STUDENT HANDBOOK 2018-2020
SENIOR HIGH SCHOOL EDITION

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Student Affairs and Development Department

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Printed in the Philippines
MANIFESTATION

This is to acknowledge that I,

______________________________
Printed Name

______________________________
Program/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 - 2018.

______________________________
Signature and Date

______________________________
Printed Name of Parent or Guardian  Signature and Date
Culture of Conscience, Discipline, and Excellence

STUDENT HANDBOOK

SENIOR HIGH SCHOOL Edition

REVISED 2018
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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 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
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 such as 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 such as 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 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!
OTHER DOMINICANS

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 a 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).
OTHER DOMINICANS

St. Albert the Great

St. Albert the Great was born in the region of Ausgbourg, 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 alongside 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 Sabitug, 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 Anastolia Lima, poor yet pious and zealous Ibatans. 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 Dauphine, France. Humbert of Romans wrote prolifically. Among the many commentaries, expositions and fourteen encyclical letters are: Epistola de tribus votis substantialibus religionis, Expositio Regulae B. Augustini, Expositio in Constitutiones (unfinished), De Officiis Ordinis, De Eruditione predicatorem, 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•LETRAN

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
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 jamás olvidarte, Letran!

Solo:
En el majico eden Filipino
Fuiste entorcha de luz y saber
Y atraves de su agosto destino
De esperanza seras rosicler;
Pues lograste, según te 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!
Karunungan, kabayanahan,
Pag-ibig sa Diyos at Inang Bayan
ang pamanang aming kinagisan.
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
LETRAN MAGPAKAILANMAN

Letran naming mahal,
magpakailan pa 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.
BASIC EDUCATION
SENIOR HIGH SCHOOL

DEPARTMENTAL VISION

The Senior High School Department envisions itself to be the center of holistic formation in the region that responds to the needs of the society, through an education that is Filipino Dominican and Christian in Orientation.

DEPARTMENTAL MISSION

The Senior High School Department is committed to the formation of the students who are equipped for employment, entrepreneurship, or higher education. The Department strives to produce graduates who are academically competent and socially responsible.

PROGRAM EDUCATIONAL OBJECTIVES

Three to five years after graduation, the Senior High School graduates are expected to:

1. Respond to challenges using critical and creative thinking skills;
2. Collaborate and communicate effectively in a multicultural environment;
3. Use practical knowledge and theories to “real life” situations;
4. Manifest effective leadership in meaningful activities;
5. Be an advocate of programs and projects that promote social, cultural, technological, and economic development; and
PROGRAM OUTCOMES

Upon completion of the Senior High School, the graduates should be able to:

1. Manifest proficiency in mathematical computation, information and communication technology, and scientific inquiries and investigations;
2. Apply entrepreneurial skills;
3. Communicate effectively, both written and verbal;
4. Be socially responsible;
5. Exhibit knowledge on contemporary issues; and
6. Manifest positive Filipino, Dominican and Christian values in thought, words and deeds.
Legend

1 Bartolome delas Casas Bldg.
2 San Lorenzo Ruiz Bldg.
3 Sto. Tomas de Aquino Bldg.
4 Security Office
5 Margaret de Castelo Bldg.
6 San Juan Macias Bldg.
7 San Vicente Ferrer Bldg.
8 San Juan Bautista Bldg.
9 San Vicente Liem dela Paz Bldg.
10 Fray Gregorio Hontomin Bldg.
11 St. Albert the Great Chapel
12 Fra Angelico Hall
13 St. Martin de Porres Bldg.
14 Blessed Jordan of Saxony Bldg.
15 LCFI Building
16 Plaza de Innocencio
17 Plaza de Pio
18 Plaza de Benedicto
19 Fra Angelico Hall (New)
20 Paseo de Rosa
21 Via de Jacinto
22 Via de Reginaldo
23 Via de Jordano
24 St. Dominic de Guzman Bldg.
25 Sewage Treatment Facility
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 to 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>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Station</td>
<td>(049) 545-1695</td>
</tr>
<tr>
<td>Police Station</td>
<td>(049) 545-1694</td>
</tr>
<tr>
<td>Barangay Hall-Bucal</td>
<td>(049) 545-0218</td>
</tr>
<tr>
<td>JP Rizal Hospital</td>
<td>(049) 545-4173</td>
</tr>
<tr>
<td></td>
<td>(049) 545-0082</td>
</tr>
<tr>
<td>Calamba Medical Center</td>
<td>(049) 545-2934</td>
</tr>
<tr>
<td></td>
<td>(049) 545-9261</td>
</tr>
<tr>
<td>Calamba Doctor’s Hospital</td>
<td>(049) 545-1512</td>
</tr>
<tr>
<td>Pamana Hospital</td>
<td>(049) 545-6858</td>
</tr>
<tr>
<td></td>
<td>(049) 502-8712</td>
</tr>
<tr>
<td>St. John Hospital</td>
<td>(049) 545-7528, 7529</td>
</tr>
</tbody>
</table>

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# LETRAN CALAMBA CAMPUS DIRECTORY

<table>
<thead>
<tr>
<th>Department</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letran Calamba</td>
<td>(049) 545-5453/545-5420</td>
</tr>
<tr>
<td>Student Affairs and Development Affairs</td>
<td>Local 2047, 2048</td>
</tr>
<tr>
<td>Guidance Office</td>
<td>Local 2041, 2042</td>
</tr>
<tr>
<td>Registrar’s Department</td>
<td>Local 2051, 2052</td>
</tr>
<tr>
<td>Accounting Office</td>
<td>Local 5006</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>School of Education, Arts, and Sciences</td>
<td>Local 2017, 2018</td>
</tr>
<tr>
<td>School of Business, Management, and Accountancy</td>
<td>Local 2023, 2024</td>
</tr>
<tr>
<td>School of Engineering</td>
<td>Local 2029, 2030</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>Local 2035, 2036</td>
</tr>
<tr>
<td>School of Computer Studies and Technology</td>
<td>Local 2027</td>
</tr>
<tr>
<td>School of Tourism and Hospitality Management</td>
<td>Local 2053</td>
</tr>
<tr>
<td>Operator / Information</td>
<td>Local 0</td>
</tr>
</tbody>
</table>
Section 1

ADMISSION AND ENROLLMENT
ADMISSION

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).

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.

3. Definition of Terms
   3.1 Admission refers to the process of gaining entry to a program of study at Letran Calamba.

   3.2 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.

   3.3 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.

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

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

   3.6 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.

   3.7 Transferees (Grades 2-6 and Grades 8-10) are students who have attended other schools duly recognized by the DepEd.
**3.8 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).

**3.9 Foreign applicants** are students holding either foreign or dual citizenship.

### 4. General Policies

4.1 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.

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

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

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

### 5. Specific Policies

5.1. **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>
<tbody>
<tr>
<td>Nursery</td>
<td>At least three years old on or before September 30th of the applicable academic year; Satisfactory rating in the Letran Calamba Admission Test (LCAT)</td>
<td>Applicant who will be turning three after this date shall only be considered upon the approval of the Principal.</td>
<td>• 3 1\times 1\text{&quot;} recent ID pictures&lt;br&gt;• Photocopy of NSO birth certificate</td>
<td>N/A</td>
</tr>
<tr>
<td>Kinder</td>
<td>At least four years old on or before September 30th of the applicable academic year</td>
<td>The applicant who will be turning four after this date shall only be considered upon the approval of the Principal.</td>
<td>• 3 1\times 1\text{&quot;} recent ID pictures&lt;br&gt;• Photocopy of NSO birth certificate</td>
<td>N/A</td>
</tr>
<tr>
<td>Level</td>
<td>Qualifications</td>
<td>Conditions</td>
<td>Admission Requirements</td>
<td>Enrollment Requirements</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>------------------------------------------</td>
</tr>
<tr>
<td>Prep</td>
<td>Satisfactory rating in the LCAT</td>
<td>Principal.</td>
<td>• 3 1&quot;x1&quot; recent ID pictures</td>
<td>• Form 138</td>
</tr>
<tr>
<td></td>
<td>At least five years old on or before September 30th of the applicable academic year</td>
<td>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.</td>
<td>• Photocopy of NSO birth certificate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Satisfactory rating in the LCAT</td>
<td>N/A</td>
<td>• Certificate of candidacy for graduation/promotion to next level or its equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pass the Letran Calamba Admission Test (LCAT)</td>
<td>N/A</td>
<td>• Form 138</td>
<td></td>
</tr>
<tr>
<td>Grade School</td>
<td>With General Weighted Average (GWA) of 80% or satisfactory overall rating and no failing grades Pass the Letran Calamba Admission Test (LCAT)</td>
<td>Applicants with stanine of 4 in the LCAT</td>
<td>• Photocopy of NSO birth certificate</td>
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<td></td>
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<td></td>
<td>• Certificate of candidacy for graduation/promotion to next level or its equivalent</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Form 138</td>
<td></td>
</tr>
<tr>
<td>Junior High School (BEC)</td>
<td>With GWA of 80% and no failing grade Average rating or stanine of 4 in the LCAT</td>
<td></td>
<td>• Photocopy of NSO birth certificate</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Certificate of candidacy for graduation/promotion to next level or its equivalent</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Form 138</td>
<td></td>
</tr>
<tr>
<td>Junior High School (SSC)</td>
<td>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</td>
<td>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.</td>
<td>• Photocopy of NSO birth certificate</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Certificate of candidacy for graduation/promotion to next level or its equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Form 138</td>
<td></td>
</tr>
</tbody>
</table>
### Level | Qualifications | Conditions | Admission Requirements | Enrollment Requirements
---|---|---|---|---
Senior High School | With GWA of at least 75% and no failing grade | Those who did not meet the LCAT requirement may be accepted as long as with academic contract. | • 3”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

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

5.3. 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.

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

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

5.6. 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.

### BASIC EDUCATION ENROLLMENT

#### 1. Policy Framework

The Colegio, in its desire to provide the aspiring youth with Filipino, Dominican, and Christian education, is open to all Basic Education (BED) enrollees who meet its specific standards, requirements, and regulations as expressed in the Colegio’s approved academic policies on admission and retention.

The Colegio strives to continually enhance the Letran Calamba Enrollment System (LCES) to facilitate easy registration of students within a given time.
1. **Application and Scope**
   1.1 This quality procedure (QP) applies to all local and foreign BED students of Colegio de San Juan de Letran Calamba and to those who are interested to enroll in the Colegio.

   1.2 This QP also serves as guide for all personnel and offices who are involved in the enrollment implementation in the BED.

2. **Definition of Terms**
   2.1 **Curriculum** is a systematic group of sequence of subjects required for graduation.
   2.2 **Enrollment** is the process of initiating attendance in the Colegio.
   2.3 **Official Class List** is a system generated report which contains the list of officially enrolled students per grade/year level and section.
   2.4 **Principal’s Module** is a module used by the Academic Head to facilitate sectioning, room utilization, and faculty loading tasks.
   2.5 **Records Module** is a module used by the BED Records Office to build the curriculum and maintain the BED’s e-grading system.
   2.6 **Transferee** is a pupil/student who was previously enrolled in other DepEd recognized institutions with earned credits.
   2.7 **Tuition Fee** is the monetary sum charged to students by the Colegio for instruction which does not include fees for other services such as registration, student activities, health care, or dormitory (Education Law and the Private Schools, 2009 Ed., p. 881).
   2.8 **Miscellaneous or Other School Fees** are charges for other services and the use of school facilities needed to complement class instruction such as the laboratory, library, medical and dental clinic, etc. These fees are collected for a particular purpose and may be used only for that purpose (Education Law and the Private Schools, 2009 Ed., p. 862).
   2.9 **Cross Enrollment** is a system allowing students at one institution to take individual subjects for credit at another institution, typically in the same region.

3. **General Policies**
   3.1 A student who qualifies for enrollment is eligible to stay for the entire period in which s/he is expected to complete the program in the Colegio, without prejudice to his/her right to transfer to other schools and without violating the Colegio’s rules and regulations as stipulated in the Students and Parents Handbook.
3.2 A student may enroll after the lapse of the registration period specified in the approved school calendar, and be admitted in accordance with reasonable rules of the Colegio for late enrollment, but in no case shall it exceed two weeks after the opening of classes.

3.2.1. Students who have missed classes due to late enrollment shall be considered absent.

3.2.2 In exigency case, special considerations may be given to students who will enroll after the two-week period for late enrollment, provided that missed days/absences should not exceed 20% of the total number of school days.

3.3 A student is deemed officially enrolled after s/he has made an initial or full payment of his/her tuition and other fees to the Colegio and upon validation of his/her enrollment.

3.3.1. For purposes of enrollment, the name and other personal data
3.3.2. or circumstances of each student as indicated in his/her Philippine Statistics Authority/National Statistics Office Certificate of Live Birth or Alien Certificate of Registration, where applicable, shall prevail.

3.4 Enrollment of BED students is managed by the Registrar’s Department through the BED Records Office. The Admissions and Scholarships Office of the Student Affairs and Development Department takes charge of the enrollment of new students and transferees.

4. Specific Policies

5.1 Enrollment Schedule. Schedule of enrollment must be posted in strategic places within the Colegio at least a month prior to its conduct.

5.1.1 Regular Enrollment – starts one to two weeks after final compcard distribution, until the last weekday before the start of classes
5.1.2 Late Enrollment – starts on the first day of classes and within two weeks thereafter
5.2 Enrollment Requirements for Old Students. Students under the following conditions shall be blocked of their enrollment accounts unless they settle their deficiencies and accountabilities or given considerations by the concerned academic head. Blocking and unblocking of students' enrollment account are done through the Letran School System.

5.2.1 With back accounts at the Management Accounting and Finance Service Department;
5.2.2 With accountabilities or deficiencies in other offices;
5.2.3 With pending disciplinary case; and
5.2.4 With no passing grade/s submitted for the approved cross-enrolled subject/s in summer.

5.3 Enrollment procedures shall be posted in strategic places around the campus and shall be uploaded in the Letran website to guide the students as to the flow of the registration.

5.4 Dropping from the Roll. Official dropping within the first two weeks of classes shall be entitled to a refund and shall not be reflected in the student’s permanent records and in the enrollment reports of the Colegio.

5.4.1 Students who will drop after the two-week period for late enrollment shall incur a grade of AW or authorized withdrawal provided they are able to officially drop from the program. The Authorized Withdrawal (AW) Form shall be used for this purpose.
5.4.2 Students who incur absences of more than 20% of the total number of school days, except for valid reason, shall be given a mark of Unauthorized Withdrawal (UW), equivalent to a failing grade. In this case, the class adviser shall apply for Request for Dropping at the BED Records Office.

5.5 Cross Enrollment of High School Students. A student may be issued a permit to cross-enroll to other recognized school with the following specific conditions:

5.5.1 A student shall be allowed to cross enroll a maximum of 2 subjects only;

5.5.2 The subject description in the servicing school is similar to that of the Colegio;
5.5.3 A student can be allowed to cross enroll during summer and in one school only;

5.5.4 A certification of grades issued by the Principal/Registrar of the servicing school must be submitted to the Colegio’s BED Records Office immediately after the end of the term.

5.5.5 No credit shall be given to students who cross enrolled without a valid cross enrollment permit issued by the BED Records Office.

5.6 Official Class List. Hard copies of the official class list shall be made available to all BED faculty by their academic head once the registration has ended or announced closed by the BED Records Officer. Only students whose names are on the list shall be allowed continued attendance in the class. Otherwise, their attendance shall be considered null and void.

In the absence of a class list, the faculty may refer to the student’s Official Enrollment Form (OEF) to check if the students are officially enrolled in the department/school.

5.7 Within forty-five working days after the close of every enrollment period the enrollment list with summary of enrollment data for each program of BED shall be submitted to the Department of Education Regional and Division offices concerned.

FEES AND PAYMENTS

1. The students are required to pay the tuition fees and other payments prescribed by the school. Students will not be admitted in classes unless they are officially enrolled.

2. All payment made at the Cashier’s Office from Mondays to Fridays at 7am to 6pm, no lunch break and 9am to 12nn and 1pm to 3pm during Saturdays. ATM, Debit and Credit cards are accepted at the Cashier’s Office.

3. The following authorized banks are allowed to accept tuition payments as per instruction and postings from MAFSD:

   • Rizal Commercial Banking Corporation (RCBC) Calamba Branch,
   • Philippine National Bank (PNB) Calamba Branch,
   • Security Bank Calamba Branch,
   • Eastwest Bank Calamba Branch,
   • Union Bank Calamba Branch,
   • Banco de Oro Canlubang i-Mall Branch
Corresponding deposit slip indicating the Student Name and Student Number must be sent through any of the following:

Email: rpalomeno2011@yahoo.com
Telefax No. (049) 545-5474 (Attn: Ms. Rosario M. Palomeno)

1. Online payment is facilitated through the Bank of the Philippine islands (BPI).
2. Application of discounts shall be made within scheduled enrollment period using the Student Discount Form (FD:01-00-FO-03 Rev. 01 012513) or Personnel Discount Form (FD:01-00-FO-03 Rev. 02 060115)

REFUNDS


“When a student registers in a school, it is understood that he is enrolling for the entire semester for collegiate 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 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 he has school fees in full if he withdraws any time 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.”

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 100, page 69) for purposes of computation. Processing of student refund shall be done upon filing of written request for refund by parent or guardian.

1. The Colegio shall implement the MORPHE rulings on Refunds and Other Charges (Section 100, page 69) which states that “Unless otherwise provided by the institutional policies, rules and regulations, a student who transfers or 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 longer than one month, may be charged twenty-five percent (25%) of the total amount due for the school term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws any time after that second week of classes"

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 the refund.

1. two weeks after filing of written request for refund of student who dropped all his subjects.
2. three weeks before the scheduled final examination for those students who are enrolled for the current term
3. for students who are enrolled for the current term, the deadline of the submission of written request for refund is two weeks prior to the scheduled final examination.
4. Release of refunds for those who have dropped all his/her courses shall be within two (2) weeks after his/her filing of the written request for refund.
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 below P100 and below will be deducted automatically to the next enrollment term.
   b. Refund of P 100 to P 1500 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.

3. Refund of student with siblings in other program may be to his brother or sister upon submission of a written request for application of refund to his/her sibling’s account.
4. Request for refund due to overpayment resulting from check payment may be filed after the check clearing from the bank.
5. Release of refund other than those due to overpayment may be done on or before the final term to ensure that all accountabilities and/or adjustments have been settled subject to 5.4.4 (b and c).
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.”

1. Penalty is equivalent to ten percent (10%) of the overdue fees for the period. Penalty shall not be cumulative.
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.
3. Due date is set every first week of the month, however the Colegio is giving its clients until the last working day of the month (as grace period) to settle their accounts due for the period without penalty before the system generated penalty is processed.
4. Debit memorandum and/or adjustments of students are not assessed penalty charges.
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.
6. Penalty is automatically debited to the student ledger for the period.
7. Penalty charges shall automatically be credited first, when payment is made.
8. Because penalty charging is system generated, charges may be waived due to the following reasons
A. The student is a grantee of any of the following scholarships
   a. Full merit 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.
   e. Full Varsity Scholars
   f. Other scholarship with existing Memorandum of Agreement (MOA)

B. There is late posting of bank payments by the cashier/teller.
C. There is an incorrect posting of payment type by the cashier/teller.

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 Rev. 1 111914) by the Cashier and Treasury Officer or Accountant-Accounts Receivable.
Section 2

ACADEMIC MATTERS
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 semester 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 from the subject 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 Dean.

1.4 A student who arrives in class within 10 minutes after the start of the class schedule is considered “Late”. Three instances of tardiness without valid reasons are equivalent to one absent. 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 Development Department (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.

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 courses is considered null and void regardless of the student’s status and year level.

**ENHANCED K TO 12 BASIC EDUCATION (BED) GRADING SYSTEM**

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. **Application and Scope**

   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 This QP sets the rules on how the K to 12 BED students shall be grade

3. **Definition of Terms**

   3.1. **K to 12** refers to Kindergarten and the 12 years of Grade School and High School
3.2. **Kindergarten** refers to the five-year old cohort that takes a standardized curriculum for preschoolers.

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

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

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.

3.5.1. **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.

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

3.5.3. **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.

3.5.4. **Class Record** is used by the teachers to record the students' academic performance.

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

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

3.5.7. **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:

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.

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:**

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.

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.

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.

1. **General Policies**

4.1 The Colegio upholds the provision in the Education Law at 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.

4.2. As it is, the obligation of the teacher to timely encode his/her student 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.

4.3. The schedules for encoding of students’ grades must be reflected in the school calendar.

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.

4.5. Initial recording of students’ academic performances must be reflect in the Class Record issued by and to be submitted to the Office of the Academic Head at the end of the academic year.

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.

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.

4.8. A correction of grade based on submission of additional work is strictly prohibited.
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. Specific Policies

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.

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

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).

