4.3.1 Retention is the student’s qualification for readmission in the Colegio in the duration of completing his/her academic requirement.

4.3.2 Promotion is the process of promoting qualified students to the next grade level at the end of the current academic year.

4.4 General Policies

The Colegio has the right to dismiss or not to re-admit students due to academic deficiency or failure to maintain the academic standing required for retention set by the school.

4.5. Specific Policies

4.5.1 Preparatory and Grade School

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Condition</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be retained in the Grade School, students should obtain a final grade of at least 75% in all subjects, 75% quarterly/general weighted average, and satisfactory in Conduct/Observed Values.</td>
<td>Obtained a quarterly grade below 75% in a quarter</td>
<td>Shall be given intervention such as remedial/extra lessons by the concerned subject teacher/s</td>
</tr>
<tr>
<td></td>
<td>Obtained the requirements in finals</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td></td>
<td>Did not meet expectations in not more than two subjects in finals</td>
<td>Must pass remedial classes for subjects with failing grade to be promoted to the next grade level. Otherwise, the student is retained in the same grade level and shall not be readmitted in the Colegio in the next academic year.</td>
</tr>
<tr>
<td></td>
<td>Did not meet expectations in three or more subjects in finals</td>
<td>Retained in the same grade level; not eligible for enrollment in the Colegio in the next academic year.</td>
</tr>
</tbody>
</table>

Preparatory to Grade 6
4.3 Definition of Terms

4.3.1 Retention is the student's qualification for readmission in the Colegio in the duration of completing his/her academic requirement.

4.3.2 Promotion is the process of promoting qualified students to the next grade level at the end of the current academic year.

4.5.5.1 Preparatory and Grade School Requirements

To be retained in the Grade School, students should obtain a final grade of at least 75% in all subjects, 75% quarterly/general weighted average, and satisfactory in Conduct/Observed Values.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed to maintain the requirements in first quarter</td>
<td>Advised to study harder*/Parents' cooperation is sought; First written warning*</td>
</tr>
<tr>
<td>Failed to maintain the requirements in second quarter</td>
<td>Second written warning*</td>
</tr>
<tr>
<td>Failed to maintain the requirements in third quarter</td>
<td>Final written warning*</td>
</tr>
<tr>
<td>Failed to maintain the requirements in finals</td>
<td>Promoted to the next grade level but shall be recommended for transfer to Basic Education Curriculum of the High School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades 7 to 9</th>
<th>Maintained the requirements in finals</th>
<th>Promoted to the next grade level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 10</td>
<td>Passed all subjects in Grade 10</td>
<td>1. Earn the Grade School Certificate 2. Promoted to Junior High School</td>
</tr>
</tbody>
</table>

* Student/s will attend remediation program upon recommendation of the subject teacher/s.
## 4.5.2.2 Basic Education Curriculum (BEC)

### Requirements

To be retained in the Basic Education Curriculum, students should maintain a final grade of at least 75% in all subjects, 75% quarterly/general weighted average, and satisfactory in Conduct/Observed Values.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed to maintain the requirements in first quarter</td>
<td>Advised to study harder*/Parents’ cooperation is sought; First written warning*</td>
</tr>
<tr>
<td>Failed to maintain the requirements in second quarter</td>
<td>Second written warning*</td>
</tr>
<tr>
<td>Failed to maintain the requirements in third quarter</td>
<td>Final written warning*</td>
</tr>
<tr>
<td>Did not meet expectations in not more than two subjects in finals</td>
<td>Must pass remedial classes for subjects with failing grade to be promoted to the next grade level. Otherwise, the student is retained in the same grade level and shall be recommended for transfer to other school.</td>
</tr>
<tr>
<td>Did not meet expectations in three or more subjects in finals</td>
<td>Retained in the same grade level; not eligible for enrollment in the Colegio in the next academic year.</td>
</tr>
<tr>
<td>Maintained the requirements in finals</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td>Did not meet expectations in not more than two subjects in finals</td>
<td>Must pass remedial classes for subjects with failing grade to be promoted to Senior High School and earn the Junior High School diploma. Otherwise, the student is retained in the same grade level. S/He shall not be readmitted in the Colegio in the next academic year.</td>
</tr>
<tr>
<td>Did not meet expectations in three or more subjects in finals</td>
<td>Retained in the same grade level; not eligible for enrollment in the Colegio in the next academic year.</td>
</tr>
</tbody>
</table>
| Passed all subjects in Grade 10 | 1. Earn the Junior High School completion certificate  
2. Promoted to Senior High School |

* Student/s will attend remediation program upon recommendation of the subject
4.5.2.3 **Senior** High School (SHS)

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Condition</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be retained in the Senior High School, students should maintain a final</td>
<td>Maintained the requirements</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td>grade of at least 75% in all subjects, 75% general weighted average, and</td>
<td>Did not meet expectations in</td>
<td>Must pass remedial classes for failed competencies in the subject before</td>
</tr>
<tr>
<td>satisfactory in Conduct/Observed Values.</td>
<td>a prerequisite subject</td>
<td>being allowed to enroll in the higher-level subject</td>
</tr>
<tr>
<td>Grades 11 and 12</td>
<td>Did not meet expectations in</td>
<td>Grade 11 students must pass remedial classes for failed competencies in</td>
</tr>
<tr>
<td></td>
<td>any subject</td>
<td>the subject/s to be allowed to enroll in the next academic year.</td>
</tr>
<tr>
<td></td>
<td>Passed all subjects in</td>
<td>Grade 12 students shall be required to enroll and pass the subject/s</td>
</tr>
<tr>
<td></td>
<td>Senior High School</td>
<td>failed during summer; otherwise, the student is retained in the same</td>
</tr>
<tr>
<td></td>
<td></td>
<td>grade level and will not be entitled to a Letran Senior High School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>diploma.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Earn the Senior High School diploma</strong></td>
</tr>
</tbody>
</table>

4.5.3 Students who are not able to perform satisfactorily in any subject during the academic year due to lack of sincerity of purpose (unexcused absences, non-cooperation with school authorities, etc.) will not be readmitted in the next school term.

4.5.4 Students under probationary contract, whether it be academic or behavior, should manifest significant improvement in academics or in conduct as the
case may be. Otherwise, they will be dismissed automatically at the end of the academic year.

4.5.5 Parents of students with Academic or Behavioral Contract are required to have a regular conference with the respective subject teachers and adviser. The conference aims to initiate concrete ways of helping the particular student overcome his/her difficulty.

4.6. Monitoring and Evaluation

Implementation of this QP is monitored by the Registrar’s Department through the BED Records Office and would be reviewed every three years or as the need arises.

4.7. Dissemination

This QP shall be uploaded to and viewable through Document Management System (DMS).

4.8. Related Documents

4.8.1 Reports on Quarterly/Final Ratings
4.8.2 Final COMPCARD
4.8.3 Report on SSC Students for Transfer to BEC
4.8.4 Report on Failures
4.8.5 Request for Cross Enrollment Form AR:09-04-FO-21 rev.03 070716
4.8.6 Cross Enrollment Permit AR:09-04-FO-22 rev.01 101515
4.8.7 Summer Report Card (Form 138)/Form 137
4.8.8 Education Law and the Private Schools, 2002 Ed., p. 388
4.8.9 DO No. 8, s. 2015 (Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program), pp. 17-19
5.K TO 12 BASIC EDUCATION RECOGNITION AWARD

1. Policy Framework

The Colegio shall give due recognition to Basic Education (BEd) students who have shown exemplary performance in their studies and curricular activities.

2. Application and Scope

2.1 This quality procedure (QP) applies to all BEd students enrolled at the Colegio except for the graduating students in grade six and grade 12 (Senior SH).

2.2 This QP also serves as guide for all students and their parents/guardians as to the set criteria on the selection of BEd recognition awardees.

3. Definition of Terms

3.1 **Recognition Award** is an acknowledgment of achievement, service, merit, etc. given to non-graduating pupils/students conducted every end of the academic year including moving up and completion rites. It is often signified by trophies, titles, certificates, commemorative plaques, medals, badges, pins or ribbons.

3.2 **BEd pupils/students** include Nursery, Kindergarten and Preparatory pupils for Preschool, Grades 1 to 5 pupils for Elementary, Grades 7 to 10 students for Junior High School, and Grade 11 students for Senior High School.
4. General Policies

4.1 Recognition in curricular activities shall be awarded for the achievement and excellence of students in specific academic disciplines (e.g. Science, Mathematics, English, Computer, Christian Living Education, etc.) or specific academic strands for Grade 11 (Science, Technology, Engineering and Mathematics (STEM) Strand; Accountancy, Business and Management (ABM) Strand; Humanities and Social Sciences (HUMMS) Strand; and General Academic (GAS) Strand, and in special co-curricular areas (e.g. athletics, performing arts, campus journalism, etc.)

5. Specific Policies

5.1 Recognition Awards for Preschool (Nursery, Kindergarten and Preparatory)

5.1.1 Special Awards

5.1.1.1 The following special awards shall be given to any pupil who obtains the highest grade in the following areas:

a. Mathematics
b. Science
c. English
d. Values Education with Christian Living Education

5.1.1.2 The following special awards shall also be given to recognize the various Multiple Intelligences demonstrated by the pupil in the course of his/her stay in the Nursery, Kinder and Preparatory levels:

a. **Language Smart** – good with words in reading, and writing; has the capacity to use language to express what’s on his/her mind and to understand other people
b. **Number Smart** – good with numbers; has the ability to demonstrate knowledge, thinking skills and insights into patterns of Mathematics

c. **Music Smart** – good with rhythm; has the capacity to think in music able to hear patterns and recognize them

d. **Body Smart** – good at physical activities; has the capacity to use his/her body to solve problems, or convey ideas and emotions

e. **Self Smart** – good with analyzing things; has an understanding of himself/herself, of knowing who he/she is, and what he/she can do

f. **Picture Smart** – good with pictures; has the ability to create visual representations and can transfer them mentally

g. **Nature Smart** – good with understanding natural world; has the ability to discriminate among living things as well as sensitivity to other features of the natural world

h. **People Smart** – good with communication; has the ability to understand other people

5.1.3 **Attendance Award** is given to any pupil who has never been absent nor late during the current academic year in all student activities.

5.1.4 **Conduct Award** is given to a pupil in each section with the highest final rating in Conduct and with no failing grade in any academic subject.
5.1.1.5 Certificate for Preparatory. All Preparatory learners who will complete Preparatory Course to Grade 1 shall receive their certificates during the Moving-up Ceremonies.

5.2 Recognition Awards for Grade School (Grades 1-5)

5.2.1 Values Education with Christian Living Education Award

a. This award is given to a student who obtains the highest rating in Values Education (Edukasyon sa Pagpapakatao) with Christian Living Education in each grade level.

5.2.2 Conduct Award

a. This award is given to a pupil in each section with the highest final rating in Conduct.

b. No behavioral contract/No disciplinary action of any nature must have been issued in the awardee’s previous academic year of stay in the department.

5.2.3 Special Awards

a. The special award is given to any pupil who obtains the highest grade in the following areas:
   - Mathematics
   - Science
   - English
   - Filipino
   - Araling Panlipunan
   - Computer
   - Robotics (for Grades 4-6)

b. In case of a tie, the student who is able to bring honor to the school such as winning or qualifying in the division, regional, national, and international level academic contests will be considered.
5.2.4 **Robotics Special Recognition Award** This award is given to a student who is able to bring honor to the school such as winning or serving as a representative in national or international Robotics-related competitions.

5.2.5 **Arts Award**

a. The awardee must fulfill the minimum requirements in all subjects.

b. S/he must have performed with distinction, as an individual or as a member of a team capping any of the first three (3) places in any of the following fields: literature, speech, music, painting, and sculpture as official participant of his/her class or school, district, regional, or national competition.

c. S/he must have participated with distinction as an active member, performer, or director in school-authorized drama, dance production, or choral production as determined by the person-in-charge.

5.2.6 **Sports Award**

a. The awardee must maintain a grade not lower than 80% in all of his/her subjects

b. S/he is a member of a team that represents his/her class or school in any district, regional and/or national sports competition.

c. S/he must have performed with distinction in sports competition as an official participant of his/her class or school as attested to in writing by his/her coach.

d. S/he has not been subjected to any disciplinary action within and outside the school premises.
5.2.7 Service Award

a. This award is given to any pupil for his/her outstanding/distinct service rendered to the school with evident accomplishments signed by his/her class adviser in any of the assignment/role below:

- Barangayette Officer
- Knights of the Altar
- Mass Lector & Commentator
- Class Monitor
- Peer Facilitator
- Boy and Girl Scout
- Class Officer
- The Page Publication Staff

5.2.8 Attendance Award

This award is given to any pupil who has never been absent nor late during the current academic year in all basic education activities that require his/her presence including the Intramurals, Recollection, Daily Morning Routine, Family Day Recollection, and any other recognized curricular and co-curricular activities.

5.3 Recognition Awards for Junior High School (Grades 7-10)

5.3.1 Best in Science

a. This award is given to a student under the Basic Education Curriculum and Special Science Curriculum per grade level who obtains the highest final grade in all his/her Science subjects including electives.

b. In case of a tie, the student’s external achievement/s such as winning in contests, active participation in Science-related activities, or inventions will be considered.
5.3.2 Best in Mathematics

a. This award is given to a student under the Basic Education Curriculum and Special Science Curriculum per grade level who obtains the highest final grade in all his/her Mathematics subjects including electives.

b. In case of a tie, the student’s external achievement/s such as winning in contests, active participation in Mathematics-related activities, or inventions will be considered.

5.3.3 Best in Communication Arts

a. This award is given to a student enrolled under the Basic Education Curriculum and Special Science Curriculum per grade level who obtains the highest final grade in all his/her Communication Arts subjects including electives.

b. In case of a tie, the student’s external achievement/s such as winning in contests, active participation in Communication Arts-related activities will be considered.

5.3.4 Best in Robotics

a. This award is given to a student per grade level who obtains the highest final grade in his/her Robotics subject.

b. In case of a tie, the student’s external achievement/s such as winning in contests, active participation in Robotics-related activities, will be considered.

5.3.5 Robotics Special Recognition Award

This award is given to a student who is able to bring honor to the school such as winning or serving as a representative in national or international
Robotics-related competitions.

5.3.6 Christian Living Education Award

This award is given to a student who obtains the highest final grade in Christian Living Education in each grade level.

5.3.7 Conduct Award

a. This award is given to a student in each section with the highest final rating in Conduct.

b. No behavioral contract/No disciplinary action of any nature must have been issued in the awardee’s previous academic year of stay in the department.

5.3.8 Arts Award

a. The awardee must fulfill the minimum requirements in all his/her subjects.

b. S/he must have performed with distinction, as an individual, as a member of a team, bagging any of the first three places in any of the fields in visual and performing arts (literature, speech, music, painting and sculpture) as official participant of his/her class or school, in district, regional, or national competitions.

c. S/he must have participated with distinction as an active member, performer or director in school-authorized drama, dance production or choral production as determined by the person-in-charge.

d. S/he has not been subjected to any disciplinary action within and outside school premises.

5.3.9 Sports Award

a. The awardee must maintain a grade not lower than 80% in all of his/her subjects.

b. S/he is a member of a team that represents his/her class or school in any regional and/or national sports competition.

c. S/he must have performed with distinction in sports competition as an official participant of his/her class or school as attested to in writing by his/her coach.

d. S/he has not been subjected to any disciplinary action within and outside school premises.

5.3.10 Service Award

a. The awardee must have rendered invaluable service to the school.

b. S/he must be a member of good standing of a recognized school club or organization with significant contribution/s to the organization.

c. S/he must have constantly and actively participated in the program and projects of the organization.

d. S/he has not been subjected to any disciplinary action within and outside school premises.

5.3.11 Gawad Bartolome de las Casas for Outstanding High School Student Club/Organization

a. The Gawad Bartolome De Las Casas for Outstanding Student Club/Organization will be awarded to the club/organization that garnered the highest rating in the annual (average of four quarters) evaluation, both for academic and non-academic club/organization.

b. The student leadership program’s Key Result Areas (KRAs) are organizational management, team building,
5.3.9 Sports Award

a. The awardee must maintain a grade not lower than 80% in all of his/her subjects.

b. S/he is a member of a team that represents his/her class or school in any regional and/or national sports competition.

c. S/he must have performed with distinction in sports competition as an official participant of his/her class or school as attested to in writing by his/her coach.

d. S/he has not been subjected to any disciplinary action within and outside the school premises.

5.3.10 Service Award

a. The awardee must have rendered invaluable service to the school.

b. S/he must be a member of good standing of a recognized school club or organization with significant contribution/s to the organization.

b. S/he must have constantly and actively participated in the program and projects of the organization.

d. S/he has not been subjected to any disciplinary action within and outside school premises.

5.3.11 Gawad Bartolome de las Casas for Outstanding High School Student Club/Organization

a. The Gawad Bartolome De Las Casas for Outstanding Student Club/Organization will be awarded to the club/organization that garnered the highest rating in the annual (average of four quarters) evaluation, both for academic and non-academic club/organization.

b. The student leadership program’s Key Result Areas (KRAs) are organizational management, team building,
co-curricular activities, institutional involvement, community service, and Dominican empowerment.

5.3.12 Gawad Bartolome de las Casas for Outstanding Student Volunteer

a. The Gawad Bartolome de las Casas for Outstanding Student Volunteer recipient shall be selected based on the following criteria:

Community and Extension Service (60%)
Significant Contribution to the Community (30%)
Interview (10%)

b. Only a nominee who obtains 70% and above is qualified to receive the award.

5.3.13 Best Research Paper

a. This award is given to a group that obtains the highest rating during the final paper presentation.

5.3.14 Other Awards for BSP, GSP, and LACASA

a. The awardee must be an active bonafide member of the organization with significant and outstanding contribution to the organization/school.

b. S/he has not been subjected to any disciplinary action within and outside school premises.

5.3.15 Junior High School Certificate

a. All Grade 10 learners who will complete Junior High School satisfactorily shall receive their Junior High School Certificate during the Completion Rites.
5.4 Recognition Awards for Grade 11

The Outstanding Performance Award is given to learners from Grade 11 per strand who have attained an average of at least 90 and passed all learning areas.

5.4.1 Outstanding Performance Award in Science

a. This award is given to learners who have high academic standing in Science, demonstrated passion for science expressed through an excellent attitude toward science work, shown enthusiasm for science which positively influences other students in class and the wider school community, and displayed inquisitiveness about the environment, how things work, and how natural processes occur.

b. The academic rating that will be considered for this award is the student’s final average rating in Science subjects in SHS.

c. The academic rating that will be considered for this award is the student’s final average rating in Science subjects in SHS.