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:

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

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:

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

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

5.3. The weight of the components shall be as follows:

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,</td>
</tr>
<tr>
<td></td>
<td>Science, Computer,</td>
</tr>
<tr>
<td></td>
<td>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>

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></td>
<td>Mathematics and</td>
</tr>
<tr>
<td></td>
<td>Science</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>

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>
5.3.4 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:

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

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

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

5.3.6 For Senior High School, the average of two quarters determine the Final Grade in a semester.

5.3.7 The formula for computing the Quarterly Weighted Average (QWA) is:

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

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

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

5.3.9 The Percentage and Weighted Scores in each component are rounded off to two decimal places.

5.3.10 The Final Grade in each learning area and the Quarterly/General average are rounded off to the nearest whole number.

5.3.11 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>
5.3.12 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.

5.3.13 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>

5.3.14 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:

$$\text{Quarterly CG} = 70\% \times (\text{average of subject teachers' CG}) + 30\% \times (\text{adviser’s CG})$$

5.3.15 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>
5.3.16 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.

5.3.15.1 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:

\[
\text{Recomputed Final Grade (RFG)} = \frac{\text{Final Grade} + \text{Remedial Class Mark (RCM)}}{2}
\]

5.3.15.2 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.

5.3.17 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.

STUDENTS EXAMINATIONS

1. Policy Framework
Examinations are designed to bring out the best of the students’ learning of concepts, principles and applications during the teaching-learning period. Examination is a measure of student performance which is a basis for promotion.

2. Application and Scope
This quality policy procedure (QP) applies to all academic units of the Colegio.
3. Definition of Terms

3.1 Examination refers to the testing, measurement and evaluation of the teaching experiences given by the teachers during the teaching-learning period in the form of quarterly examinations in the Basic Education, major examinations (e.g. Prelim, Midterm, and Final) in the college level, and the Midterm and Final examinations in the graduate level. Examination also extends to the written and oral comprehensive examinations in the Graduate School. It also refers to achievement and removal tests given by the academic departments.

3.2 Teaching-Learning Period refers to the time during which the learning experiences are taught to the students prior to the quarterly examination in the basic education and major examination in college and graduate school.

3.3 Written Comprehensive Examination refers to the examination given after a graduate student has completed and passed all the academic requirements for his/her program of specialization.

3.4 Oral Comprehensive Examination refers to the examination conducted after a graduate student has passed the written comprehensive examination.

3.5 3 in 1 Intervention refers to short quizzes and assessment task given to Senior High School and College students to promote study habit.

3.6 Examination Committee refers to the selected graduate school faculty members who will prepare the integrated comprehensive examinations from tests constructed by different professors. This committee sets the number of points for every question and also checks the papers.

3.7 Table of Specifications is constructed to check if the intended learning outcomes are attained through the examinations.

3.8 Assessment Tasks – refers to learning activities which measure the students ability demonstrate/apply their knowledge, skills, and proficiency/mastery of a specific course/subject area.
5. General Policies
5.1 The giving of examinations varies in procedures from Basic Education to Graduate School.
5.2 The nuances of student examinations depend on every academic department’s timetable or calendar as well as on the unique competencies these departments measure among their students.

6. Specific Policies
a. BASIC EDUCATION
i. Elementary Education
   1. Quarterly examinations for academic subjects are conducted to attain the department’s proficiency level of at least 50%. The examinations are usually administered for four days from Tuesday to Friday with two subjects per day from 8-10 a.m.
   2. Quarterly examinations for non-academic subjects are likewise given one week before the examinations for academic subjects. The non-s and EPP (Edukasyong Panlipunan at Pangkabuhayan), MSEP (Musika, Sining at Edukasyong Pisikal) for Grades 1-3 and Computer.
   3. Examination papers are not returned to the students but parents are allowed to see the results one week after the quarterly examinations. This will protect the integrity of the test papers.
   4. Quizzes are considered valid if 75% of the students pass. If less than 75%, the teacher has to make a retest.

ii. Junior and Senior High School
   1. Quarterly examinations are given in both academic and non-academic subjects. Tests in non-academic subjects are administered one week before the scheduled academic subject examinations.
   2. Examinations are validated by the principal or program/cluster chair/co-chairs.
3. **Type of Examinations.** The type of examinations is usually situational analysis and application which bring out critical thinking and related skills among the examinees. Every type of test is usually provided with a sample to guide the students on what to do in answering the tests.

4. **Post-Test Evaluation.** Students are allowed to countercheck the answers in the examination but test papers are retrieved by the teachers.

5. **Grading System.** Transmutation table is included in the Letran e-grading system based on DepEd’s and Letran’s standards.

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**BASIC EDUCATION (BED) UNDERGRADUATE HONORS/ACHIEVERS**

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.

2. **Application and Scope**

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

   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. Definition of Terms

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

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

Preparatory and Grade 5

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

3.5.1.2 The final honors/achievers must have a general average of 90% and above, must have a final grade not lower than 85%, and a Conduct or mark not lower than 80% or Sometimes Observed (SO), respectively, and must have a quarterly grade not lower than 85% in any subject.
Grade 7 to Grade 10

3.5.2.1 The quarterly/honors/achievers must have a general weighted average of 90% and above and must have a grade not 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 not lower 85%, and a Conduct grade or mark not lower than 80% or Sometimes Observed (SO), respectively, and must have a quarterly grade not lower than 85% in any subject.

Grade 11

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

3.5.3.2 The final honors/achievers must have a general weighted average of 90% and above, must have final grades lower than 85% and a Conduct grade or mark not lower than 80% or Sometimes Observed (SO), respectively, in both semester.

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

- 3.5.3.3.1 98%-100% - gold sticker/medal
- 3.5.3.3.2 95 - 97% - silver sticker/medal
- 3.5.3.3.3 90 - 94% - bronze sticker/medal

3.5.3.4 The final grades and general weighted average of semestral/final top two students shall be computed to three decimal places.

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

5.3 RECOGNITION AWARDS FOR PRESCHOOL (NURSERY, KINDERGARTEN AND PREPARATORY)

5.3.8 Special Awards

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

1. Mathematics
2. Science
3. English
4. Values Education with Christian Living Education

5.3.8.2 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

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

5.3.8.4 **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.

5.3.8.5 **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

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

5.2.2 Conduct Award

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

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:
   a. Mathematics
   b. Science
   c. English
   d. Filipino
   e. Araling Panlipunan
   f. Computer
   g. 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
5.2.8 Attendance Award

This award is given to any pupil who has never been absent or 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.

5.4.1 **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.

5.4.2 **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.

5.4.3 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.

5.4.4 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.
5.4.5 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.

5.4.6 Best Research Paper

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

5.4.7 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.

5.4.8 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.
5.5 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.

5.5.1 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.

5.5.2 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.

5.5.3 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 in 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.

5.5.4 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.

5.5.5 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.
5.5.6 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 training that will be considered for this award would be the student’s final grade in Physical Education.

5.5.7 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.

<table>
<thead>
<tr>
<th>Research Criteria and Weights</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria</strong></td>
</tr>
<tr>
<td>1. Research Grade</td>
</tr>
<tr>
<td>2. Output</td>
</tr>
<tr>
<td>a. Usefulness/Significance of Research</td>
</tr>
<tr>
<td>b. Rigor</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>
</tr>
<tr>
<td>Soundness of methodology (research design, data collection, and data analysis)</td>
</tr>
</tbody>
</table>
### 3. Research Presentation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<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><strong>1. Output</strong></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><strong>2. Delivery or Presentation</strong></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><strong>3. Research Basis of the Service or Product</strong> (i.e. empirical studies)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

### 5.5.8 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><strong>1. Club/Organization Performance</strong></td>
<td></td>
</tr>
<tr>
<td>a. Plans and develops club/organization’s objectives, projects, and activities</td>
<td>50%</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>
</tbody>
</table>
2. Exemplary Output
   a. Delivers a concrete output related to the objectives and purpose of the organization and the school 30%

3. Contribution to the School or Community
   a. Benefits the members of the club/organization and the greater majority of the school population and/or community 20%

Total 100%

BASIC EDUCATION RETENTION AND PROMOTION

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. 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).

2. Application and Scope

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

   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.
3. Definition of Terms

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

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

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.

5. Specific Policies

5.3 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</td>
<td>Obtained a quarterly grade below 75% in a</td>
<td>Shall be given intervention such as remedial/extra lessons by the</td>
</tr>
<tr>
<td>at least 75% in all subjects, 75% quarterly/general weighted average, and</td>
<td>quarter</td>
<td>concerned subject teacher/s</td>
</tr>
<tr>
<td>satisfactory in Conduct/Observed Values.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparatory to Grade 6</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</td>
<td>Must pass remedial classes for subjects with failing grade to be</td>
</tr>
<tr>
<td></td>
<td>two subjects in finals</td>
<td>promoted to the next grade level. Otherwise, the student is retained</td>
</tr>
<tr>
<td></td>
<td>Did not meet</td>
<td>in the same grade level and shall not be readmitted in the Colegio in</td>
</tr>
<tr>
<td></td>
<td>Did not meet</td>
<td>the next academic year.</td>
</tr>
<tr>
<td></td>
<td>Retained in the same grade level;</td>
<td></td>
</tr>
</tbody>
</table>

expectations in three or more subjects in finals not eligible for enrollment in the Colegio in the next academic year.

Passed all subjects in Grade 6

1. Earn the Grade School Certificate
2. Promoted to Junior High School

5.2 Junior High School

5.2.1 Special Science Curriculum (SSC)

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be retained in the Special Science Curriculum, students should maintain a quarterly/general weighted average of at least 83%, with no grade lower than 82% in Mathematics and Science, and lower than 80% in other subjects. The Conduct/Observed Values should be satisfactory.</td>
</tr>
</tbody>
</table>

<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>
<tr>
<td>Maintained the requirements in finals</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td>Passed all subjects in Grade 10</td>
<td>1. Earn the Junior High School completion certificate  2. Promoted to Senior High School</td>
</tr>
</tbody>
</table>
* Student/s will attend remediation program upon recommendation of the subject teacher/s.

5.2.2 Basic Education Curriculum (BEC)

<table>
<thead>
<tr>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<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</td>
</tr>
<tr>
<td>Grade 10</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</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>Passed all subjects in Grade 10</td>
<td>3 Earn the Junior High School completion certificate</td>
</tr>
<tr>
<td></td>
<td>2. Promoted to Senior High School</td>
</tr>
</tbody>
</table>

* Student/s will attend remediation program upon recommendation of the subject teacher/s.

5.2.3 Senior High School (SHS)

### Requirements

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

<table>
<thead>
<tr>
<th>Condition</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintained the requirements</td>
<td>Promoted to the next grade level</td>
</tr>
<tr>
<td>Did not meet expectations in a prerequisite subject</td>
<td>Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject</td>
</tr>
</tbody>
</table>

Grades 11 and 12

<table>
<thead>
<tr>
<th>Did not meet expectations in any subject</th>
<th>1. Grade 11 students must pass remedial classes for failed competencies in the subject/s to be allowed to enroll in the next academic year. Otherwise, the student must retake the failed subject/s in summer. 2. Grade 12 students shall be required to enroll and pass the subject/s failed during summer; otherwise, the student is retained in the same grade level and will not be entitled to a Letran Senior High School diploma.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passed all subjects in Senior High School</td>
<td>Earn the Senior High School diploma</td>
</tr>
</tbody>
</table>
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.

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.

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.

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

5.3.1 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.

a. Deliberation of Candidates for Graduation Honors and Awards

5.2.2 The candidates for graduation honors shall be based on the set criteria obtained during the last curriculum year in their respective school.

5.2.3 The award and grade range for graduation honors shall be as follows:

5.3.2.1 With Highest Honors - 98 – 100%

5.3.2.2 With High Honors - 95 – 97%

5.3.2.3 With Honors - 90 – 94%
5.3.3 The candidates for graduation honors during each quarter/semester shall be categorized as gold, silver, or bronze achievers and presented in alphabetical order.

5.3.4 The committee for the selection of graduation honors is composed of the Principal, Chairs, class advisers, Student Formation Officer, and BED Records Officer. They 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.

5.3.5 No member of the committee must be related within the second degree of consanguinity or affinity to any of the candidates for honors or awards.

5.3.6 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.

5.3.7 The list of graduation honors and awards shall be posted in the respective bulletin board after the official announcement of the Principal is made.

5.4 Graduation Honors and Awards for Grade 6 and Grade 12

5.4.1 Graduation Honors

5.4.1.1. All graduating students who met the set standards and criteria shall be recognized.

5.4.1.2 S/he must have a general weighted average of 90% and above, must have final grades not lower than 85%, and a
Conduct grade or mark not lower than 80% or Sometimes Observed (SO). For Grade 12, the criteria must be met in both semesters. Whereas for Grade 6, s/he must also have a quarterly grade not lower than 85% in any subject.

5.4.1.3 The general weighted average and semestral average of Grade 6 and Grade 12, respectively, shall be computed in three decimal places.

5.4.1.4 The graduation honors shall be based on the categorized award/grade range, the listings of which are presented in alphabetical order.

5.4.1.5 Only the grades in the current academic year shall be considered in the ranking of honor pupils/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 6 or 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 There can be two or more recipients of any award. However, should there be no qualified learner, the awards shall not be given.
5.4.1.10 Pupils/Students who have represented/or won in competitions shall also be given recognition.

5.4.2 Graduation Awards

5.4.2.1 St. Thomas Aquinas Award for Academic Excellence is given to the top one graduating pupil/student who obtained the highest general weighted average/or semestral average for Grade 6 and Grade 12, respectively, the average of which shall not be lower than 95.

5.4.2.2 St. Thomas Aquinas Award for Academic Distinction is given to the top one Grade 12 student in other strands, the semestral average of which shall not be lower than 93%.

5.4.2.3 St. Dominic de Guzman Award for Outstanding Letranite is given to a pupil/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 pupil/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 pupil/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 pupil/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 person-in-charge.

5.4.2.8 Athlete of the Year Award is given to a pupil/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 Award for Outstanding Performance in Specific Disciplines is an award given to recognize pupils/students who have exhibited exemplary skills and achievements in specific disciplines. The specific disciplines are as follows:

5.4.2.9.1 Communication Arts – The academic rating that will be considered for this award is the pupils’/students’ final grade in Filipino and English for Grade 6, or related learning areas in Senior High School specific to the award.

5.4.2.9.2 Science – The academic rating that will be considered for this award is the pupil’s/student’s final grade in Science for Grade 6, or the average rating for the two core Science subjects in Senior High School.

5.4.2.9.3 Mathematics – The academic rating that will be considered for this award is the pupil’s/student’s final grade in Mathematics for Grade 6, or the average rating for the core Mathematics subjects in Senior High School.

5.4.2.9.4 Social Sciences – The academic rating that will be considered for this award is the pupil’s/student’s final grade in Araling Panlipunan for Grade 6 or the average rating for the core Social Science subjects (Personal Development and Understanding Culture, Society, and Politics) in Senior High School.
5.4.2.9.5 The criteria for awards for outstanding performance in specific disciplines are:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Academic Rating</td>
<td>20%</td>
</tr>
<tr>
<td>Final grade in the learning area or average of the final grades in subjects specifically related to the award</td>
<td></td>
</tr>
<tr>
<td>b. Skill in the Discipline</td>
<td>40%</td>
</tr>
<tr>
<td>As shown through:</td>
<td></td>
</tr>
<tr>
<td>1. Output (oral or written work, project, etc., if applicable)</td>
<td></td>
</tr>
<tr>
<td>2. Membership in a club/team (if applicable)</td>
<td></td>
</tr>
<tr>
<td>3. Class or school representation</td>
<td></td>
</tr>
<tr>
<td>4. Winnings and awards</td>
<td></td>
</tr>
<tr>
<td>c. Attitude toward the Discipline</td>
<td>20%</td>
</tr>
<tr>
<td>a. Peer evaluation (if applicable)</td>
<td></td>
</tr>
<tr>
<td>b. Commendation from coach/adviser</td>
<td></td>
</tr>
<tr>
<td>d. Contribution to the School related to the Discipline, In any of the following:</td>
<td>20%</td>
</tr>
<tr>
<td>1. Tutorials/Coaching</td>
<td></td>
</tr>
<tr>
<td>2. Performance in school’s various functions and events</td>
<td></td>
</tr>
<tr>
<td>3. Products</td>
<td></td>
</tr>
<tr>
<td>4. Projects</td>
<td></td>
</tr>
<tr>
<td>5. Volunteer work</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>100%</td>
</tr>
</tbody>
</table>

5.4.2.10 The Loyalty Medal is given to pupils who have studied continuously in the Colegio from Preparatory to Grade 6, while the Bronze Loyalty Award is given to students who studied continuously in the Colegio from Grade 1 to Grade 12.

5.4.2.11 Specific awards for Senior High School students are as follows:
5.4.2.11.1 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.

5.4.2.11.1.1 Research Criteria and weights

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Research Grade</td>
<td>20%</td>
</tr>
<tr>
<td>b. Output</td>
<td></td>
</tr>
<tr>
<td>1. Usefulness/Significance of Research</td>
<td>35%</td>
</tr>
<tr>
<td>- Usefulness to the school and/or community or contribution of the</td>
<td></td>
</tr>
<tr>
<td>- research to the existing body of information related to the study</td>
<td></td>
</tr>
<tr>
<td>2. Rigor</td>
<td>30%</td>
</tr>
<tr>
<td>- Soundness of methodology (research design, data collection,</td>
<td></td>
</tr>
<tr>
<td>- and data analysis)</td>
<td></td>
</tr>
<tr>
<td>c. 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>

5.4.2.11.1.2 Innovation Criteria and weights
Criteria | Weight
---|---
a. Output | 15%
   a. Originality or novelty of the product or service | 15%
   b. Relevance, applicability, replicability, sustainability and/or usefulness to the school and/or larger community | 25%
   c. Cost-effectiveness, efficiency, and/or practicality | 20%
   d. Environmentally safe | 10%
b. Delivery or Presentation | 10%
   a. Clarity of the product development process and the innovative features shown during presentation | 10%
   b. Acceptability of the innovation to the target beneficiaries | 5%
c. Study or Research | 15%
   Research basis of the service or product | 15%
| TOTAL | 100%

5.4.2.12 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.

5.4.2.13 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.
5.5 The Colegio may authorize other awards to be given during graduation as long as they are aligned with institutional thrusts.

SUSPENSION OF CLASSES

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.

2. Special suspension of classes may be 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

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.

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. 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 maybe 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 herein 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 expected to act as mature individuals at all times, whether on or off the campus, in showing respect for people in authority, for the rights of fellow students and for the good name of the institution. If a Letran students, by his/her general conduct brings discredit to the school rules and regulations, not limited to social media, the administration may recommend appropriate action after due process.

1.4 Students are earnestly enjoined to take active participation in all institutional activities sponsored by the school.

1.5 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.
1.6. Silence and order shall maintain at all times especially in entering and leaving the classroom and during class hours, whether the teacher is present or absent.

1.7. Student should avoid running, shouting, whistling, boisterous talking, uttering obscene and cursing language and other ungentlemanly/unladylike behavior anywhere and anytime.

1.8. Students are expected to value the school property and keep the school premises neat and clean at all times. Marking of walls and chairs is prohibited. Blackboard, whiteboard, chalk and whiteboard marker are to be used for instructional purposes only. Official notices on the blackboard should not be erased and poster 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 in the wastebasket.

1.9. Bringing of toys, hand-held game consoles, cell phone, digital camera, playing cards, skateboard and other electronic devices and gadgets, unless required by the teacher is STRICTLY PROHIBITED. The school authorizes have the right to confiscate them; however they are not liable to any loss, confiscate items shall be endorsed to the Student Affairs Formation Officer and may be claimed by the parents/guardians.

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

1.11. Playing which involves strenuous physical exertion before classes as well as during recess, lunch break and study period is strictly prohibited.

1.12. When walking along corridor or going up and down the stairs, student should keep quiet and keep right to avoid congestion.

1.13. Student should strictly observe the seating arrangement made by their respective
teachers/advisers. Students are not allowed to leave their seats during intervals of periods unless the teacher permits them. Likewise student are not allowed to leave the classroom except during emergency.

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

1.15 Student should leave the classroom in an orderly manner.

1.16 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.

1.17 Student is not allowed to leave the school premises without permission from the class Adviser/Subject teacher, Principal/Assistant Principal and student 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.

1.18 During school days, students are absolutely forbidden to go to computer shops, restaurant, eateries establishment maintaining billiards, pool and the like.

1.19 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.

1.20 Students engaged in hazing, initiation, and other extracurricular activities, which are inimical to Christian, conduct such fraternities, sororities and other similar groups that are not recognized by the Colegio shall be suspended or dismissed from the school after due process.
1.21 Students who organize/participate in activities not approved by the Students Affairs and Development Department are subject to disciplinary sanctions.

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

1.23 Student should inform their parents of the school rules and regulations, their academic standing, as well as the possible consequences of excess tardiness, absences, failure or gross misbehavior. The school may inform the parents regarding these matters in writing.

2. UNIFORM

2.1. SCHOOL ID

2.1.1. School ID is part of the uniform. It should be worn at all times while within the school premises and during official activities outside the campus. A “No ID, No Entry Policy” shall be implemented to students with no identification of being a bonafide student. Non-wearing of the ID is considered an offense. Likewise, the school ID should be kept free of trimmings, stickers or any other marks.

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

2.1.3. Administrative sanctions shall be imposed to any student who uses fake ID, or the ID of other student and/or lends his/her ID for somebody else’s use.
2.2.3. Lost ID card should be reported to the Student Affairs and Development Department Office immediately. An Affidavit Form duly notarized by a lawyer should be submitted to the StADD together with the official receipt for the lost ID fee.

2.2. **SCHOOL UNIFORM**

2.2.1. School Uniform, school ID, haircut and grooming shall be checked before the start of class every day.

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

2.2.3. During P.E. days students should come in their P.E. uniform with school ID and prescribe rubber shoes. However for health reasons they may change into plain white t-shirt after P.E. class.

2.3 **PRESCRIBE SCHOOL UNIFORM FOR SENIOR HIGH SCHOOL**
P.E. UNIFORM

2.3.1. BOYS FOOT WEAR
- Plain black leather shoes (black rubber shoes are not allowed) with black socks.
- Prescribe P.E. Uniform and rubber shoes during P.E. days

2.3.2. GIRLS FOOT WEAR
- Black flat or low-heeled shoes
- Prescribe P.E. Uniform and rubber shoes during P.E. days

2.4. HAIRCUT AND GROOMING

2.4.1 All boys’ hair is properly and neatly combed, not touching the ears and the collar of the uniform.

2.4.2 Fancy hairstyle (i.e. Mohawk, Emo, K-pop inspired, Dreadlocks, Pineapple cut etc.) and excessive hair dying are prohibited.

2.4.3 Wearing of earrings (male student) is prohibited. Earrings may be confiscated by the faculty or employee and must be turn over to the StADD office or proper authority office for documentation of the violations.
2.4.4 All girls student are advised to exercise utmost simplicity in their hairstyles and accessories. Long hair is properly clipped and bangs should be above the eyebrow. No faddish hair cut, hair color and all kind of tattoos.

2.4.5. Wearing any kind of make-up and colored contact lenses are strictly prohibited. No dangling earrings, excessive jewelry and accessories. Nail must be trimmed short and not polished.

3. ATTENDANCE

3.1. Absences

3.1.1. As per DepEd policy, any student who has accumulated an unexcused absences equivalent to 20% of the required total school days may be dropped from the class school register. (cf. DepEd Order no.11, s.2011,"Amendemnets to the 2010 Revised Manual of regulation for private Schools in basic Education", dated February 4, 2011.)

3.1.2. In every class period, attendance (absences and tardiness include) checked and recorded in the Beadle Form, countersigned by every subject teacher.

3.1.3. Any student who has been absent must present to the StADD Office an Explanation of Absence provided in Student’s Handbook written and duly signed by parent/guardian. Such letter shall be presented to the class adviser/subject teacher upon return to the class. No student is allowed to resume his/her classes or take missed quizzes without the Formation Officer signature on the Explanation Slip.

3.1.4. If a student is unable to attend classes for more than two days, his/her parent or guardian must
notify the Class Adviser through a letter or by phone. Upon return to school, the student who has been absent for three consecutive days or more due to illness must present a medical certificate.

3.1.5. The student concerned is responsible for all matters taken up in class during his absence. He must follow up the subject teacher for assignment and other requirement given during absence.

3.2. Tardiness

3.2.1. Reporting to class after the official time.

3.2.2. A student who comes after official time is recorded as tardy. However he/she is allowed to attend class.

3.2.3. Habitual tardiness must be avoided. A student who comes to class after 10:00AM will be considered half-day absent and a whole day absence is rendered for a student who arrive 12:00 noon and beyond.

3.2.4. Habitual cases of tardiness and absences without valid reason shall be dealt with the class adviser, then in the StADD Office.

3.3. Cutting Classes

3.3.1. Any student who deliberately did not attend a whole period of any class is considered cutting class.

3.3.2. Students who shall leave the campus for some valid reasons should secure a Log-out from the StADD Office.
3.3.3. An early dismissal request of a student, parent/guardian should write a letter addressed to the principal for approval. Then secure a log-out from the StADD Office.

4. DISCIPLINARY ACTIONS AND THEIR NATURE

Disciplinary actions are corrective, measures imposed on students who failed to comply with provision on the expected Students 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 in certain cases as the circumstances may warrant.

They are differentiated in the following manner:

4.1. ADMONITION – oral statement to the offender that he/she has violated the Basic Education rules and regulations.

4.2. WARNING – oral or written notice to the offender that continuation or repetition of the wrongful conduct within a period of time stated in the warning may be a cause for more severe disciplinary action.

4.3. RESTITUTION – reimbursement for the damage to or misappropriation of property; this may take the form of appropriate repair service or damage compensation.

4.4. SUSPENSION – exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

4.5. EXCLUSION – termination of students’ statues from the Colegio The Colegio reserves the right to drop / exclude any student from the rolls at any time of the school year in his/her behavior influence is proven to be detrimental to the welfare of the whole student after due process.
5. CATEGORIES ON ADMINISTRATIVE PENALTIES

The administrative penalties that may be imposed upon and erring students, for commission of any serious offence of violation of institutional disciplinary rules and regulations are provided and categorized below. (Article XXI, Section 106, Manual of Regulation for Private Higher Education 2008)

**SUSPENSION** – a penalty that allows the higher education institution to deprive or deny the erring students from attending classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school term. A penalty of suspension for a period or more than twenty percent (20%) of the total class days for the school term shall be deemed suspension for a period total class days for the school term.

**Preventive Suspension** – a student’s 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 continues stay of the pupil or the students 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 person and property of the school. The guidance office shall provide intervention measures to erring pupils.

**Reformative suspension** – a student who consistently violates rules on attendance and uniform maybe suspended from attending classes. However, he must be abiding to any of the following measures depending on the gravity or seriousness of his/her offense:
- a. Conference with the Student Affairs Formation Officer
- b. Conference with the StADD Director
- c. Counseling Sessions
- d. Behavioral Assessment
- e. Intake Interview
- f. Spiritual Counseling
- g. Reformative Program
NON-READMISSION – a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution of decision finding the student guilty of the offense charged and imposing the penalty of non-readmission promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution if non-readmission was promulgated. Transfer of credentials if the erring students shall be issued upon promulgation, subject to the other provisions of the M.O.R.P.H.E.

EXCLUSION – a penalty that allows the institution to exclude or drop the name of the erring student from the rolls of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offense such as dishonesty, hazing, carrying deadly weapons, immorally, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing. Transfer of credentials of the erring student shall be issues upon promulgation, subject to other provision of the M.O.R.P.H.E.

EXPULSION – a penalty wherein the institution declares an erring student disqualifies for admission in any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the commission of Higher Education. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

The institution shall forward a complete record of the proceeding to the CHED Regional Office concerned within ten days from the termination of investigation for each case.
6. GUIDELINES ON DISCIPLINARY MEASURES

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

1. 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.

2. The Basic Education Student Governing Body may be empowered to report and reprimand students who violate specified rules and regulations deemed by the administration.

3. 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.

4. 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.

5. In handling major offenses, the Child Protection Committee will be convened to decide on a particular case/offense.

6. 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.

7. 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.

8. In all cases of suspension, a Behavioral Contract should be issued to the suspended student to work on exemplary conduct signed by the student and countersigned by Parent/Guardian, Class Adviser, Student Affairs Formation Officer and the StADD Director.

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

7. 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 is 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.

8. OFFENSES AND SANCTIONS

Sanctions shall be imposed after due process to any student who has committed any of the following offenses. Prescriptive period of six (6) months after the commission of the offense in the filling of complaint will be observed.

8.1 LIST OF LIGHT OFFENSE

8.1.1 Non – Conformity to the uniform regulations which includes

a. Improper PE uniform  
b. Improper slacks/ trousers (e.g. jeans)  
c. No ID upon entering the campus  
d. Sandals / other colored leather shoes/rubber shoes  
e. Polo without logo  
f. Sneakers / rubber slippers during uniform days  
g. Unauthorized and unofficial ID lace or organizational shirts  
h. Unrecognized organizational shirt  
i. Wearing civilian clothes during uniform days  
j. Wearing PE uniform with no PE class

8.1.2 Inappropriate civilian clothes during non-uniform days:

a. Backless blouse  
b. Bare midriff  
c. Blouse with spaghetti strap
d. Hanging blouse/crop top  
e. Jeggings/Leggings  
f. Mini-skirt / micro-mini  
g. Net-type blouse / see-through  
h. Off-shoulder blouse  
i. Shirt with obscene text/visual  
j. Sleeveless  
k. Tattered / ripped pants  
l. Tube blouse  
m. Venus-cut (plunging neckline)  
n. Walking shorts (all types)

8.1.3 **Littering**  
a. Improper disposal of waste in the appropriate waste can/bin  
b. Non-observance of CLAYGO (Clean as you go)  
c. Leaving books and other things inside the classroom

8.1.4 **Using any form of electronic devices, playing card and sports games during class hour.**  
a. The faculty or employees may confiscate these devices and turn them over to the StADD or Principal’s office as evidences.  
b. These devices shall be returned to the students after the proper documentation of the offense committed.  
c. The school will not liable for any loss or damage of confiscated gadgets.

8.1.5 **Misconduct**  
a. Blocking of stairways, corridors and doors, sitting on the stairs, congregating in front of doors and along the corridor  
b. Intruding into the private lounges and/or rest rooms, whistling especially at ladies, boisterous laughter, and other nuisance of an unbecoming cultured individual.

8.1.6 **Unauthorized entry to the campus or any office or facilities in the Colegio**
8.2 Appropriate Sanction for 8.1.1 to 8.1.6

1\textsuperscript{st} Offense: 1\textsuperscript{st} Verbal Warning
2\textsuperscript{nd} Offense: 2\textsuperscript{nd} Verbal Warning
3\textsuperscript{rd} Offense: 3\textsuperscript{rd} Verbal Warning
4\textsuperscript{th} Offense: Final Verbal Warning
5\textsuperscript{th} Offense: Written Warning
6\textsuperscript{th} Offenses: 3-day Suspension or other appropriate sanction as prescribed by school authorities.

8.3 Cleansing period of records under made in light offense made in 8.11 to 8.1.6 is after 8 months.

The light 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.

8.4 LIST OF SERIOUS OFFENSE

8.4.1 Possession/display/distribution of pornographic materials and/or articles within the campus through print and electronic media.

8.4.2 Defacing, mutilating and removing officially posted materials.

8.4.3 Planning/preameditating individual/organization activities inimical to the best interest of the institution.

8.4.4 Boisterous conduct and any form of intimidation during meetings, dialogues and/or other similar/related activities.

8.4.5 Drinking alcoholic beverages/online gambling of any form of gambling in public places while still wearing the school uniform.
8.4.6 Smoking inside the campus or within one hundred meters of the school perimeter.

8.4.7 Gambling of any sort inside the campus.

8.4.8 Using/lending of ID/registration form of/to another student.

8.4.9 Playing of cards inside the campus.

8.5 Appropriate Sanction for 8.4.1 to 8.4.9
   Written Warning to 2- weeks Suspension and/or other appropriate sanction as prescribed by school authorities.

8.6 Cleansing Period of records under offenses made in 8.4.1 to 8.4.9 is after one year.

8.7 LIST OF MAJOR OFFENSES

8.7.1 Cheating
   *Note*: Aside from disciplinary sanction, the student may receive an academic grade of 50% for a particular quiz or examination

8.7.2 Plagiarism

8.7.3 Dishonesty

8.7.4 Gross misconduct

8.7.5 Insubordination / willful disobedience of a lawful order

8.7.6 Stealing

8.7.7 Acts of disrespect in words or in deeds which tend to put any member of the administration, faculty and personnel, students, parents, and visitors or any person vested with authority in ridicule and contempt, which also include but not limited to on-line posting on blogs, fora, social networking sites or through the use mobile phones, laptops, tablets and other similar electronic devices.
8.7.8 Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering the school premises

8.7.9 Direct physical assault upon any member of the administration, faculty and personnel, or any persons vested with authority inside or outside the campus

8.7.10 Participation in brawls or infliction of physical injuries inside or outside the campus

8.7.11 Vandalism /Damage to /Destruction of College’s/ teacher’s/student’s property

8.7.12 Bringing and/or drinking liquor and/or alcoholic beverages inside the campus, entering the campus in the state of intoxication

8.7.13 Possession/Using/Selling of prohibited drugs including marijuana, shabu, ecstasy, or other illegal substance or the showing of positive signs of the effects of their use

8.7.14 Carrying/Possession of firearms/deadly weapons/tools, explosives and firecrackers

8.7.15 Tampering of records, documents and/or receipts through forgery, fabrication and falsification

8.7.16 Appropriation/Misappropriation of student organizations’ funds or properties or consenting through negligence or abandonment or permitting any other person to take funds or properties either wholly or partially

8.7.17 Illegal rites/ceremonies/ ordeals to include hazing/initiation

8.7.18 Immorality/Public Display of Physical Intimacy/sexual harassment inside or outside the campus

8.7.19 Acts of lasciviousness/sexual mischief inside or outside the campus
8.7.20 Disruption of the academic functions or school activities thru illegal assemblies, demonstrations, boycotts, pickets, and/or any mass action-related activities which tend to create public disorder or disturbance

8.7.21 Acts of subversion, sedition and insurgency as prohibited in the existing laws of the land

8.7.22 Physical attack on fellow student/s, parents, visitors, and other stakeholders

8.7.23 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.

8.8 Appropriate Sanction for 8.7.1 to 8.7.23
Two week suspension to exclusion and/or other appropriate sanction as prescribed by school authorities

8.9 Cleansing Period of records under offenses made in 8.7.1 to 8.7.23 is after one year.

8.10 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.

8.11 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.

The Colegio may compel students to keep the norms of conduct expected of members of the academic community, whether on or off campus. Therefore when students misbehave outside the campus and the misconduct complained of directly affects the offender’s status as a suitable member of the community, there is no reason why the school may not impose disciplinary sanctions on him.

Sanctions may also be imposed on students who, after due process, were found to be accomplices and accessories to an offense.

The Colegio reserves to right to drop/exclude a student form the rolls based in the frequency and gravity of the offenses committed.
Certificate of good moral character shall be issued to students in accordance with existing policies of the Colegio.

9. STUDENT REFERRAL

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

   b. 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 ID number, name and signature, and year and course.

   c. The security guard/faculty/employee must verify the information written by counter checking it with the student ID of violator.

   d. The security guard/faculty/employee that 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.

   e. 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 Office.

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

   g. On the other hand, the faculty or employee may bring the referral stub to StADD or to the Principal’s Office. If a faculty or employee does not have a referral slip, he/she may confiscate the ID if the students violator and submit it to StADD or to the Dean’s office.
h. If the student violator fails to report to StADD upon the issuance of the referral slip within the day, he/she will automatically be given sanction as stipulated in the Students Handbook.

10. **STUDENT GRIEVANCE**

    Considering the parental responsibility “loco parentis” over the students and the implied duty to provide the learners an atmosphere that is truly conducive for learning, schools, colleges, and universities must adopt and effectively implements mechanics to address student-related grievances.

    To realize the previously-stated aim, the Student Formation Section shall receive the complaints of Letran students against administrators, faculty, employees, security guards, or fellow students. It shall study the merit of the said grievance before any action is taken. It shall also make representation in behalf of the student complainant who wants to maintain his/her anonymity. Lastly, it shall recommend appropriate sanctions to the Director for Student Affairs and Development Department in case of an infraction if the school policy, particularly in matters pertaining to students demeanor and conduct.

**General Policies**

1. As befit member of the Christian academic community, grievances against any member of the Letran community shall be initially settled with the person concerned through sincere dialogue and discussion.

2. Proper communication is absolutely necessary. If something goes wrong, those affected should not wait for a crisis situation to happen but should attempts to settle the matter informally as soon as possible. Students can approach their respective faculty advisers in case of minor offenses/complaints.
3. It is only when the initial discussion fails that one may resort to formal procedure for setting offense/complaints.

4. A case conference shall be conducted to resolve grievances. First option is to settle the case amicably between parties involved.

5. In case the student brings his/her grievance to the Supreme or Departmental Students Council, the council officers may refer to the student to the Student Affairs and Development Department for appropriate action.

6. If the grievance is not written, the Student Formation officer shall request the students to write a formal complaint against the subject of the grievance.

7. In extreme cases when the evidence gathered is substantial that a violation of the policies occurred, the StADD may initiate preliminary investigation despite the absence of a written complain.

8. If the Student Formation officer finds merit in the case, he/she shall endorse the case to the concerned Academic Head if it is a students and faculty related complaint. He/she shall conduct an investigation following the requirements of due process.

9. The Students Formation Officer shall then recommend to the Director for the Student Affairs and Development Department the particular course of action concerning the parties involved.

10. If the case constitutes a major offense, the Assistant Director for Student Affairs and Development Departments may convene the Letran Investigative Committee to decide on the matter. A major offense refers to any of the offense punishable with dismissal as stipulated in the Manual of Regulation for Private Schools (MRPS) and Technical-Vocational Education and Training (TVET) Manual such as:
   a. Gross misconduct
   b. Dishonesty
c. Hazing
d. Carrying a deadly weapon
e. Immorality
f. Selling or possession of prohibited drugs
g. Drug dependency
h. Drunkenness
i. Hooliganism
j. Vandalism
k. Assaulting a student or school personnel
l. Instigating or leading illegal strikes or similar concerted action
m. Activities resulting in the stoppage of classes
n. Preventing or threatening any student of school personnel from entering the school premises, or attending classes or discharging their duties.
o. Forging or tampering with school records, forms and documents.
p. Securing or using forged school records, forms and documents.

i. A student's complaints against another student shall follow the specific procedures for formal complaints:

**Student's Complaints against another Student**

a. The complainant must submit a written complaint against the student respondent. If the case happened within an academic-sponsored activity, it will be referred to the Academic Head concerned. But if the case occurred beyond academic-sponsored activity, the Student Affairs and Development Department shall act on it in coordination with the Academic Head concerned.

b. The Director for Student Affairs and Development Department or the Academic Head has three (3) to five (5) working days to act on the complaint.

c. If the student feels that he/she does not receive the necessary actions on his/her complaint or if the Academic head or the StADD fails to settle the complaint, the case may be referred to the higher authority.
Student’s Complaints against an Administrator/Faculty/Employee

a. The student must submit a written complaint against the administrator/faculty/employee to the Academic/Department/Office Head concerned. The concerned administrator shall study the merit of the complaint and must do the necessary action.

b. If the student fails to get the necessary action, his/her complaint shall be referred to the Division/department Head concerned. The Division/Department Head is expected to act on it by investigating the matter from both parties, that of the administrator/faculty/employee and that of the students.

c. Offenses stipulated in the Faculty and Employee Handbook

1. Threatening or intimidating co-faculty or other stakeholders of Letran.
2. Fighting, provoking a fight, or inflicting or attempting to inflict injuries to other employees/faculty members, superiors, officials in Letran or other stakeholders (student, client, parents, security/janitorial personnel).
3. Discourtesy, disrespect, insult or the use of foul or profane language towards other employees/faculty members, superiors, officials or other stakeholders of Letran.
4. Commission of a crime against Letran’s officers and employees/faculty members or other stakeholders of Letran.
5. Tactlessness and imprudence in dealing with parents.
6. Influencing other faculty to change the grades of a student by reason of personal relationship.
7. Issuing entrusted confidential information to unauthorized persons.
8. Failure to apply fairness/justice in evaluating students’ performance (improvement of academic ratings due to favor received or undue deduction of ratings).
9. Corporal Punishment
10. Sexual Harassment
A class complaint against an Administrator/Faculty/Employee

1. If the class complaints against an administrator/ faculty/ employee, the class shall try first to present the complaint to the administrator/ faculty/ employee concerned. The said written complaint shall be signed by 50% plus one of the students. The Academic/ Department Head shall be furnished a copy. If the complaint is settled, a written report shall be submitted by the administrator/ faculty/ employee to the Academic/ Department Head.

2. If the initial step fails to receive the necessary action, the written complaint shall be forwarded to the Academic/ Department Head. The Academic/ Department Head had three working days to investigate and settle complaint.

3. If the class members feel that necessary actions on their complaint have not been taken within the prescribed period or if the Academic/ Department Head fails to settle the complaint, the case shall be referred to the Division Head concerned.

   3.1 The StADD shall maintain a copy of all decisions of student disciplinary cases that shall serve as reference on the issuance of good moral character certificate and deportment report.

   3.2 The complaints of non-students, namely, Letran administrators, faculty, employees, parents, and security guards, against Letran students shall also be entertained by the StADD and shall also be covered by its standard operating procedures.