5.4.2 Outstanding Performance Award in Mathematics

a. This award is given to learners who have high academic standing in Mathematics, demonstrated passion for math expressed through an excellent attitude toward math work, and shown enthusiasm for math, which positively impacts other students in class.

b. The academic rating that will be considered for this award is the student’s final average rating for the core Mathematics subjects in SHS.
5.4.3 Outstanding Performance Award in Communication Arts

a. This award is given to learners who have demonstrated proficiency in any language (Filipino, English, or other foreign languages) in written or oral communication, shown creativity in expressing ideas in written or oral activities in various subjects, and contributed to the school community.

b. The academic rating that will be considered for this award is the student’s final grade in Filipino, English, or other foreign-language subjects and related learning areas in Senior High School specific to the award.

5.4.4 Outstanding Performance Award in Social Sciences

a. This award is given to learners who have high academic standing in social sciences. They have consistently demonstrated the willingness and ability to contribute to and participate in activities that serve the common good. They have used their knowledge, skills, and disposition in history, geography, economics, and other areas of the social sciences to promote the common good and to achieve shared ends for others in the school and community above and beyond their personal good.

b. The academic rating that will be considered for this award is the student’s final average rating for the core Social Sciences subjects, Personal Development/ Pansariling Kaunlaran and Understanding Culture, Society and Politics.

5.4.5 Outstanding Performance Award in Arts

a. This award is given to learners who have consistently demonstrated outstanding skills in the arts and above average creativity and craftsmanship exemplified through contribution to schools’ various functions and events.
b. The academic rating that will be considered for this award is the final grade in Contemporary Philippines from the Region.

5.4.6 Outstanding Performance Award in Athletics

a. This award is given to learners who have shown outstanding skills in athletics (particularly in games and sports) through participation and victories in competitions, as well as discipline in training and sportsman-like conduct and character.

b. The academic rating that will be considered for this award would be the student’s final grade in Physical Education.

5.4.7 Outstanding Performance Award in Research

a. Award for Research or Innovation is specific to the SHS tracks. Grade 11 students (individuals, pairs, or groups of not more than four members) must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research with findings that can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.

b. The tables below show the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those Grade 11 students – individuals, pairs, or groups of not more than four members, who have received at least 90% of the criteria shall be awarded.
### Research Criteria and Weights

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Research Grade</td>
<td>20%</td>
</tr>
<tr>
<td>2. Output</td>
<td></td>
</tr>
<tr>
<td>a. Usefulness/Significance of Research</td>
<td>35%</td>
</tr>
<tr>
<td>b. Rigor</td>
<td>30%</td>
</tr>
<tr>
<td>3. Research Presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

### Innovation Criteria and Weights

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Output</td>
<td></td>
</tr>
<tr>
<td>a. Originality or novelty of the product or service</td>
<td>15%</td>
</tr>
<tr>
<td>b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community</td>
<td>25%</td>
</tr>
<tr>
<td>c. Cost-effectiveness, efficiency, and/or practicality</td>
<td>15%</td>
</tr>
<tr>
<td>d. Environmental safety or soundness</td>
<td>10%</td>
</tr>
<tr>
<td>2. Delivery or Presentation</td>
<td></td>
</tr>
<tr>
<td>a. Clarity of the product development process and the innovative features shown during presentation</td>
<td>10%</td>
</tr>
<tr>
<td>b. Acceptability of the innovation to the target beneficiaries</td>
<td>5%</td>
</tr>
<tr>
<td>3. Research Basis of the Service or Product (i.e. empirical studies)</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
5.4.8 Outstanding Performance Award in Club or Organization Achievement

a. This award is given to a duly recognized club or organization that has created positive impact on the school and/or community it serves through the implementation of all its planned projects and activities, provided strong support to the implementation of the school activities and attainment of the school's objectives, and taken great strides to help its members develop their potentials.

b. The table below shows the set of criteria and weights that will be used in the evaluation and deliberation process for this award. Only those clubs or organizations that have received at least 90% of the criteria shall be awarded.

Criteria and Weights for Awards for Club or Organization Achievement

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Club/Organization Performance</td>
<td>50%</td>
</tr>
<tr>
<td>a. Plans and develops club/organization’s objectives, projects, and activities</td>
<td></td>
</tr>
<tr>
<td>b. Implements projects and activities, and delivers services based on the club/organization’s objectives and plans</td>
<td></td>
</tr>
<tr>
<td>c. Manages and/or uses resources wisely</td>
<td></td>
</tr>
<tr>
<td>d. Shows teamwork and collaboration among its members</td>
<td></td>
</tr>
<tr>
<td>2. Exemplary Output</td>
<td>30%</td>
</tr>
<tr>
<td>a. Delivers a concrete output related to the objectives and purpose of the organization and the school</td>
<td></td>
</tr>
<tr>
<td>3. Contribution to the School or Community</td>
<td>20%</td>
</tr>
<tr>
<td>a. Benefits the members of the club/organization and the greater majority of the school population and/or community</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>
6. Monitoring and Evaluation

Implementation of this QP is monitored by the Principal’s Office and would be reviewed every three years or as the need arises.

7. Dissemination

This QP shall be uploaded to and viewable through Document Management System (DMS).

8. Related Documents

8.1 Report on Final Ratings
8.2 Student and Parent Handbook
8.3 DepEd Order No. 36, s. 2016

6.K TO 12 BASIC EDUCATION (BED) GRADUATION

1. Policy Framework

Graduation is an institutional activity wherein all members of the Letran community gather together to witness the highlight of the academic year. Traditionally, graduation ceremonies mark the completion of a school program. Today, however, graduation ceremonies recognize the achievement of students as well.

The Colegio confers Grade 6 certificate and Grade 12 diploma to students who had successfully complied with all the academic requirements of their respective program.

2. Application and Scope

2.1 This quality procedure (QP) applies to all graduating Basic Education (BED) students of the Colegio.

2.2 This QP serves as guide to all personnel and offices who are
involved in the implementation of the BED graduation, from deliberation of graduation honors to the actual conduct of the graduation ceremonies.

3. Definition of Terms

3.1 Diploma is a document issued by the Colegio certifying the successful completion of a course of study.

3.2 Graduation is the ceremony of conferring degrees or diplomas.

3.3 Graduation Honor is recognition given to graduating students with outstanding academic performance based on the approved curriculum of the Department of Education (DepEd) and specific criteria set by the Colegio.

3.4 Graduation Award is recognition given to graduating students with exemplary performance and/or outstanding contribution in a particular program, activity, or area.

3.5 Special Order Number (S.O. No.) is a number required for the graduation of students, applied by each private school at the Department of Education (DepEd), the number of which is indicated in the diploma issued during graduation.

4. General Policies

4.1 The date of graduation is reflected in the school calendar and must be held within the month after the final examinations in the BED.

4.2 The Colegio’s deliberation of candidates for graduation honors in the BED is in accordance with DepEd Orders. Results shall be confirmed with the Office of the Registrar.

4.3 All faculty members of the BED are required to attend the graduation ceremonies. Only those with justifiable cases of faculty members’ absence in graduation ceremonies shall be considered.

4.4 The official list of graduates shall be submitted to the Department of Education (DepEd) immediately after graduation.
5. Specific Policies

5.1 Graduation Requirements

5.1.1 Only students who have completed the following requirements of the program shall be recommended for graduation and shall be allowed to graduate and/or participate in the graduation ceremonies:

5.1.1.1 Passed all the subjects; and

5.1.1.2 Accomplished the terminal clearance.

5.1.2 All candidates for high school graduation shall be applied for Special Order number to DepEd Regional Office.

5.2 Candidates for Graduation

5.2.1 The tentative list of candidates for graduation shall be posted after the locking of the fourth quarter e-grading.

5.2.2 Official list of graduates shall be posted two days after the deadline for submission of the terminal clearance.

5.3 Deliberation of Candidates for Graduation Honors and Awards

5.3.1 A list of candidates for graduation honors shall be based on their final grades obtained during the last curriculum year in their respective school.

5.3.2 Academic excellence, with a weight of seven points, shall be based on the general weighted average of all the learning areas in the curriculum year.
5.3.3 Co-curricular performance, with a weight of three points, covers the achievements at all levels (school, division, regional, national, and international) in five areas, namely: a) Contests and Competitions (CC), b) Student Leadership (SL), c) Campus Journalism (CJ), d) Officership and Membership (OM), and e) Participation or Attendance (PA) (D.O. No. 23, s. 2012). Computations of points shall be cumulative, the result of which shall be submitted by the BED Student Affairs Formation Officer, signed by the Class Advisers and noted by the Principal.

5.3.4 The BED’s Committee for the Selection of Graduation Honors which is composed of the Principal, Assistant Principal, Chairs, class advisers, subject teachers, and club advisers of the respective graduating class, and BED Records Officer shall convene within two weeks after the last day of the final examinations for graduating students to deliberate on the candidates for graduation honors and awards. The candidates’ final grades shall be presented by the BED Records Officer, while the co-curricular ratings shall be presented by the BED Student Affair Formation Officer.

5.3.5 The deliberation results of the respective school shall be presented by the BED Records Officer and the Principal to the Vice President for Academics and the Registrar prior to its submission to DepEd Regional Office by the Liaison Officer.

5.3.6 List of graduation honors and awards shall be posted on the respective bulletin board after the official announcement of the Principal is made.

5.4 Graduation Honors and Awards for Grade 12

5.4.1 Graduation Honors

5.4.1.1 Candidates for honors shall be drawn from the top 10 students of Grade 12 across all strands.
5.4.1.2 S/he must have a general weighted average of 90% and above in the first and second semesters, must not have a final grade or final rating lower than 85%, and a grade lower than 80% in any quarter.

5.4.1.3 The final grade or final rating shall be in three decimal places.

5.4.1.4 The top 10 students shall be ranked using the 7-3 point scheme (seven points for academic performance and three points for co-curricular activities).

5.4.1.5 Only the grades in the current academic year shall be considered in the ranking of honor students.

5.4.1.6 The candidates must have completed the curriculum within the prescribed length of years.

5.4.1.7 S/he must have been an active member of at least one of the existing authorized student organizations or clubs during Grade 12.

5.4.1.8 S/he must have conducted himself/herself in conformity with the standards set by the Colegio in compliance with school rules, regulations, and policies.

5.4.1.9 Top honor students graduating from Grade 12 shall be designated Valedictorian, Salutatorian, and Honorable Mention. There shall be one Valedictorian and one Salutatorian per graduating class. In case of a tie between two candidates, both may be declared Valedictorians of Salutatorians.

5.4.1.10 The number of honor students to be declared honorable mention shall be no more than 1% of the total graduating students.
5.4.2 Graduation Awards

5.4.2.1 St. Thomas Aquinas Award for Academic Excellence is given to graduating students who obtained the highest general weighted average in their respective strand, the average of which shall not be lower than 93% in the first and second semesters.

5.4.2.2 St. Thomas Aquinas Award for Academic Distinction is given to graduating students whose performance during the academic year qualify them for candidacy in the graduation honors.

5.4.2.3 St. Dominic de Guzman Award for Outstanding Letranite is given to a student with excellent academic achievement, religious deportment and remarkable social involvement throughout his/her stay in the Colegio.

5.4.2.4 St. Vincent Liem de la Paz Award for Exemplary Conduct is awarded to a student with the highest final rating in Conduct and with no failing grade in any academic subject.

5.4.2.5 St. Lorenzo Ruiz Award is awarded to a student with the highest general average in Christian Living Education.

5.4.2.6 St. John the Baptist Leadership Award is given to any club or council officer who has actively or religiously performed his/her duties during his/her term of office.

5.4.2.7 Fra Angelico Award for Arts is given to a student who

5.4.2.7.1 successfully passed all his/her subjects;

5.4.2.7.2 has performed with distinction, as an individual, as member of a team, capping any of the first three places in any of the following fields: literature, speech, music, painting and sculpture, as official participant of his/her class.
or school, in district, regional, or national competitions; and

5.4.2.7.3 has participated with distinction as an active member, performer or director in school-authorized drama, dance production or choral production as determined by the person-in-charge.

5.4.2.8 Athlete of the Year Award is given to a student who

5.4.2.8.1 fulfills the minimum requirements prescribed in all his/her subjects;

5.4.2.8.2 is a member of a team that represents his/her class or school in any sports competition;

5.4.2.8.3 has not been subjected to any disciplinary action regarding his/her participation in any sports activity or competition during the academic year; and

5.4.2.8.4 has performed with distinction in sports competition as an official participant of his/her class or school as attested to in writing by his/her coach.

5.4.2.9 Research and/or Innovation Award is awarded to students under the Science, Technology, Engineering and Mathematics (STEM) Strand and Accountancy, Business, and Management (ABM) Strand, respectively – individuals, pairs, or groups of not more than four members – who have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school and/or community.
5.4.2.9.1 Research Criteria and weights

<table>
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<tr>
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<td>2. Output</td>
<td>35%</td>
</tr>
<tr>
<td>a. Usefulness/Significance of Research</td>
<td>35%</td>
</tr>
<tr>
<td>Usefulness to the school and/or community or contribution of the research to the existing body of information related to the study</td>
<td></td>
</tr>
<tr>
<td>b. Rigor</td>
<td>30%</td>
</tr>
<tr>
<td>Soundness of methodology (research design, data collection, and data analysis)</td>
<td></td>
</tr>
<tr>
<td>3. Research Presentation</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation and defense of research output</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

5.4.2.9.2 Innovation Criteria and weights

<table>
<thead>
<tr>
<th>Criteria</th>
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<tr>
<td>1. Output</td>
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<td>c. Cost-effectiveness, efficiency, and/or practicality</td>
<td>10%</td>
</tr>
<tr>
<td>d. Environmentally safe</td>
<td></td>
</tr>
<tr>
<td>2. Delivery or Presentation</td>
<td>10%</td>
</tr>
<tr>
<td>a. Clarity of the product development process and the innovative features shown during presentation</td>
<td></td>
</tr>
<tr>
<td>b. Acceptability of the innovation to the target beneficiaries</td>
<td>5%</td>
</tr>
<tr>
<td>3. Study or Research</td>
<td>15%</td>
</tr>
<tr>
<td>Research basis of the service or product</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>
5.4.2.10 Culminating Activity Award is awarded to students under the Humanities and Social Sciences (HUMSS) and General Academic (GA) Stands who received the highest efficiency rating in their respective strand for their diligence and consistency in performing their duties and responsibilities throughout their culminating activity.

5.4.2.11 The Gawad Lingkod Pamayanan (Community Service Award), sponsored by the Community and Extension Services Department (CESD) is granted to a graduating student who is a member of the Auxiliary/Volunteer or non-academic organizations and has shown exemplary and significant contributions to the community and to the Colegio.

5.4.2.12 Bronze Loyalty Award is given to students who studied continuously in the Colegio from Preparatory to Grade 12 or Grade 1 to Grade 12.

5.5 Graduation Honors and Awards for Grade School

5.5.1 Graduation Honors

5.5.1.1 Candidates for honors shall be drawn from the top 10 pupils of the grade school.

5.5.1.2 S/he must have a general weighted average of 90% and above, must not have a final grade or final rating lower than 85%, and a grade lower than 80% in any quarter.

5.5.1.3 The final grade or final rating shall be in three decimal places.

5.5.1.4 The top 10 pupils shall be ranked using the 7-3 point scheme (seven points for academic performance and three points for co-curricular activities).

5.5.1.5 Only the grades in the current academic year shall be considered in the ranking of honor pupils.

5.5.1.6 The candidates must have completed the curriculum within the prescribed length of years.

5.5.1.7 S/he must have been an active member of at least one of the existing authorized student organizations or clubs during Grade 6.
5.5.1.8 S/he must have conducted himself/herself in conformity with the standards set by the Colegio in compliance with school rules, regulations, and policies.

5.5.1.9 Top honor pupils graduating from grade school shall be designated First Honors, Second Honors, and Honorable Mention. There shall be one First Honors and one Second Honors per graduating class. In case of a tie between two candidates, both may be declared First Honors or Second Honors.

5.5.1.10 The number of honor pupils to be declared honorable mention shall be no more than 1% of the total graduating pupils.

5.5.2 Graduation Awards

5.5.2.1 St. Thomas Aquinas Award for Academic Excellence is given to a graduating pupil who obtained the highest general weighted average, the average of which shall not be lower than 93%.

5.5.2.2 St. Thomas Aquinas Award for Academic Distinction is given to graduating pupils whose performances during the academic year qualify them for candidacy in the graduation honors.

5.5.2.3 St. Dominic de Guzman Award for Outstanding Letranite is given to a pupil with excellent academic achievements, religious deportment, and remarkable social involvement throughout his/her stay in the Colegio.

5.5.2.4 St. Vincent Liem de la Paz Award for Exemplary Conduct is awarded to a pupil with the highest final rating in Conduct and with no failing grade in any academic subject.

5.5.2.5 St. Lorenzo Ruiz Award is awarded to a pupil with the highest combined average in Christian Living Education (CLE) and Character Education.
5.5.2.6 St. John the Baptist Leadership Award is given to any club or council officer who actively or religiously performed his/her duties during his/her term of office.

5.5.2.7 Fra Angelico Award for Arts is given to a pupil who:

5.5.2.7.1 has successfully passed all his/her subjects;

5.5.2.7.2 has performed with distinction, as an individual, as member of a team, capping any of the first three places in any of the following fields: literature, speech, music, painting and sculpture, as official participant of his/her class or school, in district, regional, or national competitions; and

5.5.2.7.3 has participated with distinction as an active member, performer or director in school-authorized drama, dance production, or choral production as determined by the person-in-charge.

5.5.2.8 Athlete of the Year Award is given to a pupil who:

5.5.2.8.1 fulfills the minimum requirements prescribed in all his/her subjects;

5.5.2.8.2 is a member of a team that represents his/her class or school in any sports competition;

5.5.2.8.3 has not been subjected to any disciplinary action regarding his/her participation in any sports activity or competition during the schoolyear; and

5.5.2.8.4 has performed with distinction in sports competition as an official participant of his/her class or school as attested to in writing by his/her coach.

5.5.2.9 Loyalty Medal is given to pupils who have studied continuously in the Colegio from Preparatory to Grade 6.

5.6 The Colegio may authorize other awards to be given during graduation as long as they are aligned with the institutional thrusts.
5.7 Graduation Exercises

5.7.1 The Graduation Committee shall take charge in the preparation of the graduation exercises.

6. Monitoring and Evaluation

6.1 Implementation of this quality procedure (QP) shall be monitored by the Registrar’s Department and shall be reviewed every three years or as the need arises.

6.2 This QP would be evaluated after every graduation exercises. Evaluation would be done by the administrators, faculty, and personnel involved in its implementation using the Registrar’s Graduation Evaluation Form (AR: 09-00-FO-02 rev.04 041316).

7. Dissemination

This QP shall be uploaded to and viewable through Document Management System (DMS). Dissemination of this QP would also be through conduct of graduation orientation to all graduating students of the current academic year and publication in the students and parents’ handbook.