11 RANDOM DRUG TESTING

11.1 Notification

The Colegio is required to explain the stipulated policy and procedures to the school community and ensure in their inclusion in the Student Handbook with proper notice to all students and parents on the process and manner by which the random drug testing shall be conducted before full implementation. Such notice may be sent at any time during the school term. Failure to return the acknowledgement receipt shall not be a bar to the conduct of the drug testing.
11.2 Samples

11.2.1 The whole student population of the school is included in the random sampling.
11.2.2 The number of samples should yield a statistical 95% confidence level for the whole student population.
11.2.3 The Selection Board will use the Slovin’s formula in determining the number of students who will undergo random drug testing.

11.3 Selection of Samples

11.3.1 The Drug Testing Coordinator shall convene the Selection Board within five (5) days from the receipt of notice.
11.3.2 On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
11.3.3 The Selection Board shall ensure the confidentiality and integrity of the random selection process.
11.3.4 The selection process shall be at random through a lottery which may be computerized, or in any other manner what shall be agreed upon the board.
11.3.5 The random selection of students for drug testing shall be done on the same day, The Students Formation Officer shall be given the list of selected students and their class schedule and shall fetch them from their classrooms and immediately proceed to the medical/dental clinic.
11.3.6 Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
11.3.7 The laboratory shall follow the DOH prescribes guidelines in the collection of urine specimens. Universal precautions shall be observed at all times to avoid tampering with the contamination of the samples. The DOH prescribed guidelines shall be posted in strategic
places/visible areas of the school.

11.3.8. The monitor assigned to ensure the integrity of the collection process should be same sex as the student.

11.3.9. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory free of charge. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

11.3.10. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing.

### 11.4 Treatment of Random Drug Testing Results

11.4.1. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

11.4.2. Any person who violated the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.

11.4.3. The laboratory shall place the drug testing result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug testing Coordinator or duly assigned person shall then inform all the students tested individually of the test results.

11.4.4. In case the results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The result shall be told to inform his parents of the scheduled conference with the Drug Testing Coordinator or duly assigned person. The student shall be advised to refrain from revealing the test results to other persons.

11.4.5. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the
confirmatory test.

11.4.6 The confirmatory drug test shall be conducted in the same manner as the initial drug test.

11.4.7 The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.

11.4.8 The Drug Testing Coordinator shall personally inform both the parents and the students of the results of the test.

11.4.9 The Drug Testing Coordinator shall not delegate such task of informing the student and the parents to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

11.4.10 First time positive confirmatory drug test results shall not be grounds for expulsion or any other disciplinary action against the student.

11.4.11 The Drug Testing Coordinator shall refer the student and his parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.

11.4.12 The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.

11.4.13 In the event that is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as indicated in the school’s Student Handbook and the MRPS, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.

11.4.14 The student shall undergo a three month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor.
of the school.

11.4.15 At the end of the three months, it is hoped that with the counseling done, the student should be properly rehabilitated.

If the student shows no sign of improvement, recovery or fails the drug test the second time, the recommendation to the student, parent, Drug Testing Coordinator to have the student referred to a DOH-accredited facility sited to the student’s level of dependency. If another drug test is conducted for another period on the second time, the school shall proceed in accordance with Section 61, RA 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

If the parents refuse to act, Letran shall proceed in accordance to Section 61, RA 9165 without prejudice to the provision of Section 73, RA 9165.

These provisions read:

“Section 61 of RA 9165
Compulsory Confinement of a Drug Dependent Who Refuses to Apply under the Voluntary Submission Program – Notwithstanding any law, rule and regulation to the contrary, any person determined and found to be dependent on dangerous drugs shall, upon petition by the Board or any of its authorized representative, be confined for treatment and rehabilitation in any center duly designated or accredited for the purpose.”
“Section 73 of RA 9165
Liability of a Parent, Spouse or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency – Any parent, spouse or guardian who, without valid reason, refuses to cooperate with the Board or any concerned agency in the treatment and rehabilitation of a drug dependent who is a minor, or in any manner, prevents or delays the after-care, follow-up or other programs for the welfare of the accused drug dependent, whether under voluntary submission program or compulsory submission program, may be cited for contempt by the court.

11.5 Reportorial Requirements of Results of the Random Drug Testing

11.5.1 The Drug Testing Coordinator, Drug Addiction Counselor and employees of DOH-accredited facilities, or testing laboratories shall not reveal the names if the students or test results to any other person except the student concerned or his/her parents.

11.5.2 The aggregate results from each school which shall not include the identities of the student tested, shall be submitted by the school head to the Regional Director of CHED for consolidation for the purpose of evaluating the efficacy and effectiveness of drug prevention programs.

11.6 Training of Guidance Counselors

11.6.1 Letran must require the guidance counselors on the collegiate level to attend training of the Dangerous Drugs Board or private agency recognized by the government for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.
11.7 Enforcement of Compliance

11.7.1 Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the Colegio; provided that at no time shall refusal to undergo testing give rise to a presumption if drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

11.8 Miscellaneous Provisions

11.8.1 Separability Clause. If any provision of these guidelines or the application thereof to any person or circumstances is held to be invalid, the other provisions of these guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.
Section 4

STUDENT SERVICES
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.

With limited scholarship slots each year, the Committee on Scholarship and Financial Aid carefully examines the results of the scholarship examination along with the academic record of the applicants, the family’s finances, and recommendations in selecting new scholars.

1.1 General Policies

1.1.1 The office will facilitate the applications of students to government-sponsored scholarships based on their provisions.

1.1.2 All students may apply for any scholarship as long as they possess the qualifications required by the program they are applying for.

1.1.3 The office will accept scholarship application when need arises or until the required scholarship slots are met.

1.1.4 Scholarship applicants (working scholars and working students) shall be subjected to a screening process conducted by the Scholarship and Financial Aid Officer along with the Scholarship and Financial Aid Committee members. Selection of scholars shall be done by ranking based on the available number of scholars as required by the management.

1.1.5 No scholar except for working student can enjoy more than one scholarship given by the Colegio as long as they will meet the required conditions under such program/s.

1.1.5.1 Siblings of working scholars can also avail discounts provided that they meet the conditions set by the Accounting Department.

1.1.6 Working scholars and working students shall be required to submit the accomplished Declaration of Intent to renew scholarship grant before the end of the Midterm period. The said form shall help identify scholars and students wishing to resign from the program, thus will allow the SFA Officer to identify the number of possible slots for hiring on the succeeding semester.
It shall be considered null and void if a scholar/student failed to meet the conditions in maintaining his/her scholarship.

1.1.7 Working scholar and working student must settle or pay the excess balance in his/her tuition, miscellaneous, laboratory, supplementary, and other fees since the scholarship benefit is not 100% covered.

1.1.8 Working scholar/student shall still render the required number of hours for the remainder of the semester regardless if full settlement of outstanding balance has been made before the end of a semester.

1.1.9 Availment of scholarship privileges can be forfeited when a working scholar and/or working student commits, is subjected to, or experiences any of the following:

1.1.9.1 Pregnancy
1.1.9.2 Willful non-reporting due to undisclosed reasons
1.1.9.3 On-going case hearing for a serious offense committed
1.1.9.4 Any circumstance that may be identified by the SFA Committee and/or AdSco as the need arises.

1.1.10 Working students can be considered to SMDP if s/he meets conditions to qualify and were not disqualified in the SJMS.

1.1.11 The scholarship programs indicated in sections 3.2.1 and 3.2.2 shall be monitored directly by the Scholarship and Financial Aid Officer.

1.1.12 Scholarship may be terminated if the grantee fails to comply with the conditions set for the scholarship grant and/or in case of violation of the Colegio’s existing policies stipulated in the student handbook shall constitute a ground for forfeiture of scholarship once the decision from the StADD is endorsed to the office.

1.1.13 Opportunities for developmental activities that promote team participation and skills enhancement shall be provided.

1.1.14 Working scholar/student must show courtesy to all members of the Letran community at all times.

1.1.15 Depending on his/her availability, working scholar/student may be required to render services during institutional/departmental functions/activities.

1.1.16 Once disqualified, the student cannot be reinstated to the same scholarship scheme. Scholars who resigned, however, may still re-apply, provided slots are available for the scholarship program being applied on.
## 1.2 Specific Policies

### 1.2.1 Matrix on Scholarship Criteria, Requirements, and Benefits

<table>
<thead>
<tr>
<th>Scholarship Program</th>
<th>Qualifications</th>
<th>Requirement/s</th>
<th>Conditions</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Thomas Aquinas Scholarship</td>
<td><strong>New - Grade 7</strong></td>
<td>• Authenticated certificate of academic honor</td>
<td>No disciplinary record</td>
<td>• Valedictorian 100% tuition fee discount</td>
</tr>
<tr>
<td></td>
<td>• Valedictorian or Salutatorian of Graduating Class</td>
<td>• Certificate of good moral character from the school</td>
<td></td>
<td>• Salutatorian 50% tuition fee discount</td>
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<tr>
<td></td>
<td><strong>Freshman College</strong></td>
<td>• Valedictorian or Salutatorian of Graduating Class</td>
<td>n/a</td>
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<td></td>
<td></td>
<td>• Endorsement from Records Office</td>
<td></td>
<td>• First Honors 100% tuition fee discount</td>
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<td></td>
<td>• Second Honors 50% tuition fee discount</td>
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<td></td>
<td><strong>BED Old Student</strong></td>
<td>• Rank 1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; on his/her grade level</td>
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<tr>
<td></td>
<td></td>
<td>• Endorsement from Records Office</td>
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<tr>
<td></td>
<td></td>
<td>• Rank 1&lt;sup&gt;st&lt;/sup&gt; and 2&lt;sup&gt;nd&lt;/sup&gt; per program</td>
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<td></td>
<td></td>
<td>• Latest computerized card</td>
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<td></td>
<td></td>
<td>• Summer and 2&lt;sup&gt;nd&lt;/sup&gt; semester GWA shall be computed to avail the discount in the succeeding 1&lt;sup&gt;st&lt;/sup&gt; semester</td>
<td></td>
<td>95.00% and above 100% tuition fee discount for one semester</td>
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<tr>
<td></td>
<td></td>
<td>• Candidates with advance courses must satisfied the qualifications</td>
<td></td>
<td>• 90.00 – 94.99% 50% tuition fee discount for one semester</td>
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<tr>
<td>Scholarship Program</td>
<td>Qualifications</td>
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</table>
| St. Martin de Porres Scholarship | New | • Application letter noted by the parent or guardian  
• Photocopy of report card/comp card/copy of grades  
• Latest ITR or certificate of tax exemption from BIR  
• Latest proof of billing (electricity, water)  
• Certificate of good moral character from the school  
• One (1) 2x2 ID picture  
• Physical examination result | • Render 20 hours of duty in a week to his/her office assignment  
• Scholars can enroll a minimum of 12 units in a semester provided that there are no available course and a maximum of 21 units  
• Maximum of additional 9 units is allowed to graduating scholars and undergraduate scholars provided that s/he have a GWA of 87% except for Accountancy and Engineering students whose GWA must be at least 84% | • Maximum coverage of scholarship for 6 years for Accountancy and Engineering programs and 5 years in other programs subject to renewal every semester  
• 100% tuition fee and certain discount on miscellaneous fees |
<table>
<thead>
<tr>
<th>Scholarship Program</th>
<th>Qualifications</th>
<th>Requirement/s</th>
<th>Conditions</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| **Continuing Scholar**   | • Maintains a GWA of at least 85% except for Accountancy and Engineering programs whose GWA must be at least 83%  
• No failure and UW  
• Maintains at least a 4.00 (Exceeds Expectation) rating in the performance evaluation result | Accomplished Declaration of Intent to Renew Scholarship Grant                  | • No dropping of courses except for extreme cases with the permission of SFA officer  
• No disciplinary record                                                                                           |                                                                                                   |
| **St. Albert the Great Scholarship** | New  
With combined parents’ annual income of not more than Php 300,000.00  
• Not more than 22 years old  
• With at least 85% GWA in the previous semester/year  
• With good conduct records  
• Physically fit | • Application letter noted by the parent or guardian  
• Photocopy of report card/comp card/copy of grades  
• Latest ITR or certificate of tax exemption from BIR  
• Latest proof of billing (electricity, water)  
• Certificate of good moral character from the school  
• One (1) 2x2 ID picture  
• Physical examination result | • Render 20 hours of duty in a week to his/her office assignment  
• Scholars should be enrolled in full load in a semester  
• Old students can be accepted if they are enrolled in full semestral load in the previous semester as prescribed in the curriculum for Education and Guidance and  
• Maximum coverage of scholarship for 4 years subject to renewal every semester  
• 100% tuition and miscellaneous fees discount |                                                                                                   |
<table>
<thead>
<tr>
<th>Scholarship Program</th>
<th>Qualifications</th>
<th>Requirement/s</th>
<th>Conditions</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Scholar</td>
<td></td>
<td>Accomplished Declaration of Intent to Renew Scholarship Grant</td>
<td>No dropping of courses except for extreme cases with the permission of SFA officer, No disciplinary record, Enrolled in full semestral load as prescribed in the curriculum</td>
<td>- Counseling programs</td>
</tr>
<tr>
<td></td>
<td>• Maintains a GWA of at least 85% with no grade below 80%</td>
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<td></td>
<td>• No failure and UW</td>
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<td></td>
<td>• Maintains at least a 4.00 (Exceeds Expectation) rating in the performance evaluation result</td>
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<tr>
<td>St. John Macias Assistance Program</td>
<td></td>
<td>Application letter noted by the parent or guardian</td>
<td>Render at least 20 to 30 hours of duty in a week to his/her office assignment, Agree to receive a per hour pay based on the work schedule of the scholars, The equivalent amount shall be credited to their student accounts.</td>
<td>- Maximum coverage of scholarship for 6 years for Accountancy and Engineering programs and 5 years in other programs subject to renewal every semester</td>
</tr>
<tr>
<td></td>
<td>• With combined parents’ annual income of not more than Php 300,000.00</td>
<td>• Photocopy of report card/comp card/copy of grades</td>
<td></td>
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<td></td>
<td>• With at least 80% GWA in the previous semester/year</td>
<td>• Latest ITR or certificate of tax exemption from BIR</td>
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<tr>
<td></td>
<td>• With at least one failed subject in the previous semester</td>
<td>• Latest proof of billing (electricity, water)</td>
<td></td>
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<tr>
<td></td>
<td>• With good conduct records</td>
<td>• Certificate of good moral character from the school</td>
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<td></td>
<td>• Physically fit</td>
<td>• One (1) 2x2 ID picture</td>
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<td></td>
<td></td>
<td>• Physical examination result</td>
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<tr>
<td>Scholarship Program</td>
<td>Qualifications</td>
<td>Requirement/s</td>
<td>Conditions</td>
<td>Benefits</td>
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</tbody>
</table>
| **Continuing Scholar** | • Maintains a GWA of at least 75%  
• Failure of not more than 12.50% from the total number of units in his/her program.  
• Maintains at least a 4.00 (Exceeds Expectation) rating in the performance evaluation result  
Accomplished Declaration of Intent to Renew Scholarship Grant | • No dropping of courses except for extreme cases with the permission of SFA officer  
• No disciplinary record | | |
| **Loyalty Discount** | • Graduate of Letran Calamba  
• Incoming college freshman  
• Satisfied the admission requirements  
Computerized Grade Card | • Stayed in Letran Calamba from Grade 7 to Grade 12  
• Stayed in Letran Calamba from Grade 1 to Grade 12 | • 5% tuition fee discount for one semester only.  
• 10% tuition fee discount for one semester only. | |
| **Fray Gregorio Hontomin Scholarship** | • With combined parents’ annual income of not more than Php 300,000.00  
• With at least 85% GWA in the previous semester/year  
• With good conduct records  
• Physically fit  
• Application letter noted by the parent or guardian  
• Photocopy of report card/comp card/copy of grades  
• Latest ITR or certificate of tax exemption from BIR  
• Latest proof of billing (electricity, water) | • Render at least 20 hours of duty in a week to his/her office assignment  
• Scholars are allow to enroll a maximum of 25 units  
• Agree to receive a per hour pay based on the work schedule of the scholars. | • Maximum coverage of scholarship for 5 years subject to renewal every semester  
• 100% tuition discount | |
<table>
<thead>
<tr>
<th>Scholarship Program</th>
<th>Qualifications</th>
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<th>Conditions</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Certificate of good moral character from the school</td>
<td>The equivalent amount shall be credited to their student accounts.</td>
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<td></td>
<td></td>
<td>• One (1) 2x2 ID picture</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Physical examination result</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Continuing Scholar</strong></td>
<td></td>
<td>Accomplished Declaration of Intent to Renew Scholarship Grant</td>
<td></td>
<td>Maximum coverage of scholarship for 5 years subject to renewal every semester</td>
</tr>
<tr>
<td></td>
<td>Maintains a GWA of at least 80%</td>
<td></td>
<td>No dropping of courses except for extreme cases with the permission of SFA officer</td>
<td>100% tuition discount</td>
</tr>
<tr>
<td></td>
<td>No failure and UW</td>
<td></td>
<td>No disciplinary record</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maintains at least a 4.00 (Exceeds Expectation) rating in the performance evaluation result</td>
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<tr>
<td><strong>New (Agency based)</strong></td>
<td></td>
<td>n/a</td>
<td>Minimum number of hours to be rendered will depend on the number of units s/he will enroll.</td>
<td>Maximum coverage of scholarship for 5 years subject to renewal every semester</td>
</tr>
<tr>
<td></td>
<td>With at least 80% GWA in the previous semester/year</td>
<td></td>
<td></td>
<td>100% tuition and 50% miscellaneous fees discount</td>
</tr>
<tr>
<td></td>
<td>With good conduct records</td>
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<tr>
<td></td>
<td>Certificate of employment with compensation</td>
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<tr>
<td></td>
<td>Letter of authority to enroll from the employer</td>
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<tr>
<td>Scholarship Program</td>
<td>Qualifications</td>
<td>Requirement/s</td>
<td>Conditions</td>
<td>Benefits</td>
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</tbody>
</table>
| **Continuing Scholar** | - Maintains a GWA of at least 78%  
- No failure and UW  
- Maintains at least a 3.00 (Meets Expectation) rating in the performance evaluation result | n/a | - No disciplinary record  
- No dropping of courses except for extreme cases with the permission of SFA officer | - Maximum coverage of scholarship for 5 years subject to renewal every semester  
- 100% tuition and 50% miscellaneous fees discount |
| **Fra Angelico Scholarship** | | | | |
| **New** | - With combined family annual income of not more than Php 300,000.00  
- With at least 75% GWA in the previous semester with no failing grade  
- With good conduct records  
- With recommendation letter from artistic director/conductor  
- Physically fit | | - Application letter noted by the parent or guardian  
- Photocopy of report card/comp card/copy of grades  
- Latest ITR or certificate of tax exemption from BIR  
- Latest proof of billing (electricity, water)  
- Certificate of good moral character from the school  
- One (1) 2x2 ID picture  
- Physical examination result | - Render 2 hours per week of duty at the Culture and Arts Department.  
- 50% tuition discount for continuing scholar  
- 25% tuition discount for those who are in their first semester of admission to the program |
<table>
<thead>
<tr>
<th>Scholarship Program</th>
<th>Qualifications</th>
<th>Requirement/s</th>
<th>Conditions</th>
<th>Benefits</th>
</tr>
</thead>
</table>
| Continuing Scholar  | n/a            |               | • No disciplinary record  
|                     |                |               | • No dropping of courses except for extreme cases with the permission of SFA officer |

### 1.3 LOYALTY DISCOUNT

1.3.1 The applicant must comply with the following conditions to avail herself/himself of the discount:

- 1.3.1.1 Incoming college freshman;
- 1.3.1.2 Graduate of Letran Calamba;
- 1.3.1.3 Has met prescribed admission requirements; and
- 1.3.1.4 With no disciplinary record.

1.3.2 Scholar will receive the following benefits:

- 1.3.2.1 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
- 1.3.2.2 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).

### 1.4 SIBLING DISCOUNT

1.4.1 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.

1.4.2 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.
1.4.3 Sibling discount shall be filed using the FD-01:00- FO-03 Rev0107252013 (Student Discount Form) to the Accounting Department every term within enrollment period only.

1.4.4 Sibling discount is only applicable to tuition fee.

1.4.5 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.

1.4.6 Applicable rates of discount of tuition fee for sibling 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>

1.4.7 When siblings are all enrolled in the Basic Education:

1.4.7.1 Discount is given to the youngest brother or sister;
1.4.7.2 When the youngest sibling is an academic discount grantee (honor), s/he is excluded in the sibling discount. Sibling discount is given to the next younger brother/sister;
1.4.7.3 Regardless of whatever discount types that the older siblings may avail of, the youngest sibling shall be given the discount rate based on section 1.4.5.

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

1.4.8.1 Discount is given to the student who has the least number of units enrolled;
1.4.8.2 When the least unit-enrollee is an academic discount grantee (Deans’ List), s/he is excluded in the sibling discount. Sibling discount is given to the next lower unit-enrollee.
1.4.8.3 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.

1.4.9 When siblings are enrolled in Basic Education, Collegiate and Graduate schools, discount is given to the youngest brother or sister.
1.4.10 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.