8. Related Documents

8.1 Accomplished co-curricular forms of top ten (10) graduating pupils/students
8.2 Report on the Selection of Graduating Honor Pupils/Students
8.3 Enhanced K to 12 BED Grading System AR:09-04-QP-07 rev.02 070716
8.4 Graduation Evaluation Form AR:09-00-FO-02 rev.04 041316
8.5 Students and Parents’ Handbook
8.6 DepEd Order No. 92, s. 2009 (Revised Guidelines on the Selection of Honor Pupils and Students in Public Elementary and Secondary Schools)
8.7 Deped Order No. 4, s. 2010 (Amendment to DO No. 92, s. 2009 – Revised Guidelines on the Selection of Honor Pupils and Students in Public Elementary and Secondary Schools)
8.8 DepEd Order No. 23, s. 2012 (Clarifications on the Computation of Co-Curricular Performance in the Ranking of Honor Pupils and Students)
8.9 DepEd Order No. 7, s. 2016 (School Year (SY) 2015-2016 End of School Year Rites)
8.10 DepEd Order No. 15, s. 2016 (Clarifications and Additional Information to DepEd Order No. 7, s. 2016 (School Year (SY) 2015-2016 End of School Year Rites)

8.11 DepEd Order No. 36, s. 2016 (Policy Guidelines on Awards and Recognition for the K to12 Basic Education Program)

7. Suspension of Classes

7.1 Classes in all levels shall be suspended on or before but not later than 5a.m. when:

a. Typhoon Signal No.3 or 4 is raised by PAGASA;and
b. Other calamities such as volcanic eruptions and earthquakes are announced.

7.2 Special suspension of classes maybe declared by the VP for Administration and Planning after an announcement confirmed by the following authorities:

a. DepEd Secretary/CHED Region IV-A Director;and
b. Local Government Unit Head of Calamba City,Laguna.
c. Governor’s Office of Laguna

7.3 The Office of Vice President for Administration and Planning shall make the necessary announcement at all entrances, classrooms, faculty rooms ,and offices. The head of the security guards shall be directed to enforce the suspension at the gate and school entrances.

5.4 Announcements maybe relayed by the Office of Vice President for Administration and Planning to the local radio/television stations or through text messages, Internet ,and/ or phone call for the immediate information of parents, students, faculty, and personnel.
5.5 The Office of Vice President for Administration and Planning with the help of the academic heads and faculty shall make sure that students caught by the announced suspension inside the premises are properly advised to go home as soon as possible and take the necessary precautions. The activation of the Emergency/Disaster/Security Committee may be made during emergency and/or dangerous cases.
Section 3

STUDENT DISCIPLINE
1. Student Decorum

Colegio de San Juan de Letran Calamba, a Catholic institution, is not only concerned with the academic development of the Letranites, but also with their character formation reflected in the Mission Statement of the school. Letranites must be refined in their thought, words, and actions.

In connection with the above-mentioned expectations, the following set of rules and regulations on STUDENT DECORUM is hereby issued.

1.1 Students, parents, and/or guardians must familiarize themselves with the content of this handbook. Ignorance of the provisions stated here in does not excuse any student from the sanctions in this handbook.

1.2 Students shall take pride of this institution and shall conduct themselves in such manner as to preserve the integrity and honor of the school wherever they may be.

1.3 Students are earnestly encouraged to take active participation in all institutional and/or religious activities sponsored by the school.

1.4 Students are expected to show respect and deference at all times in dealing with the administrators, office personnel, members of the faculty, maintenance and technical staff, security guards, fellow students, and visitors.

1.5 Students should strictly observe the seating arrangements made by their respective teachers/advisers. Students are not allowed to leave their seats during intervals of periods unless the teacher permits them. Likewise, students are not allowed to leave the classroom except during emergency cases.

1.6 Students are expected to value the school property and keep the school premises neat and clean. Marking of walls and chairs is prohibited. Blackboard, white board, chalk and white board marker are to be used for instructional purposes only.

1.7 Students should take care of their personal seat and account for it quarterly to their adviser. A chair is assigned to each student for the whole year. In the same way, all the students of each section are accountable for the properties of the assigned classroom. These shall be checked at the end of the school year for their clearance. Official notices on the blackboard should not be erased and posters should not be removed. School facilities (e.g. faucets, lights, air condition units) should be turned off when not in use. Pieces of papers, candy wrappers, and the like should be thrown into the wastebasket.

1.8 Playing which involves strenuous physical exertion before classes as well as during recess, lunch break and study period is strictly prohibited.
1.9 Students are not allowed to leave the school premises without permission from the 
Class Adviser/subject teacher, Principal/Assistant Principal and Students Affairs and 
Development Director except at dismissal time. For sickness related student will 
secure medical certificate from the clinic for his/her log-out signed by the StADD 
Director.

1.10 During school days, students are absolutely forbidden to go to computer shops, 
restaurants, eateries, or establishments maintaining billiards, pool, and the like.

1.11 Students are not all owed to stay in the classroom and manifest boisterous 
conduct such as whistling, shouting, running, loud talking, or any other action that 
tends to distract other students from on-going school activities (in classes, 
offices, chapel, library, etc.).

1.12 Smoking inside the campus is strictly prohibited.

1.14 In all institutional activities including dialogues, meetings and other similar/ 
related activities where students are directly involved, orderliness and proper 
behavior should be observed. Free expression of opinions and suggestions that 
aims to promote peace and maintain harmonious relationship among the Letranites 
is encouraged.

1.15 Students who organize/participate in activities not approved by the Student 
Affairs and Development Department are subject to disciplinary sanctions.

1.16 Acts and gestures which tend to offend/scandalize other members of the 
school community are not allowed in the campus.

1.17 Students who wish to appear on television, movies or print media as models, 
beauty contestants or performers, on the radio or in any other forms of media, 
whether or not they will use the name of the Colegio, must have the written 
approval of the Director for StADD to protect the name and integrity of both the 
concerned students in particular and the whole school in general.

1.18 Students should inform their parents of the school rules and regulations, their 
aademic standing, as well as the possible consequences of excess absences, 
dropping, failures or gross misbehavior. The school may inform the parents 
regarding these matters in writing.

1.19. Each student is required to bring his/her Student and Parent Handbook to 
school daily. In the event of loss, the student must notify the StADD.
1.20 Students’ activities under the name of the Colegio shall be organized only if these are with permission from the STADD in coordination with the Principal’s Office. Membership in clubs and organizations should have the permission of the Bed Student Affairs Formation Officer. Membership in organizations not recognized by the administration (fraternities, sororities, gangs, etc.) is strictly prohibited. The Colegio may summarily drop, after due process and at any time during the academic year, any student who involves in activities of fraternities or other unauthorized organizations.

1.21 Silence and order shall be maintained at all times especially in entering and leaving the classrooms and during class hours, whether the teacher is present or absent.

1.22 During class hours, students should always be attentive and cooperative, and refrain from doing things not connected to the lesson or any activity that may distract the whole class.

1.23 Students should leave the class in an orderly manner.

1.24 After the last period, all students should leave the classroom. Only those allowed by the teacher who had immediate supervision over them shall remain in the classroom.

1.25 Bringing of toys, hand-held game consoles, cell phones, digital camera, playing cards, skateboards, and other electronic and non-electronic gadgets, unless required by the teacher, is strictly prohibited. The school authorities have the right to confiscate them; however, they are not liable to any loss. Confiscated items shall be endorsed to the Office of the Student Affairs Formation Officer and may only be claimed by the parents/guardians.

1.26 Students who drive their own vehicle (car, motorcycle) to school are required to present to the STADD Office a copy of their students’ driving license with a waiver from their parents.

**Conduct Outside the Classroom and Within School Premises**

1.27 Students should avoid running, shouting, whistling, boisterous talking, *making obscene gestures, uttering cursing language*, and other ungentlemanly/unlady-like behavior.

1.28 When walking along the corridors or going up and down the stairs, students should always keep quiet and keep right to avoid congestion.
2.ID and Uniform

2.1 All pupils/ students are required to wear their prescribed uniform from Monday to Friday. A “No Uniform, No Entry Policy” shall be implemented.

Prescribed Grade School Uniform

a. Boys

The prescribed uniform is as follows:
Khaki pants (short pants – G1 to G3 and long pants G4 to G6)
White short-sleeved polo shirt with Letran patch
Plain white sando as undershirt
I.D. always worn appropriately on the polo shirt
Letran white socks
Black leather shoes (no boots allowed)
Prescribed P.E. uniform for PE classes

b. Girls

Dark blue pleated skirt (NKP – jumper dark blue pleated skirt)
White H-line blouse with red pipings and blue ribbon
Plain white sando
I.D. always worn appropriately on the blouse
Black flat or low-heeled leather shoes (no boots allowed)
Letran white socks
Prescribed P.E. uniform for P.E. classes

NKP Girls Uniform
Prescribed Junior and Senior High School Uniform

a. **For Boys:** Navy blue pants (no denims) of woolen or polyester fabric
   Continental polo (polo jack) with Letran patch
   Plain white undershirts (sando)
   Appropriately worn ID
   Black leather shoes
   Black socks

b. **For Girls:** Umbrella cut navy blue skirt (length 1 inch below the knee and straight cut is not allowed)
   Prescribed blouse
   Plain white undershirts (undershirts)
   Appropriately worn ID
   Black flat or low-heeled shoes
   Prescribed white Letran socks (JHS only)
2.2. During P.E. days, students should come in their P.E. uniform and prescribed rubber shoes. However, for health reasons, they may change into a plain white T-shirt after P.E. class.

2.3 During Scouting days, scouts should wear their GSP/BSP uniforms.

2.4 Rover Scouting (Grade 10)
- Girls: Prescribed Letran Jogging pants and CAT t-shirt
- Boys: Prescribed Navy Blue pants and CAT t-shirt

2.5 RSO Uniform (Club Day - JHS)
- Boys: Navy blue pants (no denims) of woolen or polyester fabric and RSO Shirt
- Girls: Prescribed Letran jogging pants and RSO Shirt

2.6 **Hairstyle/Haircut** Students’ hairstyle/haircut should meet the following conditions:

**Grade School** - clean cut for boys, hair properly clipped for girls, bangs not touching the eyebrows and no dyed hair.

**Senior/Junior High School**
- a. Grade 7 to Grade 9 boys are allowed to sport short and clean cut hair 1 x 2 inches. Grade 10 boys are allowed to sport short and clean cut hair 2 x 3 inches haircut only (**NO FANCY STYLES ALLOWED**).
- b. The girls may sport any hairstyle provided that:
  1. bangs should be cut above the eyebrows;
  2. sides, if they are long, should be held in place by clips; and
  3. fingernails/toenails should be properly trimmed.
  4. Polishes are not allowed.
2.7. Unnecessary accessories, tongue piercing, bracelets, necklace with unwholesome design and earrings for boys, hair and nail coloring, wearing any kind of make-up, and plucking of eyebrows are prohibited. The Faculty/BED-Student Affairs Formation Officer and any person in authority are authorized to confiscate the prohibited items if any student is caught wearing such.

2.8. All kinds of tattoos are strictly prohibited.

2.9. Wearing of colored contact lenses is strictly prohibited.

2.10. Uniform, ID, and haircut shall be checked before the start of every class. The ID card, as part of the uniform, must be worn accordingly.

2.11. All students should wear their ID card upon entrance and all the time while inside the campus.

2.12. A student who refuses to pin his/her ID while inside the campus will be referred to the Student Affairs and Development Department.

2.13. Administrative sanctions shall be imposed to any student who uses fake ID, or the ID of another student and/or lends his/her ID for somebody else’s use.

2.14. During enrollment and in transacting business with the different offices in Letran, the student should present his/her ID.

2.15. Lost ID card should be reported to the StADD Immediately for replacement.

2.16. Repeated violation of these rules shall dealt with appropriately.

3. Disciplinary Actions and their Nature

Disciplinary actions are corrective measures imposed on students who failed to comply with the provisions on the expected Student Decorum. The primary objective of these actions is to guide the erring students to follow the path of right conduct. Severe disciplinary actions, however, may be imposed on certain cases as the circumstances may warrant.

3.1. Violations of any of the foregoing regulations shall be dealt with according to the school’s Christian system of discipline and guidance:

   a. The Class Adviser and subject teachers monitor and report any of their students who constantly violate rules on attendance, uniform, and any offense as contained in the Student and Parent Handbook.

   b. The Class Adviser handles minor offenses and violations of rules within the classroom and refers the student/case to the Guidance Counselor for intervention and notifies the Student Affairs Formation Officer about the violation committed by the student. For subject teachers, they should refer the student/case to the Class Adviser.

   c. The Class Adviser and/or Subject Teacher in coordination with the Student Affairs Formation Officer, impose disciplinary actions on serious offenses depending on the gravity of the offense.
d. In handling major offenses, the Child Protection Committee will be convened to decide on a particular case/offense.

e. The Child Protection Committee, consists of StADD Director, Guidance Counselor, DSWD Representative, Brgy. Representative, PTA Representative, Student Representative, Faculty Representative, and Formation Officer as(secretary) will recommend the appropriate sanction to the erring student either Reformative or Preventive Suspension depending on the gravity of the offense duly noted by the Principal.

f. The Student Affairs Formation Officer and Guidance Counselor shall secure the copy of all decisions of student disciplinary cases that serve as a reference on the issuance of Certificate of Good Moral Character. Moreover, the previous disciplinary record must be disseminated to the next Homeroom Adviser for close monitoring of the erring student.

3.2 List of Minor Offenses and Sanctions

a) Cutting classes
b) Failure to bring Student and Parent Handbook and/or return any authorized communication letter to the parents (e.g. reply slip, notice of disciplinary action, etc.)
c) Lending/Using one’s ID, Student and Parent Handbook, books, assignments, performance tasks, projects, etc. either to a fellow student or to an outsider
d) Non-conformity to the ID, uniform, haircut, and other regulations
e) Wearing of temporary sticker-type tattoos and colored contact lenses
f) Bringing/Playing of PSP, mobile phones, music players (mp3, iPod, iPad/tablet), playing cards, toys or other electronic devices.
g) Bringing/Playing of sports materials such as basketball, volleyball, etc. inside the school premises except P.E. time
h) Littering
i) Leaving books and other things inside the classroom.
j) Blocking of stairways, corridors, doors, sitting on the stairs, desks, and tables and congregating in front of doors and along the corridors
k) For boys- intruding into the privacy of female lounges, whistling at ladies, boisterous laughter and other nuisance unbecoming of a cultured gentleman
l) For girls- intruding into boys’ comfort room, boisterous laughter and other nuisance unbecoming of a lady
m) Intruding or entering the classroom of other section without permission
n) Staying inside the classroom beyond class hours without permission
o) Doing inappropriate, harmful and disruptive games and activities inside the classroom or along the corridor

3.3 List of Serious Offenses and Sanctions

a. Possession/use of firecrackers inside the campus
b. Possession/display/distribution of pornographic materials and/or articles within the campus through print and/or electronic media
c. Vandalism
d. Destruction of school property
e. Gambling in any form
f. Planning/premeditating individual/organized activities inimical to the best interest of the institution
g. Public display of affection
h. Boisterous conduct and any form of intimidation during meetings, dialogues, and/or similar activities
i. Any other act that may be considered offensive to the Christian image and moral tradition of the institution (rudeness, teasing, disrespect, uttering obscene language, cursing anytime, anywhere)
p) Rehearsals inside the campus during weekends/holidays without permission from teachers
q) Mingling with college students without valid reasons

**Minor Offenses** (Verbal Warning to 2-day Suspension and/or other appropriate sanction as prescribed by school authorities)

1st Offense: Verbal Warning
2nd Offense: 1st Written Warning
3rd Offense: 2nd Written Warning
4th Offense: Final Written Warning
5th Offense: Suspension

**r. Tardiness**

1st Offense: 7 times tardy - Verbal Warning
2nd Offense: another 3 times tardy – 1st Written Warning
3rd Offense: another 3 times tardy – 2nd Written Warning
4th Offense: another 3 times tardy – Final Written Warning
5th Offense: another 3 times tardy – Suspension

The minor offenses shall be dealt with by the adviser. Series of conference with parents shall be conducted prior to the issuance of the written warning. Likewise, the student shall be referred to the Guidance Office for counseling. The presence of parent/s or official guardian of the student is required during the conference/s. The Office reserves the right to issue a behavioral contract to erring students.

3.3 **List of Serious Offenses and Sanctions**

a. Possession/use of firecrackers inside the campus
b. Possession/display/distribution of pornographic materials and/or articles within the campus through print and/or electronic media
c. Vandalism
d. Destruction of school property
e. Gambling in any form
f. Planning/premeditating individual/organized activities inimical to the best interest of the institution
g. Public display of affection
h. Boisterous conduct and any form of intimidation during meetings, dialogues, and/or similar activities
i. Any other act that may be considered offensive to the Christian image and moral tradition of the institution (rudeness, teasing, disrespect, uttering obscene language, cursing anytime, and anywhere)
Serious Offenses (Written Warning to three-day Suspension and/or other appropriate sanction as prescribed by school authorities)

1st Offense: 1st Written Warning
2nd Offense: 2nd Final Written Warning
3rd Offense: Final Written Warning
4th Offense: Suspension

3.4 List of Major Offenses and Sanctions

Major Offenses (Suspension to Dismissal and/or other appropriate sanction as prescribed by school authorities)

a. Defiance or disrespect of person in authority (administration, faculty, personnel) or open refusal to accept corrective measures
b. Stealing/tampering/forgery of records and/or receipts
c. Stealing property of the college or of others
d. Cheating or helping others to cheat in tests or examinations
e. Forging, falsification and/or tampering of academic official record or documents of any kind
f. Affiliation with any organization (fraternities, etc.) whose objectives are contrary to the school’s philosophy
g. Participation in brawls/fighting/infliction of physical injuries inside or outside the campus
h. Submitting performance tasks, project/s not his/her own
i. Acts of disrespect in words or in deeds which tend to put any member of the administration, faculty, and personnel or any person vested with authority in ridicule or contempt
j. Gross misconduct/insubordination/willful disobedience
k. Direct physical/verbal assault upon a faculty, personnel vested with authority
l. Inflicting physical/verbal harm upon a fellow student
m. Use of indecent and profane language
n. Direct assault to any personnel and fellow pupil
o. Truancy, i.e. leaving the campus without permission of the parents or school authorities
p. Giving false statement during an official investigation
q. Possession of deadly weapons within the school premises (knives, guns, fire crackers, etc.)
r. Lying, telling stories, texting, posting stories/messages, images/videos, unauthorized taking of videos, which may be the cause of harm of other students, faculty, and member of the administration through print and electronic media

Bullying is committed by using aggressive behavior to intimidate another person. This category includes, but is not limited to the following actions:

- PHYSICAL BULLYING – hitting, kicking, shoving, and spitting, taking, stealing, damaging or defacing a person’s belonging property, extorting money, coercing another to buy him/her things; sexual harassment.