1.4.11 For Collegiate and Graduate School, sibling discount is applicable only to the student's original enrolment.

1.4.12 Cancellation and/or re-computation of implemented discount may be done as a result of post enrollment audit, when:

1.4.12.1 One of the declared brothers/sisters is not officially enrolled for the term;
1.4.12.2 For Collegiate students, the sibling discount filer is not the least unit-enrollee for the term;
1.4.12.3 Additional enrollment of brother/sister not covered in the sibling discount application filed by the grantee.

1.4.13 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 form 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 courses.

2.4.2 A varsity player enrolled in P.E. courses is required to attend classes during the Prelim period. He/She may be allowed not to attend the remainder of the class schedule upon the recommendation of the Athletics and Sports Office to the faculty concerned.

2.4.3 Such arrangement shall take into effect only after a thorough screening and deliberation of the Athletic Board and upon approval of the Assistant Director of Athletics and Sports and the Director of Student Development and Services Department.

3. USE OF CAMPUS FACILITIES

3.1 General Policies

3.1.1 Requesting party checks availability of venue and fill up Facilities Utilization Reservation Form (AP: 04-00-FO-03) to be submitted to the Facilities and Safety Administrative Assistant for Evaluation.

3.1.2 FSD Administrative Assistant checks and conforms availability of facilities and equipment, prepares matrix on schedule of activities, and coordinates with the requesting party and concerned technicians/janitors needed during the preparation and conduct of activity.

3.1.3 The FSD Director is the approving authority for the activities. In his/her absence the Head for Facilities and safety Department of Vice President for Administration shall be approving authority.
3.1.4 For activities beyond regular working hours of holidays the requesting party shall seek approval of the VP for Administration.

3.1.5 For activities beyond working hours or holidays, the requesting party shall seek approval of the Head, FSD and VP for Finance. They shall also charge with the corresponding overtime cost of manpower which will be computed and endorsed by the Auxiliary Business Department (ABD).

3.2 Specific Policies

3.2.1 Requesting Party checks availability of venue and equipment and fills out Facilities Utilization Reservation Form (AP: 04-00-FO-03) to be submitted to the FSD’s Administrative Assistant for evaluation is from Monday to Thursday only;

3.2.2 Reservation shall be done at least a week before the conduct of the activity.

3.2.3 Reservation shall be on first come first serve basis.

3.2.4 For activities beyond regular working hours or holidays, the requesting party shall seek the following;

3.2.4.1 For Letran hosted;

3.2.4.1.1 Seek the approval from FSD Department Head and VP for Finance
3.2.4.1.2 VP for Administration for final approval of activity
3.2.4.1.3 If the activity has a corresponding overtime cost of manpower and other fees, the request will be endorsed to Auxiliary Business (ABD) for computation;
3.2.4.1.4 If cost is to be charge to budget, the requesting department/office/RSO should attach the approved activity plan;
3.2.4.1.5 If cost is to be paid cash, the requesting department/office/RSO shall submit a photocopy of the official receipt

3.2.4.2 For external client;

3.2.4.2.1 ABD shall coordinate to FSD with regard to facilities to be used and assignment of manpower. Computation of overtime shall be done by ABD.
3.2.4.2.2 ABD shall submit Facilities Utilization Request Form in behalf of the requesting party.

3.2.4.3 For large activities that require set-up and cleaning, the requesting party shall pay overtime charges for the technicians and janitorial assistance. Attach approved activity plan.

3.2.4.4 FSD’s Administrative Assistant shall prepare matrix on schedule of activities every Friday, and shall coordinate with the concerned technicians/janitors needed in the preparation and conduct of activity.

3.2.4.5 The FSD Director is the approving authority for the activities. In his or her absence, the Head of FSD shall be the approving authority.

3.2.4.6 The requesting party shall be in-charge of the physical set-up of venue which includes decorations, chairs, tarpaulins, and tables among others.

3.2.4.7 FSD will prioritize in providing assistance specifically in the operation of sound system and preparation of equipment based on the approved calendar of activities. The other activities not in the calendar shall be the second priority.

3.2.4.8 Only the Authorized technical personnel of FMO are allowed to operate equipment such as sound system and lighting.

3.2.4.9 No activity shall be allowed at San Bartolome delas Casas Lobby.

3.2.5 The requesting party shall be in-charge of the physical set up of venue which includes decorations, chairs, tarpaulins, tables, among others.

3.2.6 After an activity, a returned equipment status report at the back of the Facilities Utilization Request Form (AP: 04-00-FO-03) shall be filled up and submitted by the janitor in-charge to FSD office. Also cleanliness of the venue will be checked. This report shall determine borrowed equipment condition. In case of damage or lost equipment, the end user shall be charged with the corresponding penalty fee of five hundred pesos (Php 500.00) or repair/replacement cost, whichever is higher.

4. Internal User of Campus Facilities

4.1. For internal use of campus facility, the Use Fee is assessed for activities held after 5pm form Mondays to Fridays, Saturdays,
Sundays and Holidays. The conduct of the activity should have the approval of the Department Head and/or 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.

4.2. Requesting party submits the accomplished Facilities Utilization Request Form (FD:03-00-FO-05 rev. 04) from the Facilities and Safety Department to the Auxiliary Business Department for computation of Use Fee and other incidental costs.

4.3 The Auxiliary Business Department will issue the Internal Use of Campus Facilities Form (FD:02-00-FO-02 rev. 01-9-20-13) to the requesting party.

4.4 For cash transactions, the Requesting Party pays the use fee at the Cashier’s Office and submits photocopy of the Official Receipt to the Auxiliary Business Department as proof of payment.

4.5 If use fee will be charged to the budget of the requesting party/organizational unit, the Internal Use of Campus Facilities form will be forwarded by the Auxiliary Business Department to Management Accounting and Financial Services Department.

4.6 To finalize the reservation, the requesting party will submit to the Facilities and Safety Department the following:

4.6.1. Facilities Utilization Request Form
4.6.2. Internal Use of Campus Facilities Form and/or
4.6.3. Official Receipt for cash transactions

4. GUIDELINES ON THE USE OF COMPUTER AND SURFING LABORATORIES

4.1 Computer Laboratories

4.1.1 No student will be allowed to enter the computer laboratory without the faculty in-charge or facilitator;
4.1.2 Faculty member concerned should check all computer units before and after the class;
4.1.3 Faculty member concerned should regularly check the attendance using the Computer Laboratory Monitoring Sheet of SCST (RE:06-01-FO-22);
4.1.4 No one is allowed to alter the configuration setting of any laboratory facility without proper authorization from the MISD Office;
4.1.5 Equipment and cables are to be moved by authorized personnel only. Laboratory users must not attach duty;

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

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

4.1.8 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;

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

4.1.10 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;

4.1.11 Any conduct or 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.

4.1.12 The faculty is responsible for the behavior of his/her class;

4.1.13 Deletion / Addition of application without official approval is strictly prohibited;

4.1.14 Computer hardware should remain intact. Removal or changing of hardware from one unit to another is not allowed;

4.1.15 Students who violated any of the above regulations will be immediately reported to the Student Affairs and Development Department.
a. Surfing Laboratory

i. General Policy

1. No ID no entry policy; ONLY ID in a good condition will be accepted; Registration form and/or referral slip will be also accepted.

2. For BED students, all senior high school students are only allowed from 11am to 6pm; all junior high school students are only allowed from 3pm to 6pm; NKP to Grade 6 students are not allowed to use Surfing laboratory, instead they may use Elementary Computer Laboratory with the assistance of their teacher.

3. All uses should enter and leave the Surfing Laboratory via the appropriate entrance/exit door.

4. Use of facilities in the Surfing Laboratory by individuals is in a first-come-first-served basis.

5. Hardware and software other than those installed in the Surfing Laboratory may not be used.

6. Users should observed the instructions/guidelines on the proper use of facilities in the Surfing Laboratory as displayed in the laboratory or as advised by the MISD ITS technical staff on duty.

7. MISD ITS technical staff on duty may request any use to leave the premises or take appropriate action if the user is:

   i. causing disturbance to other users
   ii. caught attempting to gain unauthorized access to any computer in the Colegio or elsewhere
   iii. altering, deleting, or copying any licensed software on the equipment in the Surfing Laboratory without proper authorization
   iv. moving or relocation any computer equipment, cables or other peripherals in Surfing Laboratory without the permission of the MISD ITS technical staff on duty
   v. defacing or damaging in any way any furniture, equipment, or other properties in the Surfing Laboratory
   vi. eating, drinking, shouting, singing or playing in the Surfing Laboratory
   vii. posting or viewing of obscene material on the computer systems
viii. abusing the privilege of using the computing facilities for non-educational purposes such as playing computer games and watching videos/movies

8. Unattended personal belongings may be removed by the MISD ITS technical staff on duty and the MISD is not responsible for any loss or damage of personal property.

9. MISD is not responsible for the loss of files or data saved in the computers in Surfing Laboratory; Purging of files will be done in a regular basis to ensure computer’s full functionality.

ii. Responsibilities of the users
1. Report suspected virus attacks on computer systems to the MISD ITS technical staff on duty.
2. Keep the Surfing Laboratory clean and tidy.
3. Protect your personal data privacy and security, please close all browser windows in your computer before you leave.
4. Secure your own personal belongings
5. Not allowing others to use his/her ID or not using other’s ID

iii. Surfing Laboratory Reservation
1. Surfing Laboratory can be requested for partial or full reservation for seminars, training or any Colegio’s official activity through MISD-ITS office.
2. Reservation on use of Surfing laboratory should be made three working days prior to the scheduled activity through the MISD-ITS office.
3. The Surfing laboratory can be reserved using the Letran Computer Center (LCC) Reservation Form (RE:06-01-FO-01).

4.3 Guidelines on Room Reservation

4.3.1 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.

A 101 - SL1       A 204 - ITE lec
A 102 - SL2       A 205 - IRM
A 103 - Generic Lab A 206 - 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
A 203 - MM3       A 304 - ECE 2
a. The Dean of SCST must be informed of the desired computer laboratory at least three 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.

4.3.2 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.

5. HEALTH SERVICES

5.1 Medical / Dental Services

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

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

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

5.1.4 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.

5.1.5 Condition requires further management in a hospital setting, they are immediately referred to the nearest hospital with the consent of parents/guardians.

5.1.6 The beds at 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.

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

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

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

- 5.1.10.1 General medical care
- 5.1.10.2 Prescriptions and medications
- 5.1.10.3 Daily OPD consultation
- 5.1.10.4 Referral to area specialists
- 5.1.10.5 Weight and blood pressure monitoring
- 5.1.10.6 Medical examination of students
- 5.1.10.7 Physical examination of athletes
- 5.1.10.8 First aid treatment
- 5.1.10.9 Nutrition information and counseling
  Health counseling/education and awareness

5.1.11 The dental services provided by the clinic are as follows:

- 5.1.11.1 Dental examination
- 5.1.11.2 Dental consultation and referral
- 5.1.11.3 Dental health education program
- 5.1.11.4 Emergency treatment
  - Dental pain
  - Control of secondary post extraction bleeding

5.2 Physical/Dental Examination

5.2.1 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

5.2.2 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

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

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

5.3 Health Record

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

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

5.3.3 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 officer/dentist noted by the Food and Health Services and Director, Human Resource Department.

5.4 Illness

5.4.1 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.

5.4.2 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.

5.4.3 If a student is diagnosed with a communicable illness, parents are requested to notify the faculty/Academic Dean and observe the following:

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

5.4.4 If an antibiotic is prescribed for a contagious condition, student should take the antibiotic for 24 hours before returning to school.
5.4.5 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.

5.4.6 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.

5.4.7 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 a refusal to consent to emergency medical authorization).

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

5.5 Medication

5.5.1 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.

5.5.2 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.

5.5.3 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.

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

5.5.5 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.

5.5.6 The only medication students are allowed to carry in school are inhalers used for asthma treatment.
5.5.7 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.

5.6 **Issuance of Medical Certificate**

5.6.1 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.

5.6.2 Any of the documents stated below is requested from the requesting student/employee to be noted by the school physician for admission slips:

5.6.2.1 Letter signed by the parent/guardian indicating that the student was kept at home due to an illness;
5.6.2.2 Medical certificate issued by attending physician of the student stating the nature of the student’s illness;

5.7 **Request for the Usage of Clinic’s Facilities and Equipment**

5.7.1 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.

5.7.2 Request for first aid kit, wheel chair, stretcher and other clinic equipment 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).

5.8 **Health Insurance for Students**

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

5.8.2 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.
6. LIBRARY SERVICES

6.1. Library Hours of Operation

Each section of the library has different service hours.

<table>
<thead>
<tr>
<th>Unit/Section</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Collection and Program Reference Section</td>
<td>M-T-S</td>
<td>7:00am-6:00pm</td>
</tr>
<tr>
<td></td>
<td>F</td>
<td>7:00am-6:00pm</td>
</tr>
<tr>
<td></td>
<td>M-TTH-S</td>
<td>9:00am-6:00pm</td>
</tr>
<tr>
<td>Special Collection</td>
<td>W</td>
<td>9:00am-5:00pm</td>
</tr>
<tr>
<td></td>
<td>M-W-F</td>
<td>8:00am-6:00pm</td>
</tr>
<tr>
<td>Periodicals, Multimedia and Computer Section</td>
<td>TTH</td>
<td>8:00am-5:00pm</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>8:00am-7:00pm</td>
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<tr>
<td></td>
<td>M</td>
<td>9:00am-5:00pm</td>
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<tr>
<td></td>
<td>W-F</td>
<td>9:00am-6:00pm</td>
</tr>
<tr>
<td>Graduate School Library</td>
<td>S</td>
<td>8:00am-6:00pm</td>
</tr>
<tr>
<td>Basic Education Learning Resource Center</td>
<td>M-F</td>
<td>7:00am-6:00pm</td>
</tr>
<tr>
<td>Technical and Administrative Section</td>
<td>M-F</td>
<td>8:00am-5:00pm</td>
</tr>
</tbody>
</table>

6.2. 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.

iv. Letran faculty, employees, and students

1. All library clients are required to observe the following:

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

   b. 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.

   c. 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.

   d. 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.

   e. 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-31). However, if the Library User Monitoring and Report is down, the library users must fill out the log sheets available at the Circulation desk.

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

6.3. Library Units, Sections, and Collections

6.3.1 Basic Education 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.

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

6.3.3 College Library

6.3.3.1 Periodicals Section
The Periodicals section consists of local and foreign journals, magazines, newspapers and information file (vertical file).

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

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

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

6.3.3.5 General Circulation Section

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

6.3.3.5.2 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.

6.3.3.5.3 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.
6.3.3.5.4 Special Collection Section
This contains research papers of undergraduate students, faculty members, and employee of the Colegio, on-the-job-training/practicum reports, Dominican materials, the Laguna Provincial Socio-Economic Profile and Letran Publications, United Nation Publications, local publications and reference books.

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

6.3.3.7 Computer Section
This section consists of computer workstations to access electronic databases and the Internet.

6.4. Library Users Conduct and Study Atmosphere

6.4.1 With regard to other 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.

6.4.1.1 Laptops, cellular phones with earphones provided volume is kept low.

6.4.1.2 Use of cell phones is allowed, however, it is expected that ring tones must be on, silent mode and calls should be done outside the library.

6.4.1.3 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 hallway for College and at the Basic Education Learning Resource Center, and at the Graduate School Library (for graduate school students only)

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

6.4.2.1 Borrowing or using ID of others

6.4.2.2 Gross discourtesy or acts of disrespect to any library personnel

6.4.2.3 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
6.4.2.4 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

6.4.2.5 Concealment or hiding of library materials in any area of the library for one's exclusive use

6.4.2.6 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

6.4.2.7 Eating and drinking inside the reading area

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

6.4.2.9 Photographing or taking pictures of theses

6.4.2.10 Loitering, running, blocking, or interfering with the free movement of other individuals

6.4.2.11 Harassing, threatening, or showing unlawful and violent behavior to other library users

6.4.2.12 Smoking

6.4.2.13 Playing cards or any other forms of gambling

6.4.2.14 Possession or display of obscene or pornographic materials

6.4.2.15 Use of library telephones unless approved

6.4.2.16 Display or use of weapons of any kind

6.4.2.17 Offensive or obscene language or actions

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

6.4.2.19 Public display of affection/emotion like kissing, hugging, caressing, crying, and other overt sexual behavior
6.4.2.20 Personal grooming like combing one’s or other hair, face make-up, and other related activities.

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

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

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

6.4.2.24 Any other misconduct as stated in the Colegio’s Student Handbook that interferes with the right to enjoy and use the library

6.4.2.25 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 may be 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 keeping, except at the baggage counter/shelves;
   f. leaving of handouts/lecture papers/syllabus to the staff on duty for distribution to the students;
   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.
6.5. Library Sanctions

The following sanctions shall be imposed on any student who shall commit any of the following offenses:

6.5.1 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.

6.5.2 Making unnecessary noise and other actions that could cause noise (loud 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.

6.5.3 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.

6.5.4 Playing Cards, Smoking, Drinking of liquors, 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.

6.5.5 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.

6.5.6 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.

6.5.7 All other offenses are referred to the Chief Librarian, in coordination with the StADD Director, for appropriate disciplinary action.

6.6. Specific Policies

6.6.1 Activation of Library Account

6.6.1.1 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.

6.6.2 Account activation requirements are the following:

6.6.2.1 Listing of students who enrolled during the regular enrollment period will be generated from the Letran System and account will be activated by the assigned staff.
6.6.2.2 For late enrollees, they need to present their registration form/official enrollment form and validated student ID card for the current semester/trimester/academic year.

6.6.2.3 For faculty and employees need to present their office ID card.

6.6.2.4 Employees and administrators who are enrolled in the graduate school program must present their graduate student I.D card and not their office ID card.

6.6.2.5 For contractual/part-time faculty and employees, a certification from HRD or respective Department Head may be submitted.

6.6.3 Client borrower must fill out registration form with pertinent information.

6.6.4 Students must present their ID at every transaction to the library personnel.

6.6.5 Only single account must be activated per user.

6.7. 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 may be 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 these, 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.

6.7.1 College Students

6.7.1.1 Undergraduate students are allowed to borrow a maximum of three books (General Circulation /Filipiniana/Rizaliana) 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 may be renewed provided there is no prior reservation request for the borrowed book.

6.7.1.2 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. On the other hand, Reserve Collection may be borrowed for overnight use. These may be loaned from 4p.m. and should be returned not later than 9a.m. the following day.

6.7.1.3 No more than two periodicals may be borrowed for photocopying at any given time. Reference and Periodicals are allowed for room use only but may be borrowed for two hours for photocopying purposes only.

6.7.1.4 Undergraduate students may barrow 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.

6.7.1.5 No library materials may be loaned two days before the final examination period. However, library materials may be borrowed for room use or photocopying purposes only. Students must leave their ID card to the librarian.
6.7.1.6 Undergraduate students may borrow two Multimedia materials but these are to be used inside the Multimedia Section only.

6.8. **Borrowing Library Materials**

6.8.1 As a privacy policy, the following shall be imposed:

6.8.1.1 All records relating to registration and materials borrowed are strictly confidential.
6.8.1.2 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:
6.8.1.3 it is done with the borrower’s permission
6.8.1.4 as a response to a court order

6.8.2 All library privileges are granted only to the person named on the I.D card; therefore all books and I.D cards are non-transferable.

6.8.3 Borrowers shall fill out the photocopying slip of every material taken out from the library and present it to the Circulation Desk.

6.8.4 Library users shall copy the information provided by the Online Public Access Catalog (OPAC) such as call number, title, author, and location code.

6.8.5 Library user shall register in the library section log book.

6.8.6 Library user shall retrieve the book/materials to be borrowed at the shelf for photocopying or for home loan.

6.8.7 Library user shall present borrowed materials to the library staff assigned at the circulation counter.

6.8.8 Library user shall fill out the book card with their name and I.D. number.
6.8.9 Library staff shall access the library user account and scan/check-out the book in the system.

6.8.10 Library staff shall stamp the book card and date due slip with due date and affix his/her initial.

6.8.11 Library staff shall file book card on its proper due date box.

6.8.12 Borrowing privileges will be suspended until overdue accounts have been settled.

6.9. **Returning Library Materials**

6.9.1 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.

6.9.2 The library staff shall retrieve the book card from the file, stamp the return date, and affix his/her initials on the book card.

6.9.3 Library staff shall insert the book card in the book pocket.

6.9.4 Library staff shall shelve the library materials.

6.9.5 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.

6.9.6 If the library material is overdue, the library staff shall issue payment slip and record the Barrower’s name, ID number and the amount of fine incurred on the Book Fine Collection Logbook.

6.9.7 Library user shall pay the overdue fine at the Cashier and present the Official Receipt (O.R.) to the library staff after payment.
6.9.8 Library staff shall record the O.R. number in Book fine Collection logbook and delete book fine in the Destiny Manager System.

6.9.9 The library staff shall indicate a hold on notice on the students’ record regarding their accountabilities.

6.9.10 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.