- VERBAL AND WRITTEN BULLYING – name calling, repeated teasing, making insults, racist or rude remarks, harassment threats, writing or passing mean notes or graffiti;

- RELATIONAL BULLYING – destroying a person’s status within a peer group; destroying reputations; humiliating and embarrassing someone; gossiping or spreading malicious rumors or lies; social exclusion or isolation;

- CYBERBULLYING – spreading gossip, rumors and lies electronically; sending or posting defamatory or embarrassing photographic or video recording; sending insulting or threatening emails, sending malicious code; sending pornography and other junk emails and text messages; impersonating someone online to make them look bad; sending or posting cruel joke electronically; sending or posting malicious gossip electronically; creating a website designed to humiliate and embarrass someone.

Bullying cases shall be dealt with according to the Child Protection Policy/DepEd Order # 40 s, 2012. The major offenses shall be dealt with StADD Office thru the Child Protection Committee. Conference/s with parents shall be conducted prior to the issuance of the sanction. Likewise, the erring student shall be referred to the Guidance Office for counseling and intervention. The presence of parent/s or official guardian of the student is required during the conference/s. The StADD reserves the right to issue a behavioral contract to erring students. Likewise, the exclusion and expulsion may be issued when deemed necessary.
s. **Bullying** is committed by using aggressive behavior to intimidate another person. This category includes, but is not limited to the following actions:

- **PHYSICAL BULLYING** – hitting, kicking, shoving, and spitting, taking, stealing, damaging or defacing a person’s belonging property, extorting money, coercing another to buy him/her things; sexual harassment.

- **VERBAL AND WRITTEN BULLYING** – name calling, repeated teasing, making insults, racist or rude remarks, harassment threats, writing or passing mean notes or graffiti;

- **RELATIONAL BULLYING** – destroying a person’s status within a peer group; destroying reputations; humiliating and embarrassing someone; gossiping or spreading malicious rumors or lies; social exclusion or isolation;

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The StADD reserves the right to issue a behavioral contract to erring students. Likewise, the exclusion and expulsion may be issued when deemed necessary.
The StADD reserves the right to impose stricter penalties depending on the gravity of the offense which may or may not be included in the list of major and minor offenses.

4 Categories of Administrative Penalties

The following provision is an excerpt from the Manual of Regulations for Private School (MRPS), 2002, Section 77. Categories of Administrative Penalties. The three (3) categories of disciplinary administrative sanctions for serious offenses or violation of the school rules and regulations which may be applied upon erring pupil or student are: suspension, exclusion, and expulsion.

Suspension

It is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the academic year or term.

The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed class days for the academic year or term shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case for its information.

Exclusion

Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school rolls for being undesirable; transfer credentials shall be immediately issued. A summary investigation should be conducted, and no prior approval by the Department of Education is required in the imposition of the penalty.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of one (1) year in order to accord the Department the opportunity to review the case in the event an appeal is taken by the party concerned.
Expulsion

Expulsion is an extreme penalty on an erring pupil or student consisting of his/her exclusion from admission to any public or private schools in the Philippines and which requires the prior approval of the Secretary of Education. The penalty may be imposed for acts of offenses constituting gross misconduct, dishonesty, hazing, carrying of deadly weapon, immorality, selling and/or possession of prohibited drugs such as marijuana or shabu, drug dependency, drunkenness, hooliganism, vandalism and other serious school offenses as assaulting a pupil or student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their studies, forging or tampering of school records or school forms, and securing or using forged school records, forms and documents.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

Preventive Suspension

A pupil or student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or student during the period of investigation constitutes a destruction of normal operation of the school or poses a risk or danger to the life of the persons and property in the school.

Reformative Suspension

A student who consistently violates rules on attendance and uniform may be suspended from attending classes. However, he must abide to any of the following measures depending on the gravity or seriousness of his/her offense:

- Conference with the Student Affairs Formation officer
- Conference with the StADD Director
- Counseling Sessions
- Group Guidance session for Suspended Students
- Behavioral Assessment
- Intake Interview
- Spiritual Counseling
- Journal Making

The Guidance Office shall provide intervention measures to erring pupils.
5 Disciplinary Committee

Colegio de San Juan de Letran - Calamba has a Child Protection Committee which is composed of the following: StADD Director, Guidance Counselor, DSWD Representative, Brgy. Representative, PTA Representative, Students Representative, Faculty Representative, Student Representative, Formation Officer (secretary) and Homeroom Adviser/Subject Teacher concerned.

The Committee shall take cognizance of all complaints and study cases involving major offenses committed by the students. The Guidance Counselor will follow up any improvement in the student’s behavior after having incurred a major offense.

Students under probationary contract, whether it be academic or behavioral, should manifest significant improvement in conduct or in academics as the case may be; otherwise, they will be dismissed automatically at the end of the academic year.

Letran Calamba reserves the right to dismiss a student who has failed to give satisfactory evidence of sincerity of purpose and active cooperation with school authorities where requirement of conduct and academic work is concerned.

Any act of gross misbehavior, inside or outside the premises of the College, which in the exclusive judgment of the school authorities merits expulsion, shall be sufficient cause for dismissal.

Letran Calamba, likewise, reserves the right to impose such requirements not contained in this Student and Parent Handbook, as it shall affect the general well being of the student body and the school.

Letran Calamba also reserves the right to drop or dismiss at any time during the academic year any student whose conduct and/or influence is regarded as undesirable and unsatisfactory.

6. Student Referral

6.1 Once caught for a specific violation, the security guard/faculty/employee must inform the student about the nature of his/her violation.

6.2 A referral slip will be issued by the security guard/faculty/employee to the student violator. The student must fill up the information at the upper portion and the lower portion of the slip. These include the ID number, name and signature, and year and course.
6.3 The security guard/ faculty/ employee must verify the information written by
counter checking it with the student I.D. of the violator.

6.4 The security guard/ faculty/ employee who caught the student violator must
write the nature of violation in the “Reasons for Referral” portion and must also
write his/her name and signature in the “Referred by” portion.

6.5 The security guard/ faculty/ employee will detach the referral stub and give the
referral slip to the student. He/she must advise the student violator to report
immediately to the Student Affairs and Development Department.

6.6 The security guard in-charge must bring all detached referral stub to StADD on or
before 5:00p.m. In case there are violations from 5:00p.m.to 9:00p.m.the security
guard in-charge must forward the referral stubs early in the morning on the
following day.

6.7 On the other hand, the faculty or employee may bring the referral stub to StADD
or to the Principal’s office.

6.8 If the student violator fails to report to StADD upon the issuance of the referral
slip with in the day, he/she will automatically be given sanction as stipulated in the
Student Handbook.
1. Scholarship and Discounts

Colegio de San Juan de Letran provides opportunities to students to pursue academic and student development as part of its commitment and dedication to an outstanding scholarship achievement. Full or partial scholarship grants are given in accordance with specific guidelines prescribed by the school. Scholarships and financial aids are provided not only by the institution but also by other private and government organizations as well.

Scholarship and Financial Aid

1.2. LOYALTY DISCOUNT

1.2.1 The applicant must comply with the following conditions to avail herself/himself of the discount:
   1.2.1.1 incoming college freshman;
   1.2.1.2 graduate of Letran Calamba;
   1.2.1.3 has met prescribed admission requirements; and
   1.2.1.4 with no disciplinary record.

1.2.2 Scholar will receive the following benefits:
   1.2.2.1 a 5% tuition discount will be given to incoming college students who have been in Letran from 1st year to 4th year High School or its equivalent (K+12); and
   1.2.2.2 a 10% tuition discount will be given to incoming college students who have been in Letran from Grade 1 to 4th year High School or its equivalent (K+12).

1.3 SIBLING DISCOUNT

The Colegio offers sibling discount as an incentive to families with two or more enrollees. This policy encourages parents with numerous children and students with brothers and sisters to enroll in the Colegio at a discounted tuition fee.

1.3.1 Sibling discount could be applied once in an enrollment term. In case that the applicant is qualified for multiple type of discount, s/he will be granted the discount type with the highest rate of percentage discount.

1.3.2 Sibling discount shall be filed using the FD-01:00-FO-03 Rev 01 07252013 (Student Discount Form) to the Accounting Department every term within enrollment period only.

1.3.3 Sibling discount is only applicable to tuition fee.
1.3.4 The Accounting Department shall verify the sibling discount application through the student's profile in the LSS (Admissions Module) before discount implementation during enrollment and shall be rechecked after enrollment for confirmation of enrollment of siblings mentioned in the form.

1.3.5 Applicable rates of discount of tuition fee for siblings are as follows:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 brothers/sisters</td>
<td>10%</td>
</tr>
<tr>
<td>3 brothers/sisters</td>
<td>20%</td>
</tr>
<tr>
<td>4 brothers/sisters</td>
<td>50%</td>
</tr>
<tr>
<td>5 brothers/sisters</td>
<td>75%</td>
</tr>
<tr>
<td>6 brothers/sisters</td>
<td>100%</td>
</tr>
</tbody>
</table>

1.3.6 Applicable discount is granted on the following:

1.3.7 When siblings are all enrolled in the Basic Education:

1.3.7.1 Discount is given to the youngest brother or sister;
1.3.7.2 When the youngest sibling is an academic discount grantee (honors), s/he is excluded in the sibling discount. Sibling discount is given to the next younger brother/sister;
1.3.7.3 Regardless of whatever discount types that the older siblings may avail of, the youngest sibling shall be given the discount rate based on section 1.3.5.

1.3.8 When siblings are enrolled either in the Collegiate and/or Graduate School:

1.3.8.1 Discount is given to the student who has the least number of units enrolled;
1.3.8.2 When the least unit-enrollee is an academic discount grantee (Deans’ Lister), s/he is excluded in the sibling discount. Sibling discount is given to the next lower unit-enrollee.
1.3.8.3 Regardless of whatever discount types that the other siblings may avail of, the least unit sibling enrollee shall be given the discount rate based on section 1.3.5.

1.3.9 When siblings are enrolled in Basic Education, Collegiate and Graduate schools, discount is given to the youngest brother or sister.

1.3.10 Application for sibling discount filed after the student's enrollment validation may be credited to his/her account through credit memorandum. Such is automatically deducted to the first monthly due of the student-grantee.

1.3.11 For Collegiate and Graduate School, sibling discount is applicable only to the student’s original enrolment.
1.3.12 Cancellation and/or re-computation of implemented discount maybe done as a result of post enrollment audit, when:

1.3.12.1 One of the declared brothers/sisters is not officially enrolled for the term;

1.3.12.2 For Collegiate students, the sibling discount filer is not the least Unit-enrollee for the term;

1.3.12.3 Additional enrollment of brother/sister not covered in the sibling discount application filed by the grantee.

1.3.13 Any adjustment as a result of post enrollment audit shall be communicated to the discount filer. Such adjustment is to be effected through debit/credit memorandum in his/her account.

Qualifications

• He/She should be a bonafide Letranite with two or more brothers or sisters enrolled

Requirement

• Accomplished application form

Benefits:

• Tuition fee discounts for the student who has the least number of load
  - 2 brothers/sisters - 10%
  - 3 brothers/sisters - 20%
  - 4 brothers/sisters - 50%
  - 5 brothers/sisters - 75%
  - 6 brothers/sisters - 100%

2. Student Benefits and Privileges

2.1 Group Insurance

Each student is covered by a Group Insurance Plan upon payment of the school-prescribed insurance premium. In case of accident or hospitalization due to accidental injuries (within or outside the Colegio), the student may claim the corresponding benefit by getting the claim for at the Medical and Dental Clinic and file at the Management Accounting and Finance Services Department (MAFSD) subject to the approval of the insurance company.
2.2 Counseling and Psychological Testing

The Guidance and Counseling Services Office provides students with the opportunity for self-discovery and development, educational growth, and personality fulfillment.

2.3 Spiritual Privileges (Campus Ministry)

2.3.1 Making available to students the sacraments of baptism, confession, confirmation, and anointing of the sick
2.3.2 Providing spiritual direction where students get spiritual upliftment

2.4 Varsity Program

2.4.1 A student is encouraged to participate voluntarily in school-sponsored athletic competitions but such participation should not affect his/her academic performance and active participation in the required PE class.

3. Propriety in the Use of School Facilities

3.1 Classroom

3.1.1 Students shall always keep their classroom and the school clean. They should not spit or throw pieces of paper, bottles or other objects through the window, nor damage any school property.
3.1.2 No books and other personal possessions of students will be left in the room after classes. The school will not be liable for whatever loss.
3.1.3 Using the chalk and whiteboard marker for any purpose other than that designated by the teacher is considered a breach of discipline.
3.1.4 Lights and air-conditioning units must be switched off before leaving.
3.1.5 A chair bearing a class number shall be assigned to every student at the start of every school year. S/he shall be held accountable for any damage to it. In the same way, all the students of each section are accountable for the properties of their assigned classroom.
3.2 Library

3.2.1 The library is not a recreation hall. Students are allowed to obtain books or consult reference works or magazines in the library, but not to talk, discuss and laugh, and play portable video games.

3.2.2 Students are not permitted to congregate in the library without specific purpose and authorization. This applies especially before and after classes.

3.2.3 Library books and magazines should be handled with care. Fines are imposed on damage or loss of such property. Until payment is made, library privileges will be suspended.

3.2.4 A student is responsible for all books borrowed with his/her library card until these are returned to the librarian. Such books should not be simply deposited in the library counter.

3.2.5 The library is a place of silence and order. Students should refrain from talking or making any noise.

3.2.6 Willful disregard of library regulations will meet disciplinary actions.

3.2 Chapel

3.3.1 Students should attend and participate actively in the religious programs.

3.3.2 They need to behave well in the chapel recognizing God’s presence and conscious that it is a place of worship.

3.3.3 They must leave the place tidy and orderly.

3.3.4 They must switch off the lights and fans before leaving the place.

3.4 Laboratories (Instructional Material Center (IMC))

* Existing implementing guidelines on usage of laboratory shall be followed or observed at all times.

3.4.1 Computer Laboratory

a) The students must observe the rules and regulations on the proper use of the computer laboratory particularly the custody of the unit assigned to them.

b) They must seek the necessary permission from the computer instructor or principal in case they need to use it for personal purposes.

c) They must observe silence while the class is going on.
3.4.2 Science Laboratories (Biology, Chemistry, Physics, Robotics)
   a) They must observe the rules and regulations on the proper use of the Science Laboratory particularly on handling laboratory equipment and facilities.
   b) They must give extra care and custody while doing the experiments.
   c) They must return the gadgets and devices promptly and orderly after using.

3.4.3 Technology and Livelihood Education (TLE) Workshop
   a) The students must observe the rules and regulations on how to use the workshop.
   b) They must develop the disposition of the wise steward whenever they use the facilities.

3.5 Gym, AVR, and Common Place of Assembly
   3.5.1 The students must keep the area tidy and orderly.
   3.5.2 They must not eat, smoke, litter, or make unnecessary noise.
   3.5.3 They must observe proper decorum at all times.

4. Use of Campus Facilities

4.1 Reservation of venues such as Gymnasium, Humbert Hall, and its equipment shall be done at the Property Management Department and General Services Department (PMGSD) by accomplishing the venue and equipment reservation's form. The use of the gym must also be coordinated with the Athletics and Sports Office.

4.2 All reservation of venues and equipment must be forwarded to the PMGSD at least one (1) week before the scheduled activity.

4.3 Meanwhile, reservation of classrooms shall be made in coordination with the Academic Deans who is primarily in-charge with the use of such classrooms.

4.4 Incase of additional equipment, reservation form must be secured and approved at least three (3) days prior to the actual conduct of the activity.
4.5 In case when there is no available PMGSD personnel, the requesting student/student organization is responsible for the conveyance of the requested equipment but limited only to tables, chairs and other non-sensitive light equipment.

4.6 Student / Student organizations who failed to return the borrowed equipment on time will be subjected to the following disciplinary action:

First Offense – one month suspension of privilege in borrowing equipment/ facilities from the PMGSD

Second Offense – one semester suspension of privilege in borrowing equipment/ facilities from the PMGSD

Third Offense – one school year suspension of privilege in borrowing equipment/ facilities from the PMGSD

4.7 Any damage or loss due to improper use of the requesting party during the conduct of the activity will be asked to replace the damaged/ lost equipment with the same good working condition or repair the damaged equipment and restore it to the same good working condition.

4.8 The following policies should be observed regarding the use of Athletics and Sports facilities:

4.8.1 The use of Gymnasium and Athletic Field should be coordinated with the PMGSD and the Athletics and Sports Office. Basically, PE equipment shall be issued only to approved PE classes in the basic education and collegiate department, through designated faculty in-charge;

4.8.2 Physical Education classes shall be directly coordinated with Athletics and Sports Office. All P.E. sports equipment shall be issued only to approved P.E. classes through the faculty in-charge;

4.8.3 Written request for the use of PE sports equipment like balls, chessboards, table tennis sets, etc. should be forwarded to the Athletics and Sports Office at least three days before the date of intended activity;

4.8.4 In case of conflict in room utilization schedule, PE classes shall be given preference over other requisitions;
4.8.5 Requesting parties shall be accountable for any equipment damage that may happen during the activity; and

4.8.6 Failure to observe the rules for the use of Athletics and Sports facilities and equipment shall forfeit such privilege in the future.

5. Guidelines on the Use of Computer and Surfing Laboratories

5.1 Computer Laboratories

5.1.1 No student will be allowed to enter the computer laboratory without the faculty in-charge or facilitator;

5.1.2 Faculty member concerned should check all computer units before and after the class;

5.1.3 Faculty member concerned should regularly check the attendance using the Laboratory Monitoring Sheet of SCST (AR:03-00-FO-06);

5.1.4 No one is allowed to alter the configuration setting of any laboratory facility without proper authorization from the MISD Office;

5.1.5 Equipment and cables are to be moved by authorized personnel only. Laboratory users must not attach

5.1.7 Chewing gum, eating, drinking, smoking and any form of vandalism are prohibited inside the computer laboratory;

5.1.8 Internet connection request for computer laboratory should have the approval of respective academic heads;

5.1.9 Playing of games is not allowed inside the computer laboratory. The word GAMES encompasses computer related games, card games and other games that may disturb the classes;

5.1.10 Any form of CHAT and accessing PORNOGRAPHIC sites or files are strictly prohibited;

5.1.11 Use of radios, MP3 players, IPAD’s or any similar equipment is prohibited. Cellular phones should be in silent mode before entering any computer laboratory;

5.1.12 Any conductor activity which disturbs the laboratory environment is not allowed.

a. Exhibiting hostile or threatening behavior like yelling, swearing, or disregarding requests made by the faculty or facilitator.

b. Anyone causing a continual disturbance will be asked to leave the laboratory. If the offense done is serious enough, the faculty or facilitator will call the Student Affairs and Development Department for assistance.
5.1.13 The faculty is responsible for the behavior of his/her class;
5.1.14 Deletion / Addition of application without official approval is strictly prohibited;
5.1.15 Computer hardware should remain intact. Removal or changing of hardware from one unit to another is not allowed;
5.1.16 Students who violated any of the above regulations will be immediately reported to the Student Affairs and Development Department.

5.2 Surfing Laboratory

5.2.1 No ID, No entry policy shall be implemented:
   a. Students using not his/her ID to enter the surfing laboratory will not be allowed;
   b. ITS Technical staff has the right to confiscate any tampered ID that will be used to enter the surfing laboratory and turnover it to STADD.

5.2.2 Use of the surfing laboratory will be on a first-come-first served basis. A maximum of 1 1/2 hours will be allowed in one session for every student. A user may re-login after 1 1/2 hours. There are separate computer units for faculty and employee’s use.

5.2.3 Users must use the terminal assigned to them by the ITS technical assistant on duty. Swapping of tag numbers is not allowed. Loitering inside the laboratory is also prohibited:
   a. Only one student should occupy one computer terminal;
   b. In case of group work, the ITS technical assistant may allow a maximum of two(2) students to occupy a single terminal.

5.2.4 No one is allowed to alter the configuration setting of any computer without proper authorization from the ITS technical assistant on duty.

5.2.5 Equipment and cables are to be moved by authorized personnel only. Surfing laboratory users must not attach personal hardware or install software to the computers without permission from the ITS technical assistant on duty.

5.2.6 Any malfunction or damage in the terminals used must be immediately reported to the ITS technical assistant on duty.

5.2.7 Surfing laboratory users are required to be out of the facility at closing time (or few minutes before) so that the ITS technical assistant can carry out closing procedures.

5.2.8 Chewing gum, eating, drinking, smoking and any form of vandalism are prohibited inside the surfing laboratory.

5.2.9 Playing of games is not allowed inside the surfing laboratory. The word GAMES encompasses computer related games, card games and other games that may disturb the operation of the surfing laboratory.

5.2.10 Any form of CHAT and accessing PORNOGRAPHIC sites or files are strictly prohibited.
5.2.11. Use of radios, MP3 players, IPAD's or any similar equipment is prohibited. Cellular phones should be in silent mode before entering the surfing laboratory.

5.2.12 The surfing laboratory is designated for academic use. Students who need to complete academic assignments are given priority over the others.

5.2.13 Proper decorum must be observed inside the computer laboratory. Wearing hats/caps and other body clothing accessories that caused distractions to students is not allowed.

5.2.14 Any conduct or activity which disturbs the laboratory environment is not allowed. Any one causing a continual disturbance will be asked to leave the laboratory.
   a. Persons exhibiting hostile or threatening behavior such as yelling, swearing, or disregarding request made by the ITS technical assistant will be asked to leave the laboratory.
   b. If the offense done is very serious, the ITS technical assistant will immediately report the incident to the Student Affairs and Development Department (for students) and the respective department heads (for the faculty members and employees) for investigation and appropriate action. Department heads shall coordinate with the Human Resources department regarding pertinent actions to take.

5.2.15 The ITS technical assistant has the right to advise any user to leave the premises in case the user violates any of the policies and to report the case to his/her department head.

5.3 Guidelines on Room Reservation

5.3.1 To facilitate proper planning and allocation of computer laboratory resources, all departments are urged to submit their requirements at least two weeks before the start of the term. Such requirements shall include laboratory reservations for special classes and/or non-computer laboratory classes.

A101-SL1    A204-ITElec
A102-SL2    A205-IRM
A103-GenericLab    A206-SE1
A 104 - Business Lab    A 301 - Speech Lab
A 201 - HS Lab 1    A 302 - SE 3
A 202 - HS Lab 2    A 303 - Training Room
A203-MM3    A304-ECE 2

a. The Dean of SCST must be informed of the desired computer laboratory at least three (3) working days before the needed date.
b. Lecture room reservation by the faculty must be done at least three (3) working days before the needed date through the SCST Dean's Office.

5.3.2 For other requirements deemed necessary by the computer subject coordinator or faculty in-charge of the computer subject for the coming term, the faculty must be addressed through their respective department heads.

6. Health Services

6.1 Medical/Dental Services

6.1.1 The clinic is open from Monday to Friday, 7a.m. to 8 p.m. and on Saturdays, 9a.m. to 6p.m. There is nurse-on-duty on the said schedules.

6.1.2 Physicians and dentists are on duty from Monday to Saturday. Their schedule is posted on the bulletin board in front of the clinic.

6.1.3 The clinic is open to all students requiring medical/dental attention and first aid treatment.

6.1.4 Patients that need a companion should only be accompanied by at least one person; otherwise ambulatory patients may seek to consult by themselves. This is to maintain an orderly and peaceful environment that is expected of a clinic.

6.1.5 First aid treatments and first aid drugs may be provided to all patients subject to availability. If the patient's condition requires further management in a hospital setting, they are immediately referred to the nearest hospital with the consent of parents/guardians.

6.1.6 The bed sat the clinic are allotted only to sick patients. Students who are not sick have no place in the clinic. Hanging around the clinic for whatever reason is strongly discouraged.

6.1.7 Eating, making noise, and other activities that disturb the quiet environment of the clinic should also be discouraged.

6.1.8 The use of comfort room in the clinic is exclusively for doctors, nurses, and patients who cannot ambulate.
6.1.9 Free consultations are provided only to bonafide members of the Letran community.

6.1.10 Students who will be consulting to physicians/dentists are advised to request for an appointment a day prior to the desired consultation date although walk-ins are also entertained depending on the availability of the physicians/dentists.

6.1.11 The medical services provided by the clinic are as follows:

6.1.11.1 General medical care
6.1.11.2 Prescriptions and medications
6.1.11.3 Daily OPD consultation
6.1.11.4 Referral to area specialists
6.1.11.5 Weight and blood pressure monitoring
6.1.11.6 Medical examination of students
6.1.11.7 Physical examination of athletes
6.1.11.8 Physical examination
6.1.11.9 First aid treatment
6.1.11.10 Nutrition information and counseling
6.1.11.11 Health counseling/ education and awareness

6.1.12 The dental services provided by the clinic areas follows:

6.1.12.1 Dental examination
6.1.12.2 Dental consultation and referral
6.1.12.3 Dental health education program
6.1.12.4 Emergency treatment
   • Dental pain
   • Control of secondary post extraction bleeding

6.2 Physical/Dental Examination

6.2.1 All new college students must undergo a physical/ dental examination prior to enrollment. Physical/Dental examination form (AP:02-01-FO-17) is provided by the Admissions and Scholarships Office for this purpose. The form is also available in the school clinic. The schedules of examination are as follows:

5.2.1.1 April to June for the 1st semester
5.2.1.2 October for the 2nd Semester

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6.2.2 Every year, old students are required to undergo annual physical/dental examination at the school clinic. The schedules of examination are as follows:

5.2.2.1 June to July for the 1st semester
5.2.2.2 December to February for the 2nd Semester

6.2.3 The college students may proceed to the clinic for their medical and dental examination during their vacant schedule taking in to account the schedule of the physicians/dentists.

6.2.4 Students who will participate in any sports event (i.e. intramurals, sports fest, etc.), and other physical related activity must under go a physical examination. The said examination should be conducted one (1) month prior to the said sports/physical event.

6.3 Health Record

6.3.1 Students or parents must provide adequate in formation about the health history, immunization, and physical examination recommendations. This should be updated annually.

6.3.2 Students having special health needs (i.e. diabetics, etc.) are encouraged to notify the clinic so that they maybe assisted in maintaining their health care regimen while attending school.

6.3.3 Students' health records (AP:02-01-FO-01) will be kept in strict confidentiality. Individuals requesting for health records of a particular student/ employee should seek the approval of the school physician/dentist noted by the Chair, Food and Health Services and Senior Director, Human Resource Department.

6.4 Illness

6.4.1 Obvious symptoms that should be considered in keeping a student at home includes fever, red swollen eyes, congested/runny nose, vomiting, behavioral changes, diarrhea, listlessness, rash, and open sores or lesions.

6.4.2 Students should stay at home for a minimum of 24 hours following a fever or nausea. A student who suddenly develops a headache, chill, fever, vomiting spell, or other signs of illness should be kept home.
6.4.3 If a student is diagnosed with a communicable illness, parents are requested to notify the faculty/Academic Dean and observe the following:

6.4.3.1 **Chickenpox** - school exclusion is seven days;
6.4.3.2 **Conjunctivitis (pink eye)** - students may not attend school if discharge is present;
6.4.3.3 **Head Lice** - students may return to school when examination by the school nurse verifies that they are nit and louse free;
6.4.3.4 **Streptococcal pharyngitis (strep throat)** - students may return to school after they have been on an antibiotic for 24 hours and are relieved from fever.

6.4.4 If an antibiotic is prescribed for a contagious condition, student should take the antibiotic for 24 hours before returning to school.

6.4.5 A student who becomes ill or injured in school will be taken to the clinic where every effort will be made to see that he/she is comfortable.

6.4.6 School Nurse and/or Faculty/ Academic Dean will contact the student’s parent if the student needs to go home or if medical attention is required. It is important that an emergency number is on file in the school in order that parents may be reached. Emergency numbers should be kept up to date.

6.4.7 In the case of an emergency occurring during school hours, parents or other authorized persons will be contacted for instructions. If no emergency instructions can be obtained, the student will be transported by ambulance or authorized private vehicle to the closest hospital, and the instructions and recommendations of the attending physician will be followed (unless parents or guardians sign are refusal to consent to emergency medical authorization).

6.4.8 In certain situations, a student will not be readmitted to school without medical clearance (AP:02-02-FO-03) from the school physician/dentist.

6.5 Medication

6.5.1 Readily available (first aid) medicines are available upon request at the clinic. All medicines that are not available at the clinic should be shouldered by the patients and should be considered personal expenses.
6.5.2 Patients should personally drop by the clinic when asking for medicines. Asking somebody to get medicines is not allowed. No medicines should be taken out for personal use.

6.5.3 Any medications issued by the clinic to students during school hours must be duly registered in the log book by the school nurse or any medical volunteer on duty.

6.5.4 Students may not bring medicine of any sort to school.

6.5.5 Medications prescribed by doctors outside the Colegio should be brought to the school with the prescription and its instructions. Teachers should check on the veracity of the dosage.

6.5.6 The only medication students are allowed to carry in school are in halers used for asthma treatment.

6.5.7 All medicines prescribed outside should be taken at the student's own risk. The clinic or school physicians/dentists of the Colegio should not be accountable for it.

6.6 Issuance of Medical Certificate

6.6.1 The clinic issues medical certificate (AP:02-01-FO-02) to students after validation by the physicians and dentists of the physical condition of the student. Only patients who were seen by the physician can only be given medical certificates.

6.6.2 Any of the documents stated be low is requested from there questing student/employee to be noted by the school physician for admission slips:

6.6.2.1 Letter signed by the parent/guardian indicating that the student was kept at home due to an illness;

6.6.2.2 Medical certificate issued by attending physician of the students stating the nature of the student's illness;

6.7 Request for the Usage of Clinic's Facilities and Equipment

6.7.1 The clinic's facilities are used for treatment of sick patients and medical/dental consultation purposes only. Utilizing its facilities particularly for accommodating guests and a place to stay overnight is not allowed.
6.7.2 Request for first aid kit, wheel chair, stretcher and other clinic equipment’s for office/ organization sponsored on and off campus activities should be forwarded to the clinic three days prior to its intended use. Requesting party must accomplish the Equipment Request Form (AP:02-01-FO-05).

6.8 Health Insurance for Students

6.8.2 Each student is covered by Group Insurance Plan upon payment of the school-prescribed insurance premium.

6.8.3 In case of accident or hospitalization due to accidental injuries, the student may claim the corresponding benefit by informing the Accounting Office subject to the approval of the insurance company.

7. Library Services

7.1 Library Service Hours

Each section of the library has different service hours.

A. College Library

1. General Circulation Section
   7:00a.m.–7:00p.m. Monday–Friday
   7:00a.m.–6:00p.m. Saturday

2. Special Collection and Computer Section
   8:00 a.m. – 6:00 p.m. Monday – Wednesday, Friday
   8:00 a.m. – 5:00 p.m. Thursday
   9:00 a.m. – 6:00 p.m. Saturday

3. Periodicals and Multimedia Section
   8:00 a.m. – 4:00 p.m. Monday, Tuesday, Thursday, Friday
   9:00 a.m. – 6:00 p.m. Wednesday, Saturday

B. Graduate School Library
   9:00a.m. – 6:00 p.m. Monday, Wednesday- Saturday
   1:00 p.m.–5:00p.m. Tuesday

C. Basic Education Learning Resource Center
   7:00a.m.–6:00p.m. Monday–Friday
7.2 Access to the Library

As a general rule, the library is open to all bonafide students, faculty, and employees of the Colegio. Alumni and outside researchers may avail the resources subject to the rules and regulations of the library. The library may restrict access to any areas, collections, equipment, or services when the preservation of materials or the needs of the academic community or the efficient operation of the library processes is served by such restrictions. The library may control access to materials that are fragile, particularly valuable ephemeral, heavily used, unprocessed, or in unconventional formats. If a client is seriously delinquent in following the rules and regulations of the library, access may be denied and the matter will be referred to appropriate authorities.

7.2.1 Letran faculty, employees, and students

7.2.1.1 All library clients are required to observe the following:

7.2.1.1.1 Personal belongings, e.g., bags, jackets, umbrellas, envelopes, and the like must be deposited at the baggage counter at the entrance of the library.

7.2.1.1.2 Library clients must bring with them their valuables such as money, jewelry, and cell phones. The library will not be held liable for lost valuables.

7.2.1.1.3 All clients may use any material, shelved or stored in the stack areas, and any equipment or facilities that are designated for use except where restrictions are established by the library.

7.2.1.1.4 Upon entrance, library clients are required to present any of the following, whichever is applicable:
   e.1 Student ID (duly validated for the current semester or summer);
   e.2 Faculty ID;
   e.3 Employee ID; or
   e.4 Contractual and part-time employee's certification issued by HRD or respective Department Head.
7.2.1.5 Upon entering the library, the clients must swipe their IDs in the Library User Monitoring and Report System located at the entrance door. For Graduate School, BELRC, Alumni and Outside Researchers clients, they must fill out the Student Log sheet (AR:11-00-FO-24rev01041113), Faculty and Employees Log sheet (AR:11-00-FO-13), Alumni Log sheet.

7.2.1.2 Present bags and other things at the security desk for inspection.

7.3 Library Units, Sections, and Collections

7.3.1 Basic Learning Resource Center
The unit consists of books, magazines, journals, and multimedia materials, electronic databases, board games, educational toys, and kits for both grade school and high school.

7.3.2 Graduate School Library
The unit consists of books, magazines, journals, electronic databases, theses, dissertations, and the like for graduate students and faculty.

7.3.3 College Library

7.3.3.1 Periodicals Section
The Periodicals section consists of local and foreign journals, magazines, newspapers, and information.

7.3.3.2 General Reference Section
It consists of encyclopedias, dictionaries, almanacs, atlases, directories, biographical dictionaries, handbooks, yearbooks, bibliographies, and indexes.

7.3.3.3 Reserve Section
It contains frequently used books and those designated by faculty members as required reading for the courses they are handling/teaching.

7.3.3.4 Filipiniana Section
It contains books about the Philippines, its people, arts and culture, literature, language, and dialects regardless of authors and language used.
7.3.3.5 General Circulation Section

7.3.3.5.1 Science Collections are books on mathematics, computer science, physics, chemistry, biology, medicine, agriculture, engineering, technology, and military science.

7.3.3.5.2 Social Science Collections are books on psychology, biography, world history, tourism, anthropology, physical education, economics, management, marketing, accounting, advertisement, sociology, police science, political science, education, home economics and library science.

7.3.3.5.3 Humanities Collections are books on communication, mass media, journalism, photography, languages, literature, religion, ethics, philosophy, arts, fiction and other novels intended for leisure-time reading.

7.3.3.6 Special Collection Section
This contains these of undergraduate and graduate students of the Colegio, dissertations, on-the-job-training/practicum reports, Dominican materials, and the Laguna Provincial Socio-Economic Profile.

7.3.3.7 Multimedia Section
This section consists of audio visual materials and equipment such as players, transparencies, maps, and globes. Also included are computer software and hardware, computer discs, projector, and television.

7.3.3.8 Computer Section
This section consists of computer work stations to access electronic data bases and the Internet.

7.4 Library Users Conduct and Study Atmosphere

7.4.1 With regard too the library clientele, and to maintain a safe environment and a place conducive to study, the following conduct and activities are permitted at any of the library sites.

7.4.1.1 Personal walk man or CD players with earphones provided volume is kept low.
7.4.1.2 Use of cellphones is allowed, however, it is expected that ring tones must be on, silent mode and calls should be done outside the library.

7.4.1.3 Use of personal electronic equipment which requires electric consumption. This also applies to battery charging of any electronic equipment. However, charging of laptop is allowed at the library hall way for College and at the Basic Education Learning Resource Center, and at the Graduate School Library (for graduate school students only)

7.4.2 The following activities will not be permitted at any of the library sites.

7.4.2.1 Borrowing or using ID of others

7.4.2.2 Gross discourtesy or acts of disrespect to any library personnel.

7.4.2.3 Mutilation or defacement of library materials including marking pages with pens, highlighters or other instruments, folding, tearing or removal of pages, purposely damaging materials or any other library property

7.4.2.4 Removing any library property/facilities, electric devices, including any item from the library collection, without authorization of library staff or not passing through the proper library’s lending procedures

7.4.2.5 Concealment or hiding of library materials in any area of the library for one’s exclusive use

7.4.2.6 Theft of library property, including books, periodicals, encyclopedias, or any materials contained in the library’s collection or the property of the library users or staff

7.4.2.7 Eating and drinking inside the reading area

7.4.2.8 Noise such as loud talking, laughing, or disruptive conversation

7.4.2.9 Photographing or taking pictures of thises

7.4.2.10 Loitering, running, blocking, or interfering with the free movement of other individuals
7.4.2.11 Harassing, threatening, or showing unlawful and violent behavior to other library users

7.4.2.12 Smoking

7.4.2.13 Playing cards or any other forms of gambling

7.4.2.14 Possession or display of obscene or pornographic materials

7.4.2.15 Use of library telephones unless approved

7.4.2.16 Display or use of weapons of any kind

7.4.2.17 Offensive or obscene language or actions

7.4.2.18 Entering a non-public/ restricted area without permission from the library staff

7.4.2.19 Public display of affection/ emotion like kissing, hugging, caressing, crying, and other overt sexual behavior

7.4.2.20 Personal grooming like combing one’s or other hair, face make-up, and other related activities.

7.4.2.21 Use of library equipment like computers/ Internet to access material that is illegal, e.g. pornography

7.4.2.22 Behavior that seems to be due to the influence of drugs, alcohol, or other chemicals

7.4.2.23 Littering and disarrangement of library facilities such as tables and chairs

7.4.2.24 Any other misconduct as stated in the Colegio’s Student Handbook that interferes with the right to enjoy and use the library
7.4.2.25 Other Activities. The following activities are not allowed in any reading area of the library, as these will deprive the students and other clientele of the library area, and maybe disruptive to study and research in the library, and delivery of services to other clientele:

a. conducting examinations;
b. all kinds of meeting or assembly;
c. faculty/students’ discussion of all sorts;
d. distribution of handouts to the students;
e. leaving of any belonging to the staff on duty for safe
g. conducting surveys unless pre-approved;
h. soliciting or selling of any kind;

i. distribution of leaflets/flyers or posting on library bulletin board without prior approval of the library and the OVP for Administration and Planning; and
j. games/contests unless there is prior request and approval in connection with institutional activities.