6.10. Renewal of Borrowed Library Materials

6.10.1 Most library materials are renewable unless there is no prior reservation.

6.10.2 Overdue materials shall be returned and overdue fines shall be paid first before they may be renewed.

6.10.3 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.

6.10.4 Renewal of library materials must be done during library hours only.

6.11. Reservation of Library Materials

6.11.1 If the library materials are loaned out, borrowers may request for the reservation.

6.11.2 Borrower shall fill out the reservation form.

6.11.3 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.

6.12. Unprocessed Materials

6.12.1 Materials which have neither been catalogued nor appropriately processed for use shall not be circulated.
6.12.2 In most cases, an item which is unprocessed but is specially required, shall undergo rushed processing upon request.

6.12.3 The one requesting shall write a letter requesting for a rushed processing of the material.

6.12.4 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.

6.13. **Recall of Library Materials**

6.13.1 The library shall post announcements/notice on strategic places or bulletin boards regarding students with accountabilities to the library prior to major examinations.

6.13.2 The library shall release the list of students with accountabilities every Monday through their respective academic department.

6.13.3 In the case of urgently required materials, the library may recall these from the current borrower, but confidentiality of the next borrower are kept.


6.14.1 A recall letter is issued to faculty members/employees with delinquent accounts through their respective academic departments/offices.

6.14.1.1 First recall letter is sent to academic and non-academic personnel every Monday.

**Sanction:** Payment of appropriate fine.

6.14.1.2 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.

6.14.1.3 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.

6.15. Fines and Penalties of Library Materials

6.15.1 College and Graduate Students

6.15.1.1 General Circulation Books

Failure to return the books and other library materials on its due date is charged Php5 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; and
3rd Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for two weeks.
4th Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for one month.
5th Offense: Payment of appropriate fine/penalty charges and suspension of library privileges for whole semester/trimester.

6.15.1.2 Reserve Books

A fine of Php5 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 may be imposed.
1st Offense: Verbal warning and payment of appropriate fine
2nd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for one week.
3rd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for the whole semester/trimester.

6.15.1.3 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 one week.
3rd Offense: Payment of appropriate fine/penalty charges; suspension of library privileges for the whole semester/trimester.

6.15.1.4 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

6.15.1.5 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 charges and suspension of library privileges for the rest of the semester or summer.
6.15.1.6 Information Files

Failure to return these materials for photocopying after two hours shall have a penalty of Php10 per hour

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 whole semester/trimester.

6.15.2 The following penalties shall be imposed to all library users.

6.15.2.1 Fines will continue to accumulate on all overdue library materials until the item is renewed, returned, or is declared lost by borrowers.

6.15.2.2 Borrowers with outstanding accountabilities are not allowed to borrow books or be issue referral letter unless back accounts are settled first.

6.15.2.3 Overdue fines apply to all who have failed to return library materials on time.

6.15.3 Matrix of Fines

6.15.3.1 The following shall be diligently observed by the students:

<table>
<thead>
<tr>
<th>COLLECTIONS</th>
<th>MAXIMUM LOAN</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>2</td>
</tr>
<tr>
<td>Reserve</td>
<td>Overnight</td>
<td>2</td>
</tr>
<tr>
<td>Information File</td>
<td>2 hours</td>
<td>2</td>
</tr>
<tr>
<td>Fiction Books</td>
<td>1 week</td>
<td>2</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td>---</td>
</tr>
<tr>
<td>Reference books/Periodicals</td>
<td>2hrs.</td>
<td>2</td>
</tr>
<tr>
<td>Theses/Dissertations</td>
<td>Room use</td>
<td>n/a</td>
</tr>
<tr>
<td>Multimedia Materials</td>
<td>Room use</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### 6.16. **Lost and Replacement Charges of Library Materials**

#### 6.16.1.1 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.
6.16.1.2 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.

6.16.1.3 Methods of Payment

The following procedures are to be observed in payment of fines:

1. The library staff shall assess the book fine on the returned overdue books/or lost book/s.

2. The library staff shall issue payment slip to the borrower.

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.

5. The library staff must record the OR number and update the Destiny Manager System.

6.17. 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 countersigns the clearance. In his/her absence, a librarian shall do the counter signing.
6.18. **Library Education Program**

6.18.1 Library provides orientation to all grade school and high school pupils and teachers during the opening of classes.

6.18.2 Library provides orientation to 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.

6.18.3 Library survey is conducted after each orientation and results are tabulated and analyzed for future reference.

6.19. **Reference Services**

6.19.1 The library provides service for information requests received from customers by telephone, text, Outlook Messenger (OM) and e-mail.

6.19.2 Reference service includes but is not limited to helping customers locate materials, follow directions, and determine information needs.

6.20. **Current Awareness Services**

6.20.1 Index to periodicals and bibliographic listing of newly acquired materials shall be posted on the bulletin board.

6.20.2 List of indexes and bibliographic listing shall be disseminated to different academic department.

6.20.3 Newly acquired materials shall be shelved separately for a month.

6.21 **Referral Services**

6.21.1 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.
6.21.2 A referral letter shall be requested three days prior to the visit.

6.21.3 Referral letter shall be issued to faculty members who conduct institutional research.

6.21.4 All faculty members who study outside the Colegio shall request a referral letter from the institution where they are enrolled.

6.22 Administrative Services

6.22.1 The office of the Chief Librarian initiates a yearly planning for the enhancement of the library services.

6.22.2 The administrative assistant prepares and issues the referral letters one day before the visit of the requestor. Requestor shall claim the requested referral letter. If one fails to claim for two consecutive times, s/he cannot request another referral letter.

6.23 Computer Use Services

6.23.1 The school ID must be presented each time the computer will be used.

6.23.2 Appropriate use of computers and network must be observed.

6.23.3 Any form of vandalism is prohibited inside the Computer Section.

6.23.4 Any malfunctions or damage in the terminals or computers used must be reported immediately to the library staff on duty.

6.23.5 Students who wish to use the computers for accessing the internet need to have an activated library account.

6.23.6 The Internet service is free of charge and should be used for academic research purposes only.

6.23.7 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.

6.23.8 Users must use the terminal assigned to them by the library staff on duty. Swapping of terminal is not allowed.

6.23.9 Only one student should occupy one computer terminal.

6.23.10 In case of group work, the library staff may allow a maximum of two students to occupy a single terminal.

6.23.11 No one is allowed to alter the configuration setting of any computer.

6.23.12 Library users must not attach personal hardware or software to the computer network.

6.23.13 Playing of computer games is not allowed.

6.23.14 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.

6.23.15 Library user may not save to the hard drive for any reason.

6.23.16 Any form of CHAT and accessing PORNOGRAPHIC sites are strictly prohibited.

6.23.17 6.23.15 Deletion or addition of any application is strictly prohibited.

6.23.18 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.

6.23.19 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.

6.23.20 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.

6.23.21 Students who violated any of the above regulations will be immediately reported to the Student Affairs and Development Department

6.2. 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/s are damage/s with a few pencil marks, bent pages, and slight water damage. Sanction: Stern warning with no fee.
b. Major Damage/s to cover and binding require extensive repairs. Cost may vary depending on the size of the material.

c. 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.

d. 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

7. RETREAT AND RECOLLECTIONS

Colegio de 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 formative instruments.

One of these formative instruments is the program for Dominican Empowerment. The said program envisions a Christian community that shares 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.

Nature of the Retreat and Recollection

The institutional retreat and recollection is a wholistic approach. The activity aims to accomplish the Colegio’s mission of a total Christian education. It serves as an opportune time for students to integrate their growth process in life as seen through the following aspects:
**Personal** – to assess one’s own growth vis-à-vis the challenges of life after graduation

**Social** – to see and appreciate the inherent value of the community in relation to the student’s life in the past, present and future

**Spiritual** – to locate, appreciate and value the place of God in one’s continuous quest for meaning

**Psychological** – to assist the graduating student in going through the process of transition from college to a new mode of life; and

**Apostolic** – to help the student realize his/her own growing Christian responsibility towards the church and society.

**Activities include the following:**

- Discussion / Lecture
- Big and Small Group Sharing
- Faith Sharing and Prayer Meeting
- Confession
- Individual Reflection / Prayer Activity
- Holy Mass
- Socials / Solidarity Night
- Rito ng Paghayo

**Mode of Collection of Recollection and Retreat Fee**

One of the developmental programs of the Campus Ministry Department is to provide recollection / retreat programs for all levels.

**Continuing Formation Program for Basic Education**

**Grade 3 Recollection.** In coordination with the Basic Education Department and Dominican Pre-Novices Recollection Fee: Php. 350.00

**Grade 4 Recollection** In coordination with the Basic Education Department and Dominican Pre-Novices Recollection Fee: Php. 350.00
**Grade 5 Recollection** in coordination with the Basic Education Department and Dominican Pre-Novices Recollection Fee: Php. 350.00

**PAGSIBOL Retreat for Grade 6 Pupils** in coordination with the Basic Education Department Retreat Fee: Php. 1,700.00

**Grade 7 Recollection** in coordination with the Basic Education Department and Dominican Pre-Novices Recollection Fee: Php. 600.00

**Grade 8 Recollection** in coordination with the Basic Education Department and Dominican Pre-Novices Recollection Fee: Php. 600.00

**Grade 9 Recollection** in coordination with the Basic Education Department and Dominican Pre-Novices Recollection Fee: Php. 600.00

**PAGHAKBANG Retreat for Grade 10 Students** (Junior High school) in coordination with the Basic Education Department, Retreat Fee: Php. 2,700.00

**PAGSULYAP Daytime Recollection for Grade 11 Students** (Senior High School) in coordination with the Senior High School Department Recollection Fee: Php. 600.00

**PAGLAKBAY Retreat for Graduating Grade 12 Students** (Senior High School) in coordination with the Senior High School Department, Retreat Fee: Php. 2,700.00

**Recollection and Retreat Policies for Students**

To ensure the safety of the participants during the recollection/retreat activities, the policies were formulated by the Director for Campus Ministry based on the existing rules on Offenses, Prohibitions and Sanctions of the Letran Student Handbook.

Students are expected to read and understand the said policies during the activity. Violations of these policies are considered offenses.

1. Possession / display / distribution of pornographic materials and/or articles inside the venue and within the actual program or flow of activities

2. Misconduct during sessions, gatherings and other similar activities
3 Stealing
4 Acts of improper behavior in words or in deeds in the venue (Retreat House premises)
5 Possession and use or being under the influence of prohibited or illegal drugs
6 Possession, drinking or being in the state of intoxication from alcoholic drinks and beverages
7 Smoking during the entire duration of the activity
8 Vandalism or damage of property
9 Gambling
10 Immorality
11 violating the recollection/retreat rules formulated by the organizers and the House Rules by the owner of the Retreat House

**Duration of applicability**

The policies shall be applicable during the entire duration of the activity which includes the time of assembly in Letran before the departure to the venue until the arrival in Letran from the venue of the recollection/retreat activity.

8. **GUIDANCE AND COUNSELING SERVICES OFFICE POLICIES AND GUIDELINES**

8.1 **Admission Test**

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 following guidelines govern the implementation of this Admission Test:

8.1.1 The student applicant will be given three sets of tests. These includes English (30 minutes), Mathematics (40 minutes) and Science (40 minutes).
8.1.2 The 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>Mathematic</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>

8.1.3 The GAS is interpreted using the range and verbal rating below:

- **Very Satisfactory**: 85 – 100
- **Satisfactory**: 76 - 84
- **Above Average**: 68-75
- **High Average**: 55-67
- **Average**: 47-54
- **Low Average**: 39-46
- **Below Average**: 33-38
- **Low**: 21-32
- **Very Low**: 1-20

8.1.4 Students who get a GAS of 39 and above will be allowed to enroll in programs with board examination. There is no GAS requirement for non-board programs except that the student shall pass the Entrance Exam.

8.1.5 Students who received a GAS of 21 to 32 will be considered a probationary student for any program.

8.1.6 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.

8.1.8 The test results shall be used as a basis of the Guidance Counselors in conducting career counseling during the student’s interview.

8.1.9 The test results shall be released after three (3) working days immediately after the exam.
8.1.10 Student applicants are only allowed to take the DPPI Unified Entrance Examination once during the academic year.

8.2 **Handling Cumulative Record**

8.2.1 Each student shall be required to have his/her own individual cumulative record.
8.2.2 All information contained in the cumulative record shall be treated with utmost confidentiality.
8.2.3 The counselors shall be the authorized persons who shall use the individual cumulative record.
8.2.4 Any supplementary records or additional sheets shall be properly inserted in the record of the person concerned.
8.2.5 No student, student assistant, teacher and other member of the community shall be allowed access to the record.
8.2.6 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.

8.3 **Individual Routine Interview**

8.3.1 Each student shall be required to visit his / her guidance counselor at least once per academic year for a routine interview.
8.3.2 Student clearance will not be signed if there will be no record of appearance in the Guidance and Counseling Office.

8.4 **Probationary Students**

8.4.1 All probationary students are required to attend the General Assembly of Probationary Students at the beginning of the semester.
8.4.2 Students should report to the Guidance and Counseling Services Office for an interview a week before major exam.
8.4.3 Students with a General Weighted Average of 75 and above will be uplifted to a regular student status.
8.5 Change Status Form

8.5.1 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.

8.5.2 The form shall be released at the end of the semester.

8.5.3 Students shall present their computerized card (compcard) to the Guidance and Counseling Services Office for verification of the general average.

8.5.4 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.

8.6 Shiftees

8.6.1 Students who wish to shift to another course should secure shifting form from the Registrar’s Office and have their grade evaluated.

8.6.2 Students should present the duly approved shifting form to the Guidance and Counseling Services Office for the administration of Aptitude Test and/or Career Interest Test.

8.6.3 There are two kinds of shiftees: internal shiftees & external shiftees. Internal shiftees are students who plan to shift to another course within the same academic department. They will be required to take Career Interest Inventory in order to recognize their psychological readiness.

8.6.4 External shiftees are students who plan to shift to another course outside their present academic department. Career Interest Inventory and Aptitude Test shall be administered to external shiftees.

8.6.5 Individual counseling session will be conducted after the counselors receive the result of the tests.
8.6.6 After the test and interview, the Assistant Director for Guidance and Counseling Office will sign the shifting form and the student will proceed to the Dean for their approval.

8.7 Request for Psychological Testing

8.7.1 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.

8.7.2 After accomplishing the form, he/she shall be scheduled for examination.

8.7.3 The test results shall be given three working days after the completion. Feedback shall be scheduled with the examinee for clarification and discussion.

8.8 Handling Suspended Students

8.8.1 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.

8.8.2 Suspended students should visit the Guidance and Counseling Services Office for constructive suspension activities (Self-Empowerment Program) on specified date/s of suspension.

8.8.3 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).

8.8.4 Names of students not reporting to the Guidance and Counseling Services Office shall be submitted to the StADD.

8.9 Availment of the Placement Service
8.9.1 Placement service is offered to all graduating students (4th year level—School of Education, Arts, and Sciences, School of Business, Management and Accountancy, School of Nursing, School of Computer Studies and Technology, and those who will complete their academic requirements by summer or October of the same year)

8.9.2 Announcement for the different activities will be made by the Guidance and Counseling Services Office. Information will be sent to the Deans. Scheduling of activities will be on a monthly basis.

8.11 Job Fair

8.11.1 Participants shall register their names on the scheduled date of the activity.

8.11.2 Participants are encouraged to attend the opening program before the actual in-campus hiring.

8.11.3 Clearance shall be signed by the Assistant Director for Guidance and Counseling Services Office or any authorized representative from the said office upon submission of the resume and exit interview form.

8.12 Job Opening

8.12.1 Job openings are posted on the bulletin board of the Guidance and Counseling Services Office.

8.12.2 If application forms are available, students may get them on a first come-first served basis. Students may photocopy the application forms if the requesting company allows it. Each program will have respective placement representatives to facilitate the different placement activities.

9. STUDENT LEADERSHIP PROGRAM
The Colegio encourages students to become involved in leadership opportunities, integrate community service to make a positive difference, and translate their leadership skills to lifelong 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.

9.1 Student Organizations

9.1.1 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.

9.1.2 General Policies

9.1.2.1 The establishment and operation of student organizations in all colleges and universities are governed by the then Department of Education, Culture and Sports Department Orde 61, s. 1985 which provides rules and regulations
concerning student organizations and their activities within the school campus.

9.1.2.2 Students who want to form a student organization should follow the regulations promulgated by the Colegio through the Student Affairs and Development Department (StADD).

9.1.2.3 The Colegio reserves the right not to admit organizations espousing goals/activities contrary to the objectives, mission, and vision of the institution.

9.1.2.4 All Recognized student organizations, student councils and Letran Calamba Student government (LCSG) is directly under the jurisdiction and supervision of the Department.

9.1.2.5 All policies governing the Recognized Student Organizations, Student Councils and Letran Calamba Student Government 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, Student Councils and LCSG.

9.1.3 Specific Policies

9.1.3.1 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.

9.1.3.2 The StADD reserves the right to sanction any organization conducting an activity which is contrary to the mission and vision of the institution.

9.1.3.3 All extra and co-curricular activities should be suspended one week before and during major examination periods.

9.1.3.4 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.

9.1.3.5 All bonafide Letran college students may join any recognized student organization.

9.1.4 Application for Recognition

9.1.4.1 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.

9.1.4.2 The following organizations should seek approval for recognition from the StADD:
   9.1.4.2.1 newly-formed organizations;
   9.1.4.2.2 organizations which became inactive for at least one semester; and
   9.1.4.2.3 probationary organizations, which include suspended organizations that have been existing for two years.

9.1.4.3 Permission to operate is a requirement for the initial operation of any student organization.

9.1.4.4 Any group of at least 15 members intending 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.

9.1.4.5 The following documents must be prepared at the time of application:
   9.1.4.5.2 constitution and by-laws;
   9.1.4.5.3 list of officers and their respective bio-data (RD:04-00-FO-18);
   9.1.4.5.4 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);
9.1.4.5.5 letter of acceptance and bio-data of the adviser (RD:04-00-FO-19; and
9.1.4.5.6 list of members with their respective courses, majors, addresses, and specimen signatures (for non-academic organizations only) (RD:04-00-FO-16).

9.1.4.6 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.

9.1.4.7 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.

9.1.4.8 The Committee for Recognition of Student Organizations shall be composed of the following:

9.1.4.8.a Director, Student Development and Services Department
9.1.4.8.b Student Formation Officer
9.1.4.8.c Student Activities Assistant
9.1.4.8.d Representative from the Administration
9.1.4.8.e Representative from the Faculty
9.1.4.8.f Representative from the Letran Calamba Student Government

9.1.5 Duties of Duly Recognized Student Organizations Recognition Status

9.1.5.1 Student organizations which qualify for recognition
may do the following:

9.1.5.1.a collect membership fee through the Colegio’s cashier’s office;
9.1.5.1.b conduct any activity in the name of their organization;
9.1.5.1.c represent the school in any seminar /conference outside the school; and
9.1.5.1.d apply for allocation for Student Activity Fund (SAF).

9.1.5.2 Student Functions and Assemblies

Student functions and assemblies can be conducted and/or participated in by securing the approval of the authorities concerned. All proposals of the activities should be submitted to StADD one (1) month before the scheduled date of activity (RD:04-00-FO-22).

Five days after the conduct of the activity, student organizations shall submit a financial report (if applicable) and narrative report with documentary pictures of the activity duly signed by the Adviser and the Academic Head (for academic organizations only).

9.1.5.3 Financial Record

All student organizations shall deposit their fund in the bank with their President and Treasurer and Student Activities Assistant as signatories. For Student Councils and LCGS, the primary signatories are the President, Treasurer and the Director for StADD. Nonetheless, they are allowed to set aside Php 5,000.00 as petty cash. Moreover, they are encouraged to save at least 20% of the total fund. All bankbooks shall be kept by the Student Activities Assistant at the StADD office. All financial reports will be checked by the Student Activities Assistant before endorsing them to the
Accounting Office for Final Audit. The photocopy of the said bankbooks shall likewise be included in the financial report that the organization shall submit at the end of the academic year. The organization must maintain a book of accounts which shall be presented by their respective presidents to the StADD during their monthly cluster meeting.

Five days after the conduct of the activity approved by the StADD, student organizations shall submit to the office a liquidation report signed by the organizations’ Treasurer and President, and noted by the Adviser and Academic Head (for academic organizations only). Official receipts must also be attached.

9.1.5.4 Monthly Meeting

Recognized student organizations, School Councils and LCSG shall report to StADD for the updates about their respective organizations. Monthly meetings with student organizations and quarterly or special meeting with the advisers shall be conducted by the Student Activities Assistant for closer coordination/monitoring.

The Student Activities Assistant shall divide the recognized student organizations into clusters. S/he shall assign the student organizations their respective clusters. Each cluster shall report to StADD on the day assigned to them. This shall facilitate access and monitoring of the conduct of activity of each recognized student organization.

9.1.5.5 Journal of Activities

Each recognized student organization shall maintain a logbook where all data/information pertaining to the conduct of the activities/projects of the organization, e.g. minutes/agenda of the meeting and follow-up of activities are recorded. This logbook, along with the compilation of the minutes of their meeting duly signed by their Adviser and Academic Head (for academic organizations only), shall be presented to
StADD during the monthly cluster meeting.

9.1.5.6 Inventory

Each recognized student organization must submit during the application period and before the end of the school year an itemized report of the financial records, materials and pieces of equipment under the organization's custody.

9.1.5.7 Constitution

Members of the recognized student organization must be familiar with the organization's constitution, which is duly signed by them.

9.1.5.8 Membership Fee

The StADD shall monitor the membership fee of each student organization. No student organization may impose or change its prevailing membership fee without prior approval from StADD. As per current practice, membership fee should be based on the size of the organization. The membership fee must not exceed Php 500.00 per academic year except in some organizations wherein they are allowed to exceed as approved by the Vice President for Finance.

9.1.5.9 Categories of Student Activities

Student activities shall likewise be evaluated according to the following six Student Leadership Program Key Result Areas:

9.1.5.9.a Participatory Team Building;
9.1.5.9.b Integrated Organizational Management;
9.1.5.9.c Relevant Co-curricular Activities;
9.1.5.9.d Engaged Institutional Involvement;
9.1.5.9.e Responsive Community and Extension Services;
and
9.1.5.9.f Empowered Dominican Community.
9.1.6 Selection of RSO Adviser

9.1.6.1 The Student Government and Student Councils shall select their adviser according to the qualifications set forth by the StADD. The Student Affairs and Development Department (StADD) Director serves as ex-officio adviser of the Letran Calamba Student Government. The StADD Director may seek the assistance of Student Activities Assistant or any StADD personnel in monitoring the activities of the Council.

9.1.6.2 Any Faculty may perform advising role to the academic organizations of a particular program but he/she meets the qualifications set forth by the StADD.

9.1.6.3 In addition to their regular appointment, any qualified faculty or employees on permanent status may be appointed as advisers of non-academic student organizations subject to screening procedure of the Director for Student Affairs and Development. If no permanent faculty is available, a probationary faculty may assume advisorship of an established RSO.

9.1.6.4 Each student organization selects an adviser subject to the approval of the Vice President for Religious Education, Mission and Identity (REMI) upon recommendation by the StADD Director.

9.1.6.5 Student organizations must have only one adviser.

9.1.6.6 The following are the qualification standards for advisers:

9.1.6.6.a S/He is a full-time permanent/probationary faculty member or employee in the Colegio.
9.1.6.6.b S/He should not be advising any other RSO.
9.1.6.6.c For academic-related organizations, an adviser must have an academic preparation, professional training, or experience related to the organization s/he is advising.
9.1.6.6.d For non-academic student organizations, the adviser must be knowledgeable of the organization’s area of specialization.
9.1.6.6.e S/he has at least a “Very Good” evaluation rating based on previous advisees’ evaluation.
9.1.6.6.f S/he has a good moral character, with personal integrity and has not been subjected to any grievance or disciplinary proceedings during the period of his/her employment in the Colegio.
9.1.6.6.g S/he has strong commitment and willingness to devote time and effort to student development.
9.1.6.6.h S/he has good leadership and interpersonal skills and is committed in maintaining harmonious and pleasant personal and official relations with other faculty, employees, and officials of the school.

9.1.6.7 In extreme cases, however, when no full-time permanent faculty member is available, a full-time probationary faculty (with at least a year of Very Satisfactory Performance), regular employee, administrative officer or administrator may be considered for appointment as an adviser.

9.1.6.8 Procedures for selection of RSO Adviser:
9.1.6.8.a The student organization shall select the adviser according to the qualifications set forth by the StADD.
9.1.6.8.b The student organization submits the names of the prospective adviser attached with the following:
   • Acceptance letter; and
   • Updated curriculum vitae with 2 x 2 recent picture.
9.1.6.8.c The StADD invites the adviser for an interview.
9.1.6.8.d The StADD forwards to the VP for REMI the names of qualified advisers of student organizations.
9.1.6.8.f The tenure of office of an adviser shall be on a per semestral basis subject to renewal after s/he again meets the qualification standards.

9.1.6.8.g His/Her appointment may be terminated after determining the accountability of the erring RSO adviser based on the following grounds:

- negligence or dereliction of duty;
- abuse of authority;
- embezzlement of funds;
- disgraceful or immoral conduct;
- sexual harassment;
- illegal collection of funds;
- gross inefficiency or incompetence;
- tampering or falsification of documents; and
- commission or conviction of a crime.

9.1.6.9 Functions of RSO Adviser:

9.1.6.9.1 Assist the organization in planning and periodic evaluation of its programs and activities;

9.1.6.9.2 Serve as primary resource person of the organization, especially in its effort to achieve its plans and activities as well as in training and other developmental activities;

9.1.6.9.3 Help the individual members recognize issues and concerns and process them to resolve in the most appropriate manner;

9.1.6.9.4 Review all written communications, requests, project proposals, and give initial approval to the activities of the organization;

9.1.6.9.5 Accompany the organization in all its official external activities;

9.1.6.9.6 Review the financial management of the organization; and

9.1.6.9.7 Attend the meetings of the organization and note pertinent issues raised by the group/members.
9.1.6.10 The faculty member’s last pay during the semester shall be released only if the organization being advised has already been cleared of any accountability and has submitted the needed accomplishment, liquidation, and financial reports to the StADD and the Finance Division.

9.1.6.11 In cases, however, when the adviser is a full-time probationary faculty, regular employee, administrative officer, or administrator, an honorarium amounting to two thousand five hundred pesos (Php 2,500) is payable at the end of the semester. The honorarium shall be taken from the Student Activity Fee collection every semester, which shall be requested by the Student Activities Assistant.

9.1.6.12 Honorarium shall be released to the concerned adviser only if the organization being advised has already been cleared of any accountability and has submitted the needed accomplishment, liquidation, and financial reports to the StADD and the Finance Division.

9.1.7 Recruitment of Members
9.1.7.1 Recruitment of members apply only to non-academic organizations since membership to an academic organization is based on the program where the student is enrolled.

9.1.7.2 All non-academic recognized student organizations may recruit, orient, and induct new members after acquiring permission from the Director for StADD.

9.1.7.3 The StADD will schedule the recruitment week for non-academic organizations. It is usually done on the first month of classes.
9.1.7.4 Recruitment, selection, orientation, and/or initiation conducted by any recognized student organization shall be subjected to the following limitations:

9.1.7.4.a No recruitment, selection, and orientation shall be conducted two weeks prior to the scheduled major examination.

9.1.7.4.b Initiation rites involving violence, public humiliation, verbal abuse, body contact, physical pain, harassment, mental torture, or subjecting applicant to do mental torture, or subjecting applicant to do something beyond human dignity is absolutely prohibited.

9.1.7.5 Violations of these provisions on recruitment, selection, and orientation of prospective members shall cause the automatic cancellation of the Certificate of Recognition given to the organization without prejudice to any disciplinary action and/or criminal prosecution against the organization and its members.

9.1.8 Membership/Officership in Organization

9.1.8.1 All bonafide Letran college students may join two other recognized student organizations (student council, non-academic organization, volunteer group, cultural group affiliated under the Culture and Arts Department, or Knight Publication) aside from their respective academic organizations where membership is compulsory.

9.1.8.2 Students are allowed to assume leadership positions in only two organizations provided that neither is a major position (i.e., President, Vice-President, Secretary, Treasurer, and Auditor).

9.1.8.3 College students who are interested to run and be elected for certain position in the organization need to have a GWA of at least 80% for major positions, and at least 79% for minor positions.
with no failing grades. The GWA shall be based on the academic performance of the previous two semesters of their attendance in Letran with a minimum load of at least 18 units per semester. In the current semester, they must also have a minimum academic load of 15 units or less as indicated in the approved curriculum.

9.1.8.4 The grades in Physical Education (PE), National Service Training Program (NSTP), College Orientation, and Personality Development shall be considered in the computation of the weighted average. The student should not have incurred a failure or unauthorized withdrawal (UW) in any subject including PE, NSTP, College Orientation, and Personality Development during the previous two semesters of their attendance.

9.1.8.5 If the candidate does not meet the grade required, s/he will still be allowed to run but s/he will be placed on probation in case s/he wins in the election. If placed on probation, s/he will be given another semester to improve his/her grades. If academic progress is not made after the prelim period of the succeeding semester, the individual will be required to resign from his/her position immediately.

9.1.8.6 First year students are allowed to run for any position. The first semester grade and 4th Year High School GWA shall be considered as basis of the academic standing because election for most recognized student organizations takes place before the end of the second semester. Probationary students are not allowed to run for any elective position. Students who have record of any infraction inside or outside the school will not also be allowed to run for any elective position.

9.1.8.7 Transferees should have at least one semester of residency in the Coelgio before they will be allowed to run.
9.1.8.8 All the election processes of the academic and non-academic organizations shall be facilitated by the Letran Commission on Elections (LECOMELEC).

9.1.8.9 Candidates for elective position shall follow the rules and regulations set by the Letran Commission on Elections (LECOMELEC) on the process of elections.

9.1.8.10 Once elected or appointed as an officer, the student must maintain a GWA of at least 80% for major positions, and at least 79% for minor positions, without failure or UW in any subject. S/he must be of good moral character.

9.1.8.11 Student leaders shall submit every semester to their adviser of the organization a photocopy of their compcard. It is also the duty of the organization, student councils and LCSG to submit the Academic Monitoring form (RD:04-00-FO-28) together with the copy of their compcard for close monitoring of their academic standing. The Student Activities Assistant monitors the academic standing of the officers and recommends action to the StADD where the officer fails to meet the required GWA.

9.1.8.12 If the officer does not meet the grade required, s/he will be placed on probation. If placed on probation, s/he will be given another semester to improve his/her grades. If academic progress is not made after the prelim period of the succeeding semester, the individual will be required to resign from his/her position immediately.

9.1.8.13 In cases where there will be vacancy because of the previously mentioned reason, the organization's rule on filling out of vacancy will be observed as mentioned in their respective constitution and by-laws.
On and Off-Campus Activities

9.1.9.1 Student activities can be conducted and/or participated in by securing the approval of the authorities concerned through the StADD (RD:04-00-FO-22).

9.1.9.2 An application form from the StADD shall be submitted to the same office thirty (30) days before the conduct of the proposed activity. If in cases wherein the organization fails to submit an activity proposal within the given period of time due to unexpected circumstances, a letter of justification must be submitted.

9.1.9.3 Submission of other pertinent requirements and observance of all StADD prescribed rules and regulations in the conduct of such functions/assemblies are vital for the approval of the proposed activity.

9.1.9.4 Activities held without approval are considered illegal and may be considered a ground for administrative sanction on erring organization/s.

9.1.9.5 Non-compliance with this provision shall be dealt with appropriate penalty.

9.1.9.6 In case the student functions/assemblies shall require the use of campus facilities, a separate arrangement with the authorities concerned shall be made by the sponsoring organization, group, or club as soon as the StADD has approved the activity.

9.1.9.7 Seminar-workshop or other related activity that shall be held overnight shall require (in addition to other requirement) a written permission from parents/guardian.

9.1.9.8 A copy of the evaluation of the activity must be submitted to the StADD for reference and record purposes (RD:04-00-FO-22).
9.1.9.9 Specific Guidelines

9.1.9.9.1 Social Affairs or Parties

9.1.9.9.1.1 Admission charges, which may be deemed necessary, should be minimal with the revenue going towards defraying the cost of music, decorations, refreshments, and the like. Receipts should be issued for this purpose.

9.1.9.9.1.2 A social affair taking place under the school's auspices or in school property should be properly supervised by the faculty adviser and others who may be authorized to do so. The services of police officers, in addition to security guards, may be employed for the occasion.

9.1.9.9.1.3 A social affair may be extended beyond 11 p.m. provided that security measures submitted to the StADD are strictly observed and directly supervised by the adviser and officers of the concerned student organization.

9.1.9.9.1.4 Whether held inside or outside the campus, the sponsoring group, organization, or club should include in the plan the safe conduct of the participants from the affair's venue to their homes.

9.1.9.9.1.5 Ban on social affairs shall be observed one week before the start of any major examination. This is to ensure that all academic activities take precedence over other activities.
9.1.9.9.2 Fund-Raising Projects / Solicitation Move

9.1.9.9.2.1 A fund-raising activity must be motivated by an objective consistent with the goals and mission of the institution and the thrust of the sponsoring recognized student organization.

9.1.9.9.2.2 Proponents of fund-raising activities must secure first the approval of the Vice-President for Finance through the StADD, and VP for Religious Education, Mission and Identity.

9.1.9.9.2.3 Tickets or any related materials must not be released without prior approval from the StADD.

9.1.9.9.2.4 In the case of a raffle project, prizes must be displayed at some strategic place on campus before the raffle takes place. If the prize is in the form of cash or small items, such should be publicly announced through posters before the raffle date. The list of winners must likewise be publicly proclaimed through notices on the bulletin boards around the campus.

9.1.9.9.2.5 Student organizations, groups, or clubs granted permission to hold a fund-raising project/activity must submit a financial report to the StADD signed by the president/treasurer and adviser of the organization ten working days after the termination of the activity.

9.1.9.9.3 Symposia, Fora, and Other Seminar-Workshop-Type Activities be drawn from a desire to fulfill the College goals and school mission.
9.1.9.9.3.2 Activities of this nature, which are intellectually stimulating, must be well-planned, properly motivated by a genuine need to supplement regular curricular programs, and sponsored by an organization directly connected with the institution.

9.1.9.9.3.3 Persons to be invited as speakers shall be those who have distinguished themselves in their respective discipline or endeavor and shall contribute to the educational objectives of the College as well as the sponsoring organization.

9.1.9.9.3.4 institution may withhold its approval when it has been established that the invited speaker is:

9.1.9.9.3.4.1 a person who advocates or espouses the use of violence and disruptive measures to achieve his/her end; and/or

9.1.9.9.3.4.2 a person who has maliciously damaged the good name of the institution and its administration.

9.1.9.9.3.4.3 a person who espouses an ideology that directly contradicts the principles that the Colegio stand for.

9.1.9.9.4 Outreach Activities
Outreach activities are charitable acts performed by student organizations with communities outside Letran as the main beneficiaries. Application for approval shall follow the same procedures as other activities. However, outreach activities should also be coordinated with and endorsed by the Community and Extension Services (CES) prior to the StADD’s final approval.
9.1.9.9.5 Religious Activities

Application for Approval shall follow the same procedures as other activities. However, religious activities should also be coordinated with and endorsed by the Director for Campus Ministry prior to the StADD’s approval.

9.1.10 Mechanics for Securing Approval

9.1.10.1.1 The following information should be specifically stated in the application forms:

9.1.10.1.2 Social Affairs or Party
   9.1.10.1.2.1 Objectives
   9.1.10.1.2.2 nature of the activity
   9.1.10.1.2.3 name of the sponsoring organization / group
   9.1.10.1.2.4 venue
   9.1.10.1.2.5 manner of security to be enforced
   9.1.10.1.2.6 amount of monetary contribution
     (if any)
   9.1.10.1.2.7 expected participants
   9.1.10.1.2.8 program of activities

9.1.10.1.3 Fund-Raising Activity (RD:04-00-FO-23)

   9.1.10.1.3.1 name of the sponsoring organization / group
   9.1.10.1.3.2 objectives
   9.1.10.1.3.3 nature of the activity
   9.1.10.1.3.4 targeted market/clientele
   9.1.10.1.3.5 date/s of implementation
   9.1.10.1.3.6 intended prizes (if there are prizes involved)
   9.1.10.1.3.7 ticket prices (if there are tickets involved)
   9.1.10.1.3.8 venue
   9.1.10.1.3.9 beneficiary
   9.1.10.1.3.10 manner as to how the funds shall be used
9.1.10.1.4 Symposia, Fora, etc.

9.1.10.1.4.1 objectives
9.1.10.1.4.2 date
9.1.10.1.4.3 venue
9.1.10.1.4.4 time
9.1.10.1.4.5 list of prospective speakers and their background
9.1.10.1.4.6 intended participants
9.1.10.1.4.7 honoraria (if any)
9.1.10.1.4.8 tentative program
9.1.10.1.4.9 financial plan (if necessary)

9.1.10.1.5 The application form which contains the financial/budget plan should be:

9.1.10.1.5.1 signed by the president of the sponsoring organization, group, or club
9.1.10.1.5.2 noted and properly endorsed by the adviser
9.1.10.1.5.3 approved by the authorities concerned

9.1.11 Participation in Outside Activities
(RD:04-00-FO-31& RD:04-00-FO-50)

9.1.11.1 Letran students may participate in any outside activity-contest, play, band, exhibition games, symposium, society or group as representatives of the Colegio, provided, that they have a written authorization from the Student Affairs and Development Department and the Academic Head concerned.

9.1.11.2 Any recognized student organization that wishes to conduct a student activity outside the school premises should first seek formal approval from the StADD.

9.1.11.3 All off-campus activities of recognized student organizations must be closely supervised by their respective faculty/staff advisers (RD:04-00-FO-30).
9.1.11.4 Activities sponsored and/or co-sponsored by any organization outside of the institution shall not be allowed without the approval of the StADD.

9.1.12 Student Assembly

9.1.12.1 A student assembly shall mean convocation, symposium, seminar, workshop, procession, march, demonstration, rally, or any other form of meeting held by duly recognized student organizations within the campus for such purposes as the discussion of issues, presentation of a lawful cause, expression of opinion, or petition for redress of grievances.

9.1.12.2 Assemblies organized by the students shall be regarded official if they are in accordance with the prescribed rules and regulations of CHED and the institution.

9.1.12.3 No assembly shall be allowed without the approval of the Student Affairs and Development Department (StADD).

9.1.12.4 Any recognized student organization may sponsor a student assembly and apply for a permit.

9.1.12.5 The application for a permit forwarded to the Director for Student Affairs and Development 30 working days before the proposed activity should state the following:

9.1.12.5.1 date, time and duration
9.1.12.5.2 venue
9.1.12.5.3 estimated number of participants
9.1.12.5.4 invited guests and/or speakers, if any
9.1.12.5.5 leaders and/or organizers of the activity

unrecognized organizations attempt to organize illegal assemblies or conduct other illegal activities.
9.1.13 Allocation of Student Activity Fund (SAF)

9.1.13.1 It is the policy of the StADD to allocate SAF according to the actual financial requirements proposed by the student organizations and the availability of funds.

9.1.13.2 It is also the policy of the StADD to grant a higher allocation to student organizations who were awarded the Gawad Arriba as an incentive to their exemplary performance.

9.1.13.3 The StADD shall require the student organizations, student councils, and Letran Calamba Student Government to submit their proposed plans and activities that would require subsidy from the SAF.

9.1.13.4 The said activities must conform with the requirements set by the StADD.

9.1.13.5 The StADD shall prepare a list of activities of the office itself and the student organizations, student councils and Letran Calamba Student Government for SAF subsidy.

9.1.13.6 The StADD Student Activities Assistant shall request information from the Accounting Coordinator regarding the allocation of SAF.

9.1.13.7 The StADD shall prepare its proposed allocation based on the data provided by the Accounting Coordinator.
9.1.13.8 The StADD shall submit its proposed allocation to the Finance Division for adjustment and approval.

9.1.13.9 The VP for Finance shall approve the proposal.

9.1.13.10 The StADD and the student organizations, council of leaders and Letran Calamba Student Government concerned shall request the release of SAF allocation per activity every semester.

9.1.14 Offenses and Sanctions

9.1.14.1 Any of the following circumstances are grounds for either suspension or withdrawal of recognition of a student organization by the Student Affairs and Development Department:

9.1.14.1.1 The organization violates its own constitution
Sanction: First offense: written warning
Second offense: suspension
Third offense: withdrawal of recognition

9.1.14.1.2 The organization fails to comply/follow the policies set by their department and the Student Affairs and Development Department:
Sanction: First offense: written warning
Second offense: final written warning
Third offense: suspension
Fourth offense: withdrawal of recognition

9.1.14.1.3 The organization engaged in/supported subversive moves and other activities which are against the goals/policies of the institution
Sanction: First offense: withdrawal of recognition

Sanction: First offense: written warning
   Second offense: final written warning
   Third offense: suspension
   Fourth offense: withdrawal of recognition

9.1.14.1.5 The organization fails to attend the meetings, gatherings or activities set by the Student Affairs and Development Department.

Sanction: First offense: written warning
   Second offense: final written warning
   Third offense: suspension
   Fourth offense: withdrawal of recognition

9.1.15 Evaluation of Student Organizations

9.1.15.1 It is the policy of the StADD to conduct a semestral and annual evaluation of student organizations, student councils and Letran Calamba Student Government (RD:04-00-FO-26) based on the standards set by the StADD.

9.1.15.2 The StADD shall communicate to the student organizations, student councils and Letran Calamba Student Government and their advisers concerning the schedule of the evaluation and the documents that need to be prepared.