The said activities may result in misconduct and shall be subject to penalty. The Chief Librarian may also recommend/endorse the student/s concerned for appropriate disciplinary action to the Student Formation Officer.

7.5 Library Sanctions

The following sanctions shall be imposed on any student who shall commit any of the following offenses:

7.5.1 The student shall be deprived of all his/her library privileges for the current semester for allowing his/her ID card to be used by another.

7.5.2 Making unnecessary noise and other actions that could cause noise (louder discussion, shouting, littering, and social display of affection, entertaining guests); these also apply to the noise in going out of the library to the hallway adjacent to the library.

1st Offense: Students’ ID shall be confiscated and shall be recorded in the Logbook of Offenses. The students shall be ordered to leave the library.

2nd Offense: ID shall be confiscated and reported to the Chief Librarian.

3rd Offense: Borrower’s privileges shall be suspended for the rest of the semester. The Student Formation/Discipline Officer shall be notified.
7.5.3 Eating, littering, sleeping, loitering

1st Offense: Students’ ID shall be taken and shall be recorded in the Logbook of Offenses. Students shall be ordered to leave the library.
2nd Offense: ID shall be confiscated and reported to the Chief Librarian.
3rd Offense: Borrower’s privileges shall be suspended for the rest of the semester. The Student Formation Officer shall be notified.

7.5.4 Playing Cards, Smoking, Drinking, and Taking Pictures of Theses

The following penalties are to be applied:
   a. Confiscation of school ID;
   b. Suspension of library privileges for the rest of the semester; and
   c. Disciplinary action applied in accordance with the Student Handbook and in coordination with the Student Formation Officer.

7.5.5 Gross Discourtesy or Acts of Disrespect to any member of the Library Personnel
   1st Offense: Confiscation of ID and report/notification to the Chief Librarian
   2nd Offense: Suspension of library privileges for the rest of the semester and referral to the Student Formation/Discipline Officer for appropriate disciplinary action

7.5.6 Possession and Displaying of Pornographic Material
   1st Offense: Suspension of library privileges for one month and referral to the Student Formation/Discipline Officer for appropriate action
   2nd Offense: Suspension of library privileges for the rest of the semester, and referral to the Student Formation for appropriate action

7.5.7 All other offenses are referred to the Chief Librarian, in coordination with the StADD Director, for appropriate disciplinary action.

7.6 Specific Policies

7.6.1 Activation of Library Account

   7.6.1.1 At the start of school year/semester/trimester, activation of library account is necessary for all students, faculty, and employees who want to avail themselves of library services.
7.6.2 Account activation requirements are the following:

7.6.2.1 For old students, they need to present their registration form/official enrollment form and validated student ID card for the current semester/semester/academic year.

7.6.2.2 For new students, they need to present registration form/official enrollment form.

7.6.2.3 For faculty and employees, they need to present their office ID card.

7.6.2.4 Employees and administrators who are enrolled in the graduate school program must present their graduate student ID card and not their office ID card.

7.6.2.5 For contractual/part-time faculty and employees, a certification from HRD or respective Department Head may be submitted.

7.6.3 Client borrower must fill out registration form with pertinent information.

7.6.4 Library Borrower's registration form is valid for the semester for college, academic year for basic education, and trimester for graduate.

7.6.5 Students must present their ID at every transaction to the library personnel.

7.6.6 Only one account must be activated per user.

7.7 Loan Period

Most materials are available for loan. However, there are materials that would be endangered if placed in open access shelves; thus, controlled or supervised access maybe required to provide availability of such materials and to assure their preservation. These are audio-visual materials, maps, and information files (pamphlets/brochures, newspaper clippings), special collections like theses, dissertations, project feasibility studies, and periodicals. The physical format, fragility, and cost of these library materials usually require controlled access and special handling. The library may decide to provide limited circulation and may use loan periods that are less than the regular loan period.
Reconsideration on the status of circulating and non-circulating volumes currently in the stacks takes place as the need arises. The librarian will be alerted to the problem when a client brings the material to the Circulation Desk and queries on its status. The librarian may allow the client's request to take the volume out as a general circulation material. Upon its return, the librarian will reassess the status of the material.

### 7.7.1 College Students

**7.7.1.1** Undergraduate students are allowed to borrow a maximum of two books (General Circulation / Filipiniana) for home loan for two days, or fiction book for one week at any given time. Any or both books must be returned first before they can borrow another book at the least or two at the most. These maybe renewed provided the requisition reservation request for the borrowed book.

**7.7.1.2** Undergraduate students with home loan books may still use two books at the most from the Reserve Collections or the Periodicals Section but these are for library reading room use only and they should leave their ID card to the librarian. 7.7.1.3

**7.7.1.3** No more than two periodicals may be borrowed for photocopying at any given time.

**7.7.1.4** Undergraduate students may borrow two undergraduate theses, feasibility studies, and the like for library reading room use only at any given time. Only the research abstract may be photocopied.

**7.7.1.5** No library materials may be loaned two days before the final examination period. However, library materials may be borrowed for room use or photocopying purpose solely. Students must leave their ID card to the librarian.

**7.7.1.6** Undergraduate students may borrow two Multimedia materials but these are to be used inside the Multimedia Section only.

### 7.8 Borrowing Library Materials

**7.8.1** As a privacy policy, the following shall be imposed:

**7.8.1.1** All records relating to registration and materials borrowed are strictly confidential.

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7.8.1.2 No information regarding items on loan or loaned in the past shall be made available to any person or agency other than the borrower, except in the following cases:

7.8.1.3 it is done with the borrower’s permission

7.8.1.4 as are sponse to a court order

7.8.2 All library privileges are granted only to the person named on the I.D card; therefore all book sand ID cards are non-transferable.

7.8.3 Borrowers shall fill out the photocopying slip of every material taken out from the library and present it to the Circulation Desk.

7.8.4 Library users shall copy the information provided by the Online PublicAccessCatalog (OPAC) such as call number, title, author, and location code.

7.8.5 Library user shall register in the library section log book.

7.8.6 Library user shall retrieve the book/materials to be borrowed at the shelf for photocopying or for home loan.

7.8.7 Library user shall present borrowed materials to the library staff assigned at the circulation counter.

7.8.8 Library user shall fill out the book card with their name and I.D. number.

7.8.9 Library staff shall access the library user account and scan/check-out the book in the system.

7.8.10 Library staff shall stamp the book card and date due slip with due date and affix his/her initial.

7.8.11 Library staff shall file book card on its proper due date box.

7.8.12 Borrowing privileges will be suspended until overdue accounts have been settled.
7.9 **Returning Library Materials**

7.9.1 Library user shall present the library materials to be returned to the library staff at the circulation counter. If the section is closed, the materials could be returned to any section opened or to the security guard on duty.

7.9.2 The library staff shall retrieve the book card from the file, stamp the return date, and affix his/her initials on the book card.

7.9.3 Library staff shall insert the book card in the book pocket.

7.9.4 Library staff shall shelve the library materials.

7.9.5 If the due date falls when the library is closed, the library material must be returned the next working day that the library is open so that no fine will be charged.

7.9.6 If the library material is overdue, the library staff shall issue payment slip and record the control number on Book Fine Collection Logbook.

7.9.7 Library user shall pay the overdue fine at the Cashier and present the Official Receipt (O.R.) to the library staff after payment.

7.9.8 Library staff shall record the O.R. number in Book fine Collection logbook and delete book fine in the Destiny Manager System.

7.9.9 The library staff shall indicate a hold on notice on the students' record regarding their accountabilities.

7.9.10 The library staff shall check the Overdue List in the Report Module periodically to confirm that one's record is clear to prevent future inconveniences.

7.10 **Renewal of Borrowed Library Materials**

7.10.1 Most library materials are renewable unless there is no prior reservation.

7.10.2 Over due materials shall be returned and over due fines shall be paid first before they may be renewed.
7.10.3 Renewal by proxy is allowed for the Letran faculty and employees but, only upon submission of an authorization letter and I.D. card of the borrower for proper charging of the said materials to their name.

7.10.4 Renewal of library materials must be done during library hours only.

7.11 Reservation of Library Materials

7.11.1 If the library materials are loaned out, borrowers may request for the reservation.

7.11.2 Borrower shall fill out the reservation form.

7.11.3 Once the book is returned, the librarian shall inform the person who requested the book for reservation or on hold. If after two days, the requester fails to borrow the book, the librarian can lend or shelve it.

7.12 Unprocessed Materials

7.12.1 Materials which have neither been catalogued nor appropriately processed for use shall not be circulated.

7.12.2 In most cases, an item which is unprocessed but is specially required, shall undergo rushed processing upon request.

7.12.3 The one requesting shall write a letter requesting for a rushed processing of the material.

7.12.4 Borrowing of unprocessed materials shall be made available only to the faculty for teaching or syllabi development purposes. However, it is the responsibility of the borrower to take care of the materials.

7.13 Recall of Library Materials

7.13.1 The library shall post announcements/notices on strategic places or bulletin boards regarding students with accountabilities to the library prior to major examinations.

7.13.2 The library shall release the list of students with accountabilities every Monday through their respective academic department.
7.13.3 In the case of urgently required materials, the library may recall these from the current borrower, but confidentiality of the next borrower are kept.

7.14 Issuance of Recall Letter

7.14.1 Are call letters issued to faculty members/employees with delinquent accounts through their respective academic department/offices.

7.14.1.1 First recall letters are sent to academic and non-academic personnel every Monday. 
**Sanction**: Payment of appropriate fine

7.14.1.2 Second recall letter is sent to academic and non-academic personnel when the materials are two weeks past overdue. 
**Sanction**: Payment of appropriate fine and suspension of library privileges for two weeks

7.14.1.3 Third recall letter is sent to academic and non-academic personnel when the materials are three weeks past overdue. 
**Sanction**: Payment of appropriate fine and suspension of library privileges for the rest of the semester/trimester.

7.15 Fine and Penalties of Library Materials

7.15.1 College and Graduate Students

7.15.1.1 Circulation Books
Failure to return the books and other library materials on its due date is charged Php 5 per day per title and may incur the following penalties:

1st Offense: Verbal warning and payment of appropriate fine
2nd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for one week
3rd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for the rest of semester.
7.15.1.2 Reserve Books
A fine of Php 5 per hour or a fraction thereof is charged for failure to return the books and other library materials on its due time/date. The following penalties maybe imposed.

1st Offense: Verbal warning and payment of appropriate fine
2nd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for the rest of the semester or summer

7.15.1.3 Multimedia Materials (CD-ROMS, VHS tapes, DVD, cassette tapes, kits and others) The following penalties shall be imposed for failure to return the library materials on time:

1st Offense: Warning and payment of appropriate fine: Php100 per day thereof
2nd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for the rest of the term.

7.15.1.4 Theses, Dissertations, Project Feasibility Studies (PFS) Bringing of thesis/PFS and other researches outside the library for photocopying of these materials without authorization from the librarian may incur the following penalties:

1st Offense: Verbal warning and payment of Php100 per hour of unreturned materials
2nd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for the rest of the semester

7.15.1.5 Reference Books and Periodicals
Failure to return these materials on the same day shall have the following penalty:

1st Offense: Warning and payment of appropriate charges: Php50 per day until its return
2nd Offense: Payment of appropriate fine/penalty

7.15.1.6 Information Files
Failure to return these materials for photocopying after two hours shall have a penalty of Php 10 per hour

7.15.2 The following penalties shall be imposed to all library users.

7.15.2.1 Fines will continue to accumulate on all overdue library materials until the item is renewed, returned, or is declared lost by borrowers.
7.15.2.2 Fines will continue to accumulate on all overdue library materials until the item is renewed, returned, or is declared lost by the borrower.
7.15.2.3 Borrowers without standing accountabilities are not allowed to borrow books or be issue referral letter unless back accounts are settled first.
7.15.2.4 Overdue fines apply to all who have failed to return library materials on time.

7.15.3 Matrix of Fines

7.15.3.1 The following shall be diligently observed by the students:

<table>
<thead>
<tr>
<th>MAXIMUM LOAN PERIOD</th>
<th>MAXIMUM RENEWAL PERIOD</th>
<th>MAXIMUM FINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Circulation</td>
<td>2 days</td>
<td>2</td>
</tr>
<tr>
<td>Filipiniana</td>
<td>2 days</td>
<td>5.00/day</td>
</tr>
<tr>
<td>Reserve Overnight</td>
<td>2 hours</td>
<td>2</td>
</tr>
<tr>
<td>Information File</td>
<td>2 hours</td>
<td>10.00/hr</td>
</tr>
<tr>
<td>Fiction Books</td>
<td>1 week</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5.00/day</td>
</tr>
</tbody>
</table>

7.16 Lost and Replacement Charges of Library Materials

7.16.1 Books
a. Lost book shall be reported immediately to the library section where it was borrowed to stop accumulation of fine.
b. Reported lost book shall be replaced with the same title and author with the latest edition. Library user shall pay the Php50 processing fee at the Cashier.
c. Replacement of lost books/materials with another title or author should be approved by the Chief Librarian or the Library Committee.
d. Payment for lost book is also accepted on its current value with 10% inflation allowance plus Php50 for processing fee.
e. Library user shall pay at the Cashier’s office.
f. Library user shall present the OR. to the library staff after payment.
g. Library staff shall record the OR. number in Book fine Collection logbook and write a note in the Destiny Manager System.
h. In case of lost volume of a set, if one volume could not be purchased to replace the lost volume, the borrower should replace the whole set or pay the cost of the whole set. The remaining set with the missing volume shall be turned over to the borrower with corresponding acknowledgement receipt after s/he settles the account.
i. Found lost book is fined from the due date until the date of return.
7.16.2 Periodicals
Replacement for lost periodicals shall be made with:
a. The same title and issue number or;
b. A good quality of photocopy within 30 days; and
c. Payment of its current replacement value and fine equivalent to 50% of the cost of the periodical.

7.16.3 Methods of Payment
The following procedures are to be observed in payment of fines:
1. The library staff shall check the borrower’s library account on the system
2. If the borrower is cleared of accountabilities, the library staff must sign his/her initial on the provided space.
3. The borrower shall pay the corresponding amount at the Cashier’s office.
4. After payment, the borrower must present the OR to the library staff.

7.17 Signing of Clearance
The following procedures are to be observed in the signing of clearance.
1. The library staff shall check the borrower’s library account on the system
2. If the borrower is cleared of accountabilities, the library staff must sign his/her initial on the provided space.
3. The borrower shall register in the Clearance Logbook.
4. The Chief Librarian counter signs the clearance. In his/her absence, a librarian shall do the counter signing.

7.18 Library Education Program
7.18.1 Library provides orientation to all grade school and high school pupils and teachers during the opening of classes.

7.18.2 Library provides orientation of first year college students and to those students enrolled on research during the opening of classes on the first semester and to all the students during the opening of classes on the second semester.

7.18.3 Library survey is conducted after each orientation and results are tabulated and analyzed for future reference.
7.19 Reference Services

7.19.1 The library provides service for information requests received from customers by telephone and e-mail.

7.19.2 Reference service includes but is not limited to helping customers locate materials, follow directions, and determine information needs.

7.20 Current Awareness Services

7.20.1 Index to periodicals and bibliographic listing of newly acquired materials shall be posted on the bulletin board.

7.20.2 List of indexes and bibliographic listing shall be disseminated to different academic department.

7.20.3 Newly acquired materials shall be shelved separately for a month.

7.21 Referral Services

7.21.1 A referral letter shall be issued to those who want to use other libraries, if particular information resources they need are not available in Letran library.

7.21.2 A referral letter shall be requested three days prior to the visit.

7.21.3 Referral letter shall be issued to faculty members who conduct institutional research.

7.21.4 All faculty members who study outside the Colegio shall request a referral letter from the institution where they are enrolled.

7.22 Administrative Services

7.22.1 The office of the Chief Librarian initiates a yearly planning for the enhancement of the library services.

7.22.2 The administrative assistant prepares and issues the referral letters one day before the visit of the requestor.
7.23 Computer Use Services

7.23.1 The school ID must be presented each time the computer will be used.

7.23.2 Appropriate use of computers and network must be observed.

7.23.3 Any form of vandalism is prohibited inside the Computer Section.

7.23.4 Any malfunctions or damage in the terminals or computers used must be reported immediately to the library staff on duty.

7.23.5 Students who wish to use the computers for accessing the internet need to have an activated library account.

7.23.6 The Internet service is free of charge and should be used for academic research purposes only.

7.23.7 Use of computer will be on a first come first served basis. A maximum of one hour will be allowed in one session for every student. If no one is waiting, patrons may use the computer longer at the discretion of library staff. No compliance with the time limits could result in loss of computer use privileges.

7.23.8 Users must use the terminal assigned to them by the library staff on duty. Swapping of terminal is not allowed.

7.23.8.1 Only one student should occupy one computer terminal.

7.23.8.2 In case of group work, the library staff may allow a maximum of two students to occupy a single terminal.

7.23.9 No one is allowed to alter the configuration setting of any computer.

7.23.10 Library users must not attach personal hardware or software to the computer network.

7.23.11 Playing of computer games is not allowed.

7.23.12 Library user may save documents to portable storage device, such as USB drives as long as it will be scanned for virus protection before plugging.
7.23.13 Library user may not save to the hard drive for any reason.

7.23.14 Any form of CHAT and accessing PORNOGRAPHIC sites are strictly prohibited.

7.23.15 Deletion or addition of any application is strictly prohibited.

7.23.16 In any event whether accidental or intentional damage, the library staff will assess or seek the assistance of Management Information System Department to assess the damage item/s. The user is required to either pay or replace the item/s if needed. The library staff shall write an incident report and submit to the Chief Librarian for appropriate action.

7.23.17 In the event of loss or theft of computer or its peripherals, the library staff will:
   a. Immediately report the incident to the Security Office;
   b. Trace the last user of the terminal;
   c. Make an incident report and submit to the Chief Librarian;
   d. Conduct an initial investigation; and
   e. Write an investigation report and submit it to the appropriate department.

7.23.18 In order to make easy the use of computer in the library, and to ensure the security of the Letran Calamba library computer system, the following must be observed:
   a. The library user secures a Reservation Slip from the library staff.
   b. The library user fills out the Reservation Slip and submits it to the library staff.
   c. The library staff calls out the name that is on top of the list, when a computer station is available for use.
   d. Cancellation of reservation must be brought to the attention of the library staff immediately so that the computer station may be made available to others.

7.24 Charges for Damaged Materials

A fee is charged for materials that are damaged while on loan or use in the library. Disciplinary action will be taken against any student who intentionally damage library materials. To determine the charges, the following applies:

   a. Minor Damage/ sare damage/ with a few pencil marks, bent pages, and slight water damage. Sanction: Stern warning with no fee.
b. Moderate Damage/s are damage/s with highlighting, ink mark, stains, water damage, torn pages. Sanction: A fine of P25.00.
c. Major Damage/s to cover and binding require extensive repairs. Cost may vary depending on the size of the material.
d. Severe Damage/s includes torn, cut or missing pages, excessive ink writing or drawing, and severe water damage burns, teeth marks from pets, or any other extensive damage. A fine of P250.00 plus replacement of the materials are required.
e. Damage to Audio-Visual Materials. The user will be charged the full replacement cost for damaged CDs, VCDs, DVDs, transparencies, cassette tapes, video tapes and the like

8. Retreat and Recollections

Colegiode San Juan de Letran Calamba plays a major role in the formation of students. As a Filipino, Catholic and Dominican educational institution, it aims to develop graduates who are dedicated to GOD, Country and Truth. To further this endeavor, the institution provides students opportunity for growth through various academic and non-academic modes of form active instruments.

One of these formative instruments is the program for Dominican Empowerment. The said programed visions a Christian community that’s hares the mission of the Dominican Order and responds to the present needs of the Dominican Order and to the present needs of the Church and the society. It starts in the first year level with the study of Theology which provides the students with more opportunities for practical application of their study in actual life in the context of a Christian community and participation in activities like “Binyag Arriba,” Saint Dominic’s Feast celebration and the annual visit of Our Lady of the Rosary of La Naval de Manila.

9. Guidance and Counseling Services Office Policies and Guidelines

9.1 Admission Test (Effective AY2012-2013)

The DPPI (Dominican Province of the Philippines Inc.) Unified Entrance Examination assesses students’ capability in entry for collegiate education at Angelicum College-Quezon City, Aquinas University – Legazpi City, Colegio de San Juan de Letran Manila, Colegio de San Juan de Letran Bataan, and Colegio de San Juan de Letran Calamba. Through the DPPI Unified Entrance Examination, students will be assisted in determining their educational and vocational goals. The DPPI Unified Entrance Examination is a two – hour examination including instruction consist of the following subtests: English (30mins), Mathematics (40mins), Science (40mins).
The following guidelines govern the implementation of this

**Admission Test:**

9.1.1 To be eligible to take the DPPI Unified Entrance Examination, the student must be a graduate of DepED-accredited schools or secondary schools abroad and those declared eligible for admission to college after taking the Philippine Educational Placement Test (PEPT).

9.1.2 The student applicant will be given three sets of tests. These include English, Mathematics, and Science.

9.1.3 Status of the student applicant will depend upon their General Admission Score (GAS). The GAS is a result of combining the applicant's weighted scores in the 3-sub - tests (English, Math, and Science). The GAS is computed as follows:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>35%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>35%</td>
</tr>
<tr>
<td>Science</td>
<td>30%</td>
</tr>
<tr>
<td><strong>General Admission Score</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

9.1.4 The GAS is interpreted using the range and verbal rating below:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Verbal Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-99</td>
<td>Excellent/Highly Proficient (E)</td>
</tr>
<tr>
<td>76-89</td>
<td>Meets standards/Proficient (MS)</td>
</tr>
<tr>
<td>50-75</td>
<td>Progressing Towards Standards (P)</td>
</tr>
<tr>
<td>31-49</td>
<td>Marginal (M)</td>
</tr>
<tr>
<td>21-29</td>
<td>Short Delay (SD)</td>
</tr>
<tr>
<td>1-20</td>
<td>Does not meet standards (D)</td>
</tr>
</tbody>
</table>

9.1.5 Students who got a GAS of 33 and above and whose GWA is 80 will be allowed to take Board programs. There is no grade requirement for non-board programs except that the student passes the Entrance Exam.

9.1.6 Students who received a GAS below 33 mark will be considered a probationary student for any program.

9.1.7 The Examinee Report Stub containing the test results shall consist of information on the examinee's course choices, GAS, and a suggestion regarding career placement. The stub shall be released to the student applicant or to an authorized representative provided that authorization letter is presented.
9.1.8 The test results shall be used as a basis of the Guidance Counselors in conducting career counseling during the student's interview.

9.1.9 The test results shall be released after three (3) working days.

9.1.10 Student applicants are only allowed to take the DPPI Unified Entrance Examination once during the academic year.

9.2 Handling Cumulative Record

9.2.1 Each student shall be required to have his/her own individual cumulative record.

9.2.2 All information contained in the cumulative record shall be treated with utmost confidentiality.

9.2.3 The counselors shall be the authorized persons who shall use the individual cumulative record.

9.2.4 Any supplementary records or additional sheets shall be properly inserted in the record of the person concerned.

9.2.5 No student, student assistant, teacher and other member of the community shall be allowed access to the record.

9.2.6 The guidance counselor may release personal data like address, phone number, test results, etc. to those persons in authority whom he/she thinks could be of help to the student. This should be done with the approval of the student or guardian.

9.3 Individual Routine Interview

9.3.1 Each student shall be required to visit his/her guidance counselor at least once per academic year for a routine interview.

9.3.2 Student clearance will not be signed if there will be no record of appearance in the Guidance and Counseling Office.
9.4 **Probationary Students**

9.4.1 All probationary students are required to attend the General Assembly of Probationary Students at the beginning of the semester.

9.4.2 Students should report to the Guidance and Counseling Services Office for an interview a week before major exam.

9.4.3 Students with a General Weighted Average of 75 and above will be uplifted to regular student status.

9.5 **Change Status Form**

9.5.1 First year college students should secure the Change Status Form from the Guidance and Counseling Office provided that they have no failing grade during the semester they are enrolled in.

9.5.2 The form shall be issued after the end of the semester.

9.5.3 Students shall present the computerized card (compcard) to the Guidance and Counseling Services Office for verification of the general average.

9.5.4 Copies of the accomplished change status form bearing the signature of the Dean, Registrar, and Assistant Director for Guidance and Counseling Services Office shall be submitted to the latter leaving one copy each for every student.

9.6 **Request for Psychological Testing**

9.6.1 A Letranite who wishes to take psychological test should visit the Guidance and Counseling Services Office and fill out properly the Request Form for Psychological Testing including the specific test that he/she would like to take.

9.6.2 After accomplishing the form, he/she shall be scheduled for examination.

9.6.3 The test results shall be given three (3) working days after the completion. Feedback shall be scheduled with the examinee for clarification and discussion.
9.7 **Handling Suspended Students**

9.7.1 The Guidance and Counseling Services Office shall be furnished with a copy of the notice of suspension duly signed by the Student Formation Officer and Assistant Director for Student Affairs.

9.7.2 Suspended students should visit the Guidance and Counseling Services Office for constructive suspension activities (Self-Empowerment Program) on specified date/s of suspension.

9.7.3 The Guidance Counselor shall prepare a written summary of the case including the counseling and intervention activities given to the suspended students. Counseling report shall then be submitted to the Student Affairs and Development Department (StADD).

9.7.4 Names of students not reporting to the Guidance and Counseling Services Office shall be submitted to the StADD.

9.8 **Career Orientation/ Resume Writing Sessions**

9.8.1 Announcement shall be made through the Deans.

9.8.2 Participants may avail of this activity upon the approval of their academic Deans.

9.8.3 Format for the resume shall be posted on the bulletin board or they may get it from the Guidance and Counseling Services Office.

9.8.4 Deadline for submission of resume is to be set by the Guidance and Counseling Office.

10. **Student Leadership Program**

    The Colegio encourages students to be come involved in leadership opportunities, integrate community service to make a positive difference, and translate their leadership skills to life long skills.

    Towards this end, the Department guides all Recognized Student Organizations (RSOs) in the proper conduct of their year – long activities. To ensure regular monitoring, each RSO is, likewise, assisted by the RSO Adviser who works closely with the student leaders.
10.1 **Student Organizations**

10.1.1 **Rationale**

Colegio de San Juan de Letran Calamba fully recognizes the value of student organizations in the development of one’s personality. Students are encouraged to take part in co-curricular and extra-curricular activities which promote spiritual, cultural, educational, civic, literary, and social development as well as congenial and desirable social relationship. Students may participate in existing organizations and promote the organization of new groups which would cater to their particular interests.

The Colegio allows the establishment and operation of student organizations to give the students a forum for enriching school life and vehicle for more productive activities of endeavors realizing the goals of the Colegio and those of the larger society. However, activities of the student organization should be planned along the spiritual, social, cultural, literary, educational, or recreational areas as approved by the school head and duly authorized representative.

10.1.2 **General Policies**

10.1.2.1 The establishment and operation of student organizations in all colleges and universities are governed by the then Department of Education, s.1985 which provides rules and regulations concerning student organizations and their activities within the school campus.

10.1.2.2 Students who want to form a student organization should follow the regulations promulgated by the Colegio through the Student Affairs and Development Department (StADD).

10.1.2.3 The Colegio reserves the right not to admit organizations espousing goals/activities contrary to the objectives, mission, and vision of the institution.

10.1.2.4 All recognized student organizations, student councils, and Letran Student Body Organizations are directly under the jurisdiction and supervision of the Department.
10.1.2.5 All policies governing the Recognized Student Organizations, shall be made by the Student Affairs and Development Department. Thus, only the policy of the department shall be honored at all times concerning the RSOs.

10.1.3 Specific Policies

10.1.3.1 The Director for Student Affairs and Development Department must regulate the operations as well as the activities of duly recognized student organizations in the attainment of their objectives as stipulated in their approved constitution.

10.1.3.2 The StADD reserves the right to sanction any organization conducting an activity which is contrary to the mission and vision of the institution.

10.1.3.3 All extra and co-curricular activities should be suspended one week before and during major examination periods.

10.1.3.4 Monthly meetings with the student organizations and quarterly/special meetings with the faculty advisers shall be conducted by StADD through the Student Activities Assistant for closer coordination/monitoring.

10.1.3.5 All bonafide Letran Grade School and High School may join any recognized student organization.

10.1.4 Application for Recognition

10.1.4.1 Recognition of student organizations is made official once they are given the certificate of recognition. Official recognition shall be effective for one academic year or one semester only under special circumstances.

10.1.4.2 The following organizations should seek approval for recognition from the StADD:

10.1.4.2.1 newly-formed organizations;
10.1.4.2.2 organizations which became inactive for at least one semester; and
10.1.4.2.3 probationary organizations, which include suspended organizations that have been existing for two years.

10.1.4.3 Permission to operate is a requirement for the initial operation of any student organization.
10.1.4.4 Any group of at least 15 members in tending to form a student organization may apply to StADD. However, for the specific purpose of accreditation of such organization, the total membership thereof shall not be less than 30 enrolled students at the time of the issuance of Certificate of Recognition.

10.1.4.5 The following documents must be prepared at the time of application:

10.1.4.5.2 constitution and by-laws;
10.1.4.5.3 list of officers and their respective bio-data (RD:04-00-FO-18);
10.1.4.5.4 proposed activities for the year with a brief description of each activity, tentative dates of implementation, plan of action for each activity (RD:04-00-FO-39), and proposed budget (RD:04-00-FO-17);
10.1.4.5.5 letter of acceptance and bio-data of the adviser (RD:04-00-FO-19); and
10.1.4.5.6 list of members with their respective courses, majors, addresses, and specimen signatures (for non-academic organizations only) (RD:04-00-FO-16).

10.1.4.6 The applicant organization shall conduct a brief presentation about their organization, its nature and objectives and plan of activities before the Committee for Recognition of Student Organizations.

10.1.4.7 The Director for StADD, along with the Committee for Recognition of Student Organizations, shall deliberate on the merit of the applicant organization based on the documents submitted and its oral presentation. The applicant organization shall be informed of the results of the deliberation (approved or disapproved) 30 days after the submission of the requirements.

10.1.4.8 The Committee for Recognition of Student Organizations shall be composed of the following:

10.1.4.8.a Director, Student Development and Services Department
10.1.4.8.b Student Formation Officer
10.1.4.8.c Student Activities Assistant
10.1.4.8.d Representative from the Administration
10.1.4.8.e Representative from the Faculty
10.1.4.8.f Representative from the Letran Student Body Organization
Section 6
OTHER POLICIES AND PROCEDURES
1. Campus Advertisement/ Announcements

1.1 General Policy

1.1.1 Colegio de San Juan de Letran Calamba allows the various departments, recognized student organizations, and other individuals to post printed materials for advertisement/ announcement and information dissemination purposes on the bulletin boards and other identified locations inside the campus.

1.1.2 "General" bulletin boards are those on campus that are not for the limited use of a particular department. Departmental bulletin boards are those located and designed for a particular department use. Department heads are expected to formulate their own policies that are aligned with the institutional policies and procedures on advertisement / announcements.

1.1.3 Additional policies related to posting materials for advertisement and notification purposes include but are not limited to:

   a. Displaying of signs and banners at the campus gate
   b. Posting of materials by a private organization inside the campus
   c. Posting/Displaying of advertisements outside the campus

1.1.4 The posting of materials on general bulletin boards is the responsibility of the unit, organization, or individual desiring to post the material.

1.1.5 Materials may not be posted at locations that are not explicitly designed for posting. These include but are not limited to walls, doors, lamp posts, utility poles, building exteriors, windows, and walkways.

1.1.6 If a given posting location has information on it that indicates that the posting location has additional restrictions beyond those described in this policy, individuals desiring to post materials they must abide by the specific policy and procedure for securing approval from the respective department.

1.1.7 Materials for posting must be posted in such a way that they do not obstruct viewing of previously posted materials.

1.1.8 Materials posted must always indicate the name of the unit, organization or individual provided the material must bear the approval stamp (original) of the OVP for Administration and Planning.

1.1.9 School officials are allowed to remove outdated materials and those not complying with the requirements of this policy.
1.2 **Posting Outside the Classroom**

All announcements to be distributed in any manner must be approved by the Vice President for Administration and Planning. All such materials, pamphlets, posters, leaflets, etc. are subject to the following guidelines:

1.2.1 A letter of request must be submitted indicating there in the purpose of the announcement/advertisement. It is emphasized that the purpose of the said announcement/advertisement must uphold the mission statement of the Colegio.

1.2.2 It is highly expected that the contents of the announcement/advertisement follow the basic rules of grammar with emphasis on the appropriateness of the language used.

1.2.3 Materials must be sponsored by a recognized organization whose name appears on the materials.

1.2.4 Distribution must be limited to the areas set aside by the Office of the Vice President for Administration and Planning for such use.

1.2.5 No materials are to be taped, glued, tacked or otherwise affixed to doors, walls, windows or other building surfaces.

1.2.6 Posters and signs must be no longer than 11" x 17" in size, so that several groups may use posting areas at the same time.

1.2.7 Materials must be removed on the date specified in the letter of approval by the Vice President for Administration and Planning.

1.2.8 Postings that are considered political propaganda as determined by the Office of the Vice President for Administration and Planning are prohibited.

1.3 **Posting Inside the Classroom**

1.3.1 The posted material must contain academic-related information only (e.g. memoranda to faculty and students by the Academic Head, activities and programs of the department, and other related information that needs to be disseminated directly to the concerned faculty/students).

1.3.2 To ensure the authenticity of the material to be posted, the Academic Head should note the request before the approval of the Vice President for Administration and Planning. The notation means that the Academic Head concerned has approved the material to be posted.
1.3.3 The material must be displayed at the upper left corner of the blackboard.

1.3.4 Only two posted materials should be displayed at a particular period of time.

1.3.5 The size of the posted materials should be 8.5 x 11 inches.

1.3.6 The requesting individual or organization must remove the displayed materials responsibly after the approved.

1.4 Types of Advertising and Announcements

1.4.1 Posters

Posters maybe affixed to bulletin boards. It must not exceed 11"x17" in size.

1.4.2 Handbills and Leaflets

Handbills and leaflets may not be distributed within the campus without the approval of the Director.

1.4.3 Streamers

Streamers maybe displayed only to designated places. Its size must not exceed 1x3 meters to provide space for other interested parties.

1.5 Duration of Posted Approved Announcement/Advertisement

The standard duration of posting of announcement/advertisement is a maximum of two weeks. If in any case, an extension is needed, the requesting unit, department, organization or individual should apply for another approval.

1.6 Penalties and Charges

1.6.1 Any person/organization posting announcements without the approval of the Vice President for Administration and Planning shall be penalized accordingly. This shall include the removal and destruction of the materials, charges to the individual or organization for the costs incurred with cleaning up of debris.

1.6.2 Students caught defacing, mutilating or removing posters within the standard posting period shall be subject to disciplinary sanctions (ref. Student Handbook).
2. Publication of Printed Materials

2.1 Policy on Handbooks, Magazines, and Newsletters

2.1.1 Any publication or other printed materials, both new and established, must be evaluated and approved first by the Department Head and Division Head concerned in terms of nature, relevance, objectivity of content, and also to verify the veracity of information.

2.1.2 A departmental or assigned editor reads the entirety of the material to detect and correct errors in spelling, punctuation, grammar, syntax, and ensure present ability. Edited copy must be produced and subjected to proofreading.

2.1.3 Approved proof shall be submitted to the Office of the Vice President for Research and Development for final editing. In case of corrections, the procedure mentioned above shall again be applied.

2.1.4 Handbooks and other printed materials intended for external distribution shall then be forwarded to the Office of the Vice President for Research and Development for clearing/verification.

2.1.5 The Office of the Vice President for Research and Development in coordination with the Finance Division shall facilitate the printing of the material.

2.1.6 Printer’s proof of the materials shall be subjected to examination and approval both of the Office of the Vice President for Research and Development and the Department Head concerned before its reproduction and distribution.

2.2 Policy on Printed Advertisements

2.2.1 All materials intended for posting or distribution, inside

2.2.2 It is highly expected that the contents of the announcement/advertisement follow the basic rules of grammar with emphasis on the appropriateness of the language used.

2.2.3 Brochures, leaflets, or flyers intended to promote the Colegio’s programs/course offerings, activities, and services must be subjected to editing.

2.2.4 All printed advertisements for posting and distribution must be approved by the Office of the Vice President for Administration and Planning.
2.3 Policy on Yearbook Production

2.3.1 An Editorial Board will handle the production of one year book for the Colegio. The Editorial Board shall be composed of 1 grade 6 class adviser for the Grade School; 14th year high school adviser; 1 faculty representative from every collegiate schools; and 4 student staffers from the graduating class.

2.3.2 A Yearbook Review Committee will assist the Editorial Board for further enhancement of the yearbook.

2.3.3 The yearbook must be completed and submitted on or before the date specified on the Timetable of Activities.

2.3.4 A printer’s copy of the yearbook must be submitted to the Review Committee for further editing before printing of the second draft.

2.3.5 Final proof of the yearbook shall be subjected to examination of the Registrar’s Department before its reproduction and distribution.

3. Using the Official Letran Calamba Letran Logo and Letterhead

3.1 The Letran logo distills into one symbol everything the Colegio wants to communicate about itself. Because it appears on virtually every business card, envelope, letterhead, and website, the logo speaks to a greater number of people than any other form of communication.

3.2 The Official Letran Calamba logo

3.2.1 The Colegio’s seal bears the Maltese cross, a symbol identified with the Christian warrior whose outward points form an octagon. Don Geronimo Guerrero, one of the founding fathers of Letran Manila was a Knight of Malta.

3.2.2 The cross on a blue and red field encircled by the wreath of green laurel represents the pattern of perfection which all minds that come to Letran are molded. Its white (or silver) cross be speaks of the purity which must be attained. The blue and red field indicates Letran, the battle ground where the vile things are fought against the daunted and where ultimately the consummate ideal of the cross is accomplished. For that ultimate triumph, there is the wreath of green, ever fresh for every victory.

3.2.3 Inscribed in the logo are the motto of Letran Calamba and its founding year, 1979.
3.3. **Do's and Don'ts**

3.3.1 The logo should be used conspicuously on all college communications. The logo should appear on the front cover or the back cover of all print publications representing the Colegio that are intended for external audiences.

3.3.2 The logo should not be modified or distorted in any way. The logo may not be altered. It must remain in the proportion as originally designed. Embellishments such as stars, borders, type (other than authorized logo/words/marks) or drawings constitute alterations and are not permitted.

3.3.3 The logo should only be used in official Letran colors (royal blue and red), or in black, gray, or white variations. All or any parts of the logo and the logo type should never be screened or “toned.” They should always appear as a solid (100%) color.

3.3.4 The logo must not be reduced to less than one-half inch in width to ensure readability. When resizing the logo, resize it proportionately.

3.3.5 Ensure visibility of the logo by leaving an appropriate amount of space around the image. The logo may not be used as a background for super printing or printed on a picture background.

3.3.6 The logo should be used judiciously. Letterhead and envelopes are permitted only for officially recognized college departments and organizations. Only official Letran Calamba business cards, ordered through the DTS Office, are allowed to carry the Letran Calamba logo.

3.3.7 The logo may be used without the full name of the Colegio provided that the full name appears prominently written out elsewhere on the page.

3.3.8 The Letran Calamba logo and logotype cannot be used in any electronic form without the approval of the Office of the Vice President for Administration and Planning.

3.3.9 Examples of unacceptable use
Do not use department or college names with logo.

Student Affairs and Development Department

Do not change the type face if the logo appears with the Colegio’s name.

Do not crowd the logo with embellishments.

Do not add a drop shadow or other embellishments.

Do not tilt from horizontal axis.

Do not distort the proportions.
5. **Internal Use of Campus Facilities**

5.1 Requesting party submits the accomplished Facilities Utilization Request Form (FD:03-00-FO-05) from the Property Management & General Services Department to the Auxiliary Business Department for computation of Use Fee and other incidental costs.

5.2 For internal use of campus facility, the Use Fee is assessed for activities held from Mondays to Fridays (after 5:00pm), Saturdays, Sundays, and Holidays. The conduct of the activity should have the approval of the Department Head and/or the Director for Student Affairs and Development Department. For activities held on a weekend or holiday it should have the approval of the VP for Administration and Planning. The Compromised Use Fee shall be applied in the assessment of the Use Fee.

5.3 The Auxiliary Business Department will issue the Use Fee for Internal Use of Campus Facilities Form (FD:02-00-FO-02) to the requesting party.

5.4 To finalize reservation, the requesting party will submit to the

5.4.1 Facilities Utilization Request Form
5.4.2 Use Fee for Internal Use of Campus Facilities Form
5.4.3 Official Receipt

5.5 The requesting party submits a photocopy of the Official Receipt to the Auxiliary Business Department as proof of payment.

6. **Client Satisfaction Survey**

6.1 Since its implementation of Quality Management System, the Colegio embraced that customer satisfaction is important in the ISO 9001 process-based quality standard.

6.2 The efforts of the Quality Management and Planning Department, and Letran Calamba, in general, ensure that excellent customer service is continuously given to its clients by addressing their needs and knowing what works best for every kind of client.

6.3 The institutional Client Satisfaction Survey (AP:03-00-FO-19 rev.01 060114) are made available to all clients of Letran Calamba particularly the students.
6.4 There are two ways of accomplishing the Letran Calamba Client Satisfaction Survey:

1. Accomplish the CSS form given to all departments/offices and drop it in the CSS boxes
2. For online CSS, kindly visit www.letran-calamba.edu.ph

6.5 All students are encouraged to answer the said form whenever Letran Calamba services are availed.

7. GUIDELINES FOR PARENTS/GUARDIANS

7.1 Dress Code

Parents /guardians who come to school should follow the prescribed dress code.

7.1.1 Strictly no shorts, sandos, slippers, spaghetti straps, plunging necklines, bare back, mini/micro mini-skirts and other suggestive clothing that are mentioned.

7.1.2 Visiting parents and guardians are enjoined to wear decent attire at all times.

7.2 Setting up a Conference with the Teacher/Class Adviser

3.2.1 Parent/guardians should inform the child’s adviser his/her concern and the date he/she wishes to come, through the student diary or through phone call to the administrative assistant.

3.2.2 The teacher/class adviser shall sign and indicate his/her available time and place in the student diary. If request for a conference was done through phone call, the parent shall give a return call for confirmation of the date and time of appointment.

3.2.3 Parents/ guardians should secure a visitor’s pass from the guard at the main gate before proceeding to the designated conference venue.
7.3 Setting an appointment with the Principal/Assistant Principal/Chairs

7.3.1 Parent/guardian should inform the child’s adviser his/her concern and the date he/she wishes to come, through the student diary, or through phone call to the administrative assistant.

7.3.2 The adviser will secure an appointment slip from the administrative assistant. If request for an appointment was done through phone call, the parent shall give a return call for confirmation of the date and time of appointment.

7.3.3 The parents/guardian will present the appointment slip to the administrative assistant before the appointed time of conference, or secure such if the appointment was made through phone call.

7.3.4 Parents/guardians should secure a visitor’s pass from the guard at the main gate before proceeding to the office of the Principal.

7.3 Use of Designated Waiting Area

7.4.1 Parents/guardians who wish to wait for their child or ward should stay in the place designated for them.

7.4.2 Parents/guardians are advised not to loiter around the school vicinity where classes are going on. Parents are allowed in the corridors before 7:00AM and beyond 3:00PM.

7.4.3 All food supplies and materials to be sent to the children who are already in the classroom should be left to the guard at the BED gate/office. These should carry the child’s name, section and time needed. The grade 3 to 6 pupils should be properly instructed by parents to get the provisions at right time from the guard/BED Office.

7.4.4 Parking should be on designated areas only. Parking on driveways, landscaped areas, and on sidewalks shall not be allowed. The Colegio will designate Parking Areas for drivers/operators of student transportation services and visitors.
7.4 Others

7.4.1 The parents must not confront other pupils to settle pupils' differences nor reprimand other pupils for reasons related to pupil-to-pupil encounter.

7.4.2 Parents/guardians who wish to bring their children home for emergency/medical reasons are allowed to do so but shall follow the instructions below:

7.4.2.1 For medical reasons:

7.4.2.1.1 The student should inform the subject teacher/class adviser of his/her medical condition, and shall proceed to the School Clinic to secure a medical certificate. The clinic, class adviser or the administrative assistant shall inform the parent/guardian of the case.

7.4.2.1.2 Parents are advised to accomplish the personal information and medical history of the pupil.

7.4.2.2 Other emergency reasons

7.4.2.2.1 Parents/students shall inform the class adviser and all subject teachers of his/her reason and secure a log out slip in two copies.

7.4.2.2.2 Leave one copy of log out slip to administrative assistant and another copy to the gate.

7.4.2.2.3 Student who will leave the school premises without the log-out slip shall be sanctioned.

7.4.2.2.4 All inquiries regarding grades of honors should be communicated to the Principal’s Office.

7.6 Classroom Birthday Party

Parents who wish to conduct their child’s birthday party in the classroom must seek approval from the BED Office at least three (3) days before. Birthday party must be held only during recess or lunch time. No program, mascot, pointed objects such as knife, styrofoam shall be allowed. Food must come from a government permitted source.
7.7. Parents are enjoined to come during scheduled conference and quarterly Parents’ Forum.

7.8. The specimen signatures and name of parent-appointed guardians must be communicated to the class adviser through the Student and Parent Handbook.

COLEGIO DE SAN JUAN DE LETRAN CALAMBA
Student Affairs and Development Department
- PRAYERS -

THE ORDER OF THE MASS

Entrance (Stand)

SIGN OF THE CROSS

Priest: In the name of the Father, and of the Son and of the Holy Spirit.

People: Amen.

Priest: The grace of our Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all.

People: And with your spirit.

PENITENTIAL ACT

(Form A)

Priest: Brethren (brothers and sisters),

Let us acknowledge our sins, and so prepare ourselves to celebrate the sacred mysteries.

Priest: I confess to almighty God.....

All: and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done, and in what I have failed to do (and striking their breast); through my fault, through my fault, through my most grievous fault, therefore I ask Blessed Mary ever virgin, all the Angels and Saints, and to you, my brothers and sisters, to pray for me to the Lord our God.

Priest: May Almighty God have mercy on us, forgive us our sins, and bring us to everlasting life.

People: Amen.

The Kyrie

Lord have mercy. Christ have mercy. Lord have mercy.

The Gloria

Glory to God in the highest and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you. We give you thanks for your great glory, Lord God, heavenly King, O God, almighty Father, Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father, you take away the sins of the world, receive our prayer. You are seated at the right hand of the Father, have mercy on us. For You alone are the Holy one, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.
COLLECT PRAYER

Priest : Let us pray….(at the end, the people acclaim

PEOPLE: Amen.

---THE LITURGY OF THE WORD---

SECOND READING (if any, usually on Sundays and Solemnities)

First Reading (Sit)

The Word of the Lord.

PEOPLE : Thanks be to God.

The Psalmist sings or says the Psalm, with the people repeating the response.

ALLELUIA/ GOSPEL ACCLAMATION

(During Lent, when Alleluia is not said)

GOSPEL

Priest : The Lord be with you.

PEOPLE: And with your spirit.

Priest: A reading from the Holy Gospel according to…

PEOPLE : Glory to you, O Lord.

Priest: The Gospel of the Lord.

PEOPLE : Praise to you, Lord Jesus Christ.

HOMILY

CREED

I believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, (At the words that follow, up to and including the Virgin Mary, all bow.) who was conceived by the Holy Spirit and born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended into hell; on the third day He rose again from the dead; he ascended into heaven, and is seated at the right hand of the God the Father almighty; from there he will to judge the living and the dead. I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

GENERAL INTERCESSIONS

After each intention, the people will repeat the response.

-----THE LITURGY OF THE EUCHARIST------

Priest : Pray, brethren (brothers and sisters) that my sacrifice and yours may be acceptable to God, the Almighty Father.

PEOPLE : May the Lord accept the sacrifice at your hands for the praise and glory of His name, for our good, and the good of all His holy church.

PRAYER OVER THE OFFERINGS
Priest: Let us pray… (at the end, the people acclaim)

PEOPLE: Amen.

THE EUCHARISTIC PRAYER

PREFACE DIALOGUE

Priest: The Lord be with you. And also with you.

PEOPLE: And with your spirit.

Priest: Lift up your hearts.

PEOPLE: We lift them up to the Lord.

Priest: Let us give thanks to the Lord our God.

PEOPLE: It is right and just.

The Priest continues the preface. At the end of which, the people sing or acclaim:

SANCTUS

Holy, holy, holy Lord, God of hosts. Heaven and earth are full of your glory. Hosanna in the highest. Blessed is he who comes in the name of the Lord. Hosanna in the highest. (Kneel)

The Priest continues the Eucharistic Prayer. At the end he says the Doxology.

CONSECRATION

WE PROCLAIM YOUR DEATH, O LORD, AND PROFESS YOUR RESURRECTION UNTIL YOU COME AGAIN.

WHEN WE EAT THIS BREAD AND DRINK THIS CUP, WE PROCLAIM YOUR DEATH, O LORD, UNTIL YOU COME AGAIN.

SAVE US, SAVIOUR OF THE WORLD, FOR BY YOUR CROSS AND RESURRECTION YOU HAVE SET US FREE.

The Priest continues the Eucharistic Prayer. At the end he says the Doxology:

Priest: Through Him and with Him, O God, almighty Father, in the unity of the Holy Spirit, all glory and honor is yours, for ever and ever.

PEOPLE: Amen.

THE LORD’S PRAYER

Priest: Deliver us, Lord….

PEOPLE: For the kingdom, the power, and the glory are yours now and forever.

SIGN OF PEACE

Priest: The peace of the Lord be with you always.

PEOPLE: And with your spirit
**LAMB OF GOD**

Priest: Behold the Lamb of God, behold he who takes away the sins of the world. Blessed are those called to the supper of the Lamb.

PEOPLE: Lord, I am not worthy that you should enter under my roof, but only say the word and my soul shall be healed.

**COMMUNION**

**PRAYER AFTER COMMUNION**

Priest: Let us pray....

PEOPLE: Amen.

----CONCLUDING RITES----

Priest: The Lord be with you.

PEOPLE: And with your spirit.

Priest: May Almighty God bless you, the Father, the Son and the Holy Spirit.

PEOPLE: Amen

Priest: Go forth, the Mass is ended.

PEOPLE: Thanks be to God.

**THE ROSARY**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**APOSTLE’S CREED (On the Crucifix)**

I believe in God, the Father Almighty, creator of heaven and earth. I believe in Jesus Christ, His only Son, our lord. He was conceived by the power of the Holy Spirit and born of the Virgin Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead. On the third day He rose again. He ascended into heaven, and is seated at the right hand of the Father. He will come again to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

**THE LORD’s PRAYER (On the large bead)**

Our Father in heaven, holy be Your Name, Your kingdom come, Your will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our sins as we forgive those who sin against us; and lead us not into temptation, but deliver us from evil. Amen.

**THREE HAIL MARYs (On the three small beads)**

Hail Mary, full of Grace; the Lord is with You; Blessed are you among women and blessed is the fruit of your womb, Jesus.

Holy Mary, mother of God; pray for us sinners, now and at the hour of our death. Amen.
THE GLORY BE.

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

EJACULATION OF OUR LADY OF FATIMA

O my Jesus, forgive us our sins; save us from the fires of hell; and lead all souls to heaven, especially those who have most need of Your mercy.

THE JOYFUL MYSTERIES (Monday & Saturday)

1. The Annunciation
2. The Visitation
3. The Birth of Jesus
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

THE SORROWFUL MYSTERIES (Tuesday & Friday)

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning of Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Our Lord

THE GLORIOUS MYSTERIES (Wednesday & Sunday)

1. The Resurrection of Our Lord
2. The Ascension of Our Lord
3. The Descent of the Holy Spirit
4. The Assumption of the Blessed Virgin
5. The Coronation of Our Lady

THE MYSTERIES OF LIGHT (Thursday)

1. The Baptism of Jesus
2. The Self-Manifestation at the Wedding at Cana
3. The Proclamation of the Kingdom of God, with the Call to Conversion
4. The Transfiguration
5. The Institution of the Eucharist

Concluding Prayers: HAIL HOLY QUEEN

Hail Holy Queen, Mother of Mercy, hail our life, our sweetness and our hope! To Thee do we cry, poor banished children of Eve, to Thee do we send up our sighs, mourning and weeping in this valley of tears. Turn them, most gracious advocate, thine eyes of mercy towards us. And after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary.

L. Pray for us, O Holy Mother of God.

P. That we may be made worthy of the promises of Christ.

Let us pray: O God, whose only begotten Son, by his Life, death and resurrection has purchased for us the rewards of eternal life; grant we beseech Thee that meditating upon these Mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain, and obtain what they promise, through Christ our Lord. Amen.
MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to Thy protection, implored Thy help or sought Thy intercession, was left unaided. Inspired with this confidence, I fly unto Thee, O Virgin of virgins, my Mother. To Thee do I come; before Thee I kneel, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in Thy mercy, graciously hear and answer me. Amen.

ACT OF CONTRITION

O my God! I am heartily sorry for having offended you, and I detest all my sins, because I dread the loss of heaven and the pains of hell; but most of all because they offended You, my God, who are all-good and deserving of all my love. I firmly resolve with the help of Your grace, to confess my sins, to do penance, and to amend my life. Amen.

PRAYER TO THE HOLY SPIRIT

Come, Holy Spirit, fill the heart of Your faithful and enkindle in them the fire of your love.

V. Send forth Your Spirit, and they shall be created.
R. And you shall renew the face of the earth.

Let us pray: Oh God, who instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same spirit to be truly wise and able to rejoice in his consolation, through Christ our Lord. Amen.

ANGELUS

V. The Angel of the Lord declared unto Mary.
R. And she conceived of the Holy Spirit. Hail Mary…
V. Behold the handmaid of the Lord.
R. Be it done unto me according to thy word. Hail Mary …
V. And the word was made flesh.
R. And dwelt among us. Hail Mary …
V. Pray for us O holy Mother of God.
R. That we may be made worthy of the promise of Christ.

Let us pray:

Pour forth we beseech You, O Lord, Your grace into our hearts, that we to whom the incarnation of Christ your Son, was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection, through the same Christ, Our Lord. Amen.
3 O’CLOCK PRAYER

You died Jesus,
but the source of life flowed out for souls
and the ocean of mercy opened up for the whole world.
O Fountain of life, Immeasurable Divine Mercy,
cover the whole world and empty
Yourself out upon us.
O Blood and Water
which flowed out from the heart of
Jesus as a Fountain of mercy for us,
I trust in You!..
Holy God, Holy Mighty One,
Holy Immortal One,
have mercy on us and the whole world (3x).
Jesus, King of Mercy we trust in You.

PRAYER TO BECOME A BETTER STUDENT

Lord, remind me often through your inspiration of the obligations as a student. Make me observant of the responsibility which you have placed upon me. I should make myself holy through my work in school and prepare myself for my tasks in this world.

Let me never forget what a privilege it is to be able to devote so many years of my youth entirely to study when other youths of my age, who are perhaps gifted than I, must work in the fields or in a factory.

When I am tempted to find fault with shortcomings of others, let me be humble and honest enough to recall my own negligence in performing my own duty. Give me the courage to make up for the countless moments I have wasted in school.

Make me a zealous student who studies with a purpose, reads with reflection, and allows himself/herself to be advised by informed people so that I may soon be an efficient worker in the vineyard of Your creation. Amen.