9.1.15.3 For semestral evaluation: The president and/or selected officers of the student organizations, student councils and Letran Calamba Student Government shall report to the Student Activities Assistant for their evaluation. The following materials/documents have to be presented: financial report, journal of the organization, copies of narrative reports.

9.1.15.4 For annual evaluation: The president and/or selected officers of the student organizations, student councils and Letran Calamba Student Government shall report to the Committee for Recognition of the Student Organizations for
their evaluation. The following materials/documents have to be presented: financial report, journal of the organization, copies of narrative reports.

9.1.15.5 For the annual evaluation, the Committee for Recognition of the Student Organizations shall deliberate on the merit of the student organization based on the documents submitted and its oral presentation.

9.1.15.6 The Student Activities Assistant shall meet the officers of the student organizations, student councils and Letran Calamba Student Government to discuss the evaluation results.

9.1.15.7 The Student Activities Assistant shall endorse the evaluation result of the recognized student organizations to the Director for Student Affairs and Development Department for initial approval.

9.1.15.8 The Director for Student Affairs and Development Department shall endorse the evaluation result of the recognized student organizations, student councils, and Letran Calamba Student Government to the VP for REMI for final approval.

9.1.16 Gawad Arriba

9.1.16.1 It is the policy of the StADD to grant the Gawad Arriba to:

9.1.16.1.1 student organizations that garnered the highest rating in the annual evaluation both for academic and non-academic organizations; and

9.1.16.2 Student Councils and Letran Calamba

9.1.16.1.2 student organizations that topped in each of the student leadership program’s KRAs;
Student Government are not qualified for the Gawad Arriba since it is only intended for academic and non-academic organizations.

9.1.16.3 After the evaluation (RD:04-00-FO-26), the StADD shall collate and compute the ratings of each student organization as provided by the members of the Committee for Recognition of Student Organizations.

9.1.16.4 The members of the Committee for Recognition of Student Organizations shall convene to deliberate the results of the evaluation and finalize the list of student organizations who shall get the Gawad Arriba.

9.1.16.5 The Student Activities Assistant shall notify the Gawad Arriba awardees through a letter informing them about the said award.

9.1.17 Renewal of Recognition

9.1.17.1 Recognized student organizations, Student Councils, and Letran Calamba Student Government applying for renewal of recognition should submit the following to the StADD:

9.1.17.1.1 accomplished form for renewal (RD:04-00-FO-20);

9.1.17.1.2 list of new set of officers and their respective Bio-data (RD:04-00-FO-18);
9.1.17.1.3 proposed activities for the year with a brief description of each activity, tentative dates of implementation, plan of action for each activity and proposed budget (RD:04-00- FO-17), (RD:04-00-FO-22);

9.1.17.1.4 letter of acceptance and Bio-data of the adviser; (RD:04-00-FO-19)

9.1.17.1.5 list of members with their respective courses, majors, addresses and specimen signatures for non-academic organizations only (RD:04-00-FO-16); and

9.1.17.1.6 amended constitution and by-laws duly signed by the officers, if any.

9.1.17.2 The renewal of recognition/accreditation of student organization is a precondition for its operation in the College. A Certificate of Recognition shall be given to the organization upon the organization’s full compliance with the requirements.

9.1.17.3 Student organizations who failed to meet the criteria for evaluation set by the Committee for Recognition of Student Organizations shall be dropped from the roster. They are allowed to re-apply for recognition after a year of reprieve observing the procedures for Application for Recognition. They shall be covered by the semestral evaluation conducted before the close of the academic year.
9.1.17.4 Non-compliance with the requirements and procedures of the evaluation process also means automatic disqualification of the student organizations concerned.

9.1.17.5 Student organizations given probationary recognition twice shall be automatically disqualified from re-application or renewal of recognition and may be allowed to re-apply for recognition only after a year of reprieve.

9.1.17.6 A newly approved student organization shall automatically get a probationary recognition and shall be subject to a semestral evaluation. Probationary recognition is official and granted with certain conditions. Student organizations granted a probationary recognition are expected to improve on their previous performance/record as a condition for lifting before the close of the academic year.

9.1.17.7 Fully recognized student organizations who failed to submit their documents within the stipulated schedule or appear at the evaluation session may renew their application for recognition during the semestral evaluation. Once approved, they will automatically get probationary recognition. Repetition of the same failure is considered automatic forfeiture of their application. This being the case, they will be dropped from the roster and may be allowed to re-apply for recognition only after a year of reprieve.
9.1.17.8 When the organization, which has ceased its activities for at least one year desires to operate again, the policies and procedures on Application for Recognition shall be followed.

9.1.18 Non-Recognition of Student Organizations

9.1.18.1 It is the policy of the StADD not to recognize student organizations on the basis of the following reasons:

9.1.18.1.1 the student organization habitually violates StADD policies on student organizations and student activities;

9.1.18.1.2 the student organization has been given severe penalty as a result of the said violations;

9.1.18.1.3 the student organization fails to comply with the standards of effective organizational performance set by the StADD.

9.1.18.1.4 the student organization committed a major violation of the school policy.

9.1.18.2 After the annual evaluation of student their probationary status. They shall also be covered by the semestral evaluation conducted
organizations, the Student Activities Assistant shall meet the student organizations who failed to qualify for recognition.

9.1.18.3 Students who belong to non-recognized academic organization may organize themselves and may even conduct curricular activities as part of their academic requirement. In these activities, the concerned students should abide by the policies and procedures on curricular activities set by the Academic Heads.

9.1.18.4 Student organizations who fail to qualify for recognition may not do the following:

9.1.18.4.1 collect membership fee through the cashier’s office;
9.1.18.4.2 conduct any activity in the name of their organization;
9.1.18.4.3 represent the school in any seminars/conferences outside the school;
9.1.18.4.4 apply for allocation for Student Activity Fund; and
9.1.18.4.5 attend the yearly PANDAYAN Leadership Conference.

9.1.18.5 All appeals for reconsideration of the decision made by the Committee for Recognition of Student Organizations should be addressed to the Vice President for REMI.

9.1.19 Rehabilitation of Non-Recognized Student Organizations
9.1.19.1 It is the policy of the StADD to help non-recognized student organizations who intend to regain their official recognition. The program is not a guarantee for eventual recognition of the student organization concerned. It is only a means to provide learning experience for organizations who want to improve themselves.
rehabilitation program should signify their intention to do so in writing addressed to the Director for Student Affairs and Development Department noted by their adviser.

9.1.19.3 The StADD, through the Student Activities Assistant, will conduct a needs-assessment survey with the said organization as respondent. The adviser of the organization will also be interviewed to further inquire on specific problem areas of the organization.

9.1.19.4 Based on the results of the needs-assessment survey, the StADD, through the Student Activities Assistant shall design a program suited for the requesting student organization.

9.1.19.5 The StADD shall enlist the help of other recognized student organizations to be its partners in implementing the program.

9.2 Student Leadership Award

9.2.1 Rationale

The Colegio recognizes non-academic achievements through the Leadership Award or Gawad para sa Natatanging Lider. This is granted to a graduating student whose involvement in socio-civic, religious, academic, sports, cultural, and or/literary services or functions especially in Letran is exemplary.

9.2.2 General Policies

9.2.2.1 Activities and/or accomplishments of the student nominee for the period of his/her stay in the
institution shall be credited. Such activities and/or accomplishments must be supported by authenticated documents. All activities without supporting documents shall not be credited.

9.2.2.2 A Screening Committee, composed of the following, will be convened to screen, evaluate, and deliberate on the candidates for the Leadership Award:

9.2.2.2.1 Vice President for Religious Education, Mission and Identity
9.2.2.2.2 Assistant Vice President for Religious Education, Mission and Identity
9.2.2.2.3 Director for Student Affairs and Development Department
9.2.2.2.4 Representative from the Academic Division
9.2.2.2.5 Representative from the RSO Advisers
9.2.2.2.6 Student Activities Assistant
9.2.2.2.7 Student Representative from the Letran Calamba Student Government; and
9.2.2.2.8 Student representative from the Alliance of Recognized Student Organizations.

9.2.2.3 The Screening Committee shall submit its recommendation to the Father Rector/President for consideration.

9.2.2.4 The Leadership award is given during the Gawad Arriba and in the Graduation Ceremony.

9.2.2.5 The recipient of the Leadership Award shall have the privilege to lead the graduating class in the declaration of the Letranites’ Code of Honor during the annual graduation ceremonies.
9.2.3 Specific Policies

9.2.3.2 The candidates for the award must be graduating during the second semester of the current academic year.

9.2.3.3 The candidates should have no pending case or concluded derogatory records.

9.2.3.4 The nominations for Leadership Awards are open to current and previous officers of the following:

9.2.3.4.1 Letran Calamba Student Government;
9.2.3.4.2 Alliance of Recognized Student Organizations;
9.2.3.4.3 School Student Councils;
9.2.3.4.4 Recognized Academic Student Organizations; and
9.2.3.4.6 Volunteer and/or Auxiliary Groups.

9.2.3.5 The nomination form must be accomplished by the nominator. Any member of the Letran community, except the members of the Screening Committee, is qualified to nominate.

9.2.3.6 The forms are available at the Student Affairs and Development Department (StADD). The StADD sets the deadline of submission of nomination form.

9.2.3.7 The final list of student nominees will be posted at various bulletin boards of the Colegio.

9.2.3.8 Nominated students must accomplish the Leadership Award Form and should submit the same accompanied by the requirements on or before the deadline set by the StADD.
9.2.3.9 The Requirements for Leadership Award are as follows:

9.2.3.9.1 Duly accomplished Leadership Award Application Form in nine copies excluding the original application form;

9.2.3.9.2 Two copies of 2x2 picture attached to the Application form;

9.2.3.9.3 Photocopy of certificates of membership in various organizations, seminars attended, and activities participated; and

9.2.3.9.4 Two recommendation letters, one from faculty/employee/administrator and one from a student.

9.2.3.10 A nominator can only nominate once.

9.2.3.11 The nominee, if s/he passed the initial screening done by StADD, will be notified through a letter regarding his/her nomination and will be invited for an interview and essay writing in which the topic shall be determined by the committee.
Section 5

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:

Displaying of signs and banners at the campus gate. Posting of materials by a private organization inside the campus.

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
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 therein 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 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 may be affixed to bulletin boards. It must not exceed 11" x 17" 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 may be displayed only to designated places. Its size must not exceed 1 x 3 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 presentability. Edited copy must be produced and subjected to proof reading.

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 and outside the Colegio, should not be in conflict with the values that the Colegio wants to share with its stakeholders. As such, the use of vulgar and/or profane language is strictly prohibited.
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 yearbook for the Colegio. The Editorial Board shall be composed of 1 grade 6 class adviser for the Grade School; 1 4th 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 of which all minds that come to Letran are molded. Its white (or silver) cross bespeaks of the purity which must be attained. The blue and red field indicates Letran, the battleground 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 logotype 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 superprinting 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 typeface if the logo appears with the Colegio's name.

Colegio de San Juan de Letran Calamba

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
4. Sourcing of Sponsorships for Student Activities

The sourcing of sponsorship for student activities shall be done under the supervision of the Auxiliary Business Department as stipulated in the quality procedure on sourcing of sponsorship (FD:02-00-QP-04).

4.1 The Auxiliary Business Department shall supervise the sponsorship requirements for student activities.

4.2 The sponsorship requirement of Recognized Student Organizations (RSO) shall be endorsed by the Student Activities Assistant while the sponsorship requirements for class activities shall be endorsed by the subject teacher.

4.3 Copy of the approved Project Proposal shall be submitted to the Auxiliary Business Director. Based on the activity plan, the requesting party shall identify the possible sponsors and the form of sponsorship required, whether in the form of product, service or cash under the supervision of Auxiliary Business Director.

4.4 Sponsorship requirements must be done at least two months prior to the date required. For a major activity, a longer lead time of at least six months would be required.

4.5 For student activities, solicitation is preferably in the form of product or service. If cash donation cannot be avoided, the amount solicited must be remitted to the Cashier’s Office for issuance of an official receipt (OR).

4.6 The requesting party submits the list of proposed sponsors (FD:00-02-FO-08) to the Auxiliary Business Department.

4.7 The requesting party drafts the solicitation letters in coordination with the Auxiliary Business Director. The letter must indicate the nature/purpose of the activity and specify what is being solicited. The solicitation letter is noted by the VP Finance. The Auxiliary Business Department must be furnished a copy of the solicitation letters.

4.8 The use of generic solicitation letter is not allowed. The name of the addressee, position and company name must be indicated in the solicitation letter. All solicitation letters must have a control number.

4.9 The Sponsorship Receiving Report is accomplished to acknowledge the receipt of the sponsorship (product, service and cash) and submitted to the Auxiliary Business Department at least one week after the activity. For cash donation, photocopy of the official receipt must be attached in the Sponsorship Receiving Report.

4.10 Cash disbursement will be requested from the Management Accounting and Financial Services Department (MAFSD) Director.
4.11 In the event that there is a need for a MOA, the Auxiliary Business Director will execute the MOA represented by the VP Finance.

4.12 In the event that a sponsor will undertake a marketing blitz, the booth set-up must be coordinated with the Auxiliary Business Department.

5.2 Assessment of Use Fee

5.2.1 Internal User of Campus Facility

For internal use of campus facility, the Use Fee is assessed for activities held after 5pm form Mondays to Fridays, Saturdays, Sundays and Holidays. The conduct of the activity should have the approval of the Department Head and/or 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.

5.2.2 Coverage of the Use Fee

5.2.2.1 Offsets the utility cost for the additional time that the Campus Facility is in operation;

5.2.2.2 Helps maintain equipment components that expire more quickly due to additional use;

5.2.2.3 Provides basic cleaning and set-up of the Campus Facility requested, and basic utility tie-ins if applicable.

6. Client Satisfaction Survey

6.1 The Colegio recognizes that service quality and customer satisfaction are very important concepts that the Colegio’s personnel must understand if they want Letran Calamba to remain competitive. The objective of the Client Satisfaction Survey is to measure the costumer fulfillment and gather customer perceptions of the departments’/officers’ performance.

6.2 The comments and suggestions to be raised by the clients present customer needs and expectation. These shall be converted into customer requirements and shall be fulfilled to achieve customer satisfaction.
6.3 All clients and stakeholders are encouraged to submit suggestions or innovative ideas. However, ideas regarding labor cases such as compensation shall be addressed during the CBA negotiation/renegotiation.

6.4 The institutional Client Satisfaction Survey (OR: 04-00-FO-19 rev. 040118) are made available to all clients and stakeholders. All offices have their CSS boxes. The instrument can also be accessed through the Colegio’s website. The form is a two-page survey form divided into two parts: Client Satisfaction and Quality Management Suggestion System (QUISS). The first part of the form is divided into three sections: the personnel, the service/document and the overall rating for the service received. It is a 9-item survey which asks clients to rate their satisfaction level. Responses to be solicited use a 5-point Likert-type scale ranging from (1) Highly Unsatisfactory to (5) Highly Satisfactory.

6.5 Comments and suggestions will also be gathered from the clients. Key information shall be detailed in the 2nd part of the form titled Quality Improvement Suggestion System.

6.6 Quality feedback with abusive and below-the-belt language and personal attacks will not be considered in the issuance of corrective notification unless a formal complaint is filed by the client. However, the concerned department will be informed through letter.

6.7 Department heads shall prepare the corrective/preventive action response (C/PAR) and submits it to Quality Management and Planning Department before the expected completion expires.
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, sando, 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.

7.4 Use of Designated Waiting Area

3.1.1 Parents/guardians who wish to wait for their child or ward should stay in the place designated for them.

3.1.2 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 Formation Officer 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 the StADD Office.
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.
Appendices
Appendix A
Sexual Harassment
REPUBLIC ACT NO. 7877
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

SECTION 1. Title. - This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

SECTION 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee’s rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:
(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

**SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment.** - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.
In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainors, instructors, professors or coaches and students or trainees, as the case may be.
The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

Approved: February 14, 1995
Appendix B
STUDENT RIGHTS
(Taken from the book of Atty. Ulan P. Sarmiento entitled: Students' Rights and Wrongs: A Comprehensive Sourcebook on Legal Rights of Students and the Limitations)

1. THE RIGHT TO QUALITY EDUCATION
2. THE RIGHT TO STAY IN SCHOOL
3. THE RIGHT TO DUE PROCESS
4. THE RIGHT TO ASSOCIATION
5. THE RIGHT TO SPEECH, EXPRESSION AND THE PRESS
6. THE RIGHT TO RELIGION
7. THE RIGHT TO PRIVACY
8. THE RIGHT AGAINST ABUSE
9. THE RIGHT AGAINST SEXUAL HARASSMENT
AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Short Title. - This Act shall be known as the "Anti-Violence Against Women and Their Children Act of 2004".

SECTION 2. Declaration of Policy. - It is hereby declared that the State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Towards this end, the State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

SECTION 3. Definition of Terms. - As used in this Act,

(a) "Violence against women and their children" refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

A. "Physical Violence" refers to acts that include bodily or physical harm;

B. "Sexual violence" refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:

a) rape, sexual harassment, acts of lasciviousness, treating
a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;

b) acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;

c) Prostituting the woman or child.

C. "Psychological violence" refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, repeated verbal abuse and mental infidelity. It includes causing or allowing the victim to witness the physical, sexual or psychological abuse of a member of the family to which the victim belongs, or to witness pornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.

D. "Economic abuse" refers to acts that make or attempt to make a woman financially dependent which includes, but is not limited to the following:

1. withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation, business or activity, except in cases wherein the other spouse/partner objects on valid, serious and moral grounds as defined in Article 73 of the Family Code;

2. deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owned in common;

3. destroying household property;

4. controlling the victims' own money or properties or solely controlling the conjugal money or properties.

(b) "Battery" refers to an act of inflicting physical harm upon the woman or her child resulting to the physical and psychological or emotional distress.

(c) "Battered Woman Syndrome" refers to a scientifically defined pattern of
psychological and behavioral symptoms found in women living in battering relationships as a result of cumulative abuse.

(d) "Stalking" refers to an intentional act committed by a person who, knowingly and without lawful justification follows the woman or her child or places the woman or her child under surveillance directly or indirectly or a combination thereof.

(e) "Dating relationship" refers to a situation wherein the parties live as husband and wife without the benefit of marriage or are romantically involved over time and on a continuing basis during the course of the relationship. A casual acquaintance or ordinary socialization between two individuals in a business or social context is not a dating relationship.

(f) "Sexual relations" refers to a single sexual act which may or may not result in the bearing of a common child.

(g) "Safe place or shelter" refers to any home or institution maintained or managed by the Department of Social Welfare and Development (DSWD) or by any other agency or voluntary organization accredited by the DSWD for the purposes of this Act or any other suitable place the resident of which is willing temporarily to receive the victim.

(h) "Children" refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves as defined under Republic Act No. 7610. As used in this Act, it includes the biological children of the victim and other children under her care.

SECTION 4. Construction.- This Act shall be liberally construed to promote the protection and safety of victims of violence against women and their children.

SECTION 5. Acts of Violence Against Women and Their Children.- The crime of violence against women and their children is committed through any of the following acts:

(a) Causing physical harm to the woman or her child;

(b) Threatening to cause the woman or her child physical harm;

(c) Attempting to cause the woman or her child physical harm;

(d) Placing the woman or her child in fear of imminent physical harm;

(e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of
movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:

(1) Threatening to deprive or actually depriving the woman or her child of custody to her/his family;

(2) Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;

(3) Depriving or threatening to deprive the woman or her child of a legal right;

(4) Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties;

(f) Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;

(g) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;

(h) Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:

(1) Stalking or following the woman or her child in public or private places;

(2) Peering in the window or lingering outside the residence of the woman or her child;

(3) Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;

(4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
(5) Engaging in any form of harassment or violence;

(i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children of access to the woman’s child/children.

SECTION 6. Penalties.- The crime of violence against women and their children, under Section 5 hereof shall be punished according to the following rules:

(a) Acts falling under Section 5(a) constituting attempted, frustrated or consummated parricide or murder or homicide shall be punished in accordance with the provisions of the Revised Penal Code.

If these acts resulted in mutilation, it shall be punishable in accordance with the Revised Penal Code; those constituting serious physical injuries shall have the penalty of prison mayor; those constituting less serious physical injuries shall be punished by prison correccional; and those constituting slight physical injuries shall be punished by arresto mayor.

Acts falling under Section 5(b) shall be punished by imprisonment of two degrees lower than the prescribed penalty for the consummated crime as specified in the preceding paragraph but shall in no case be lower than arresto mayor.

(b) Acts falling under Section 5(c) and 5(d) shall be punished by arresto mayor;

(c) Acts falling under Section 5(e) shall be punished by prision correccional;

(d) Acts falling under Section 5(f) shall be punished by arresto mayor;

(e) Acts falling under Section 5(g) shall be punished by prision mayor;

(f) Acts falling under Section 5(h) and Section 5(i) shall be punished by prision mayor.

If the acts are committed while the woman or child is pregnant or committed in the presence of her child, the penalty to be applied shall be the maximum period of penalty prescribed in the section.

In addition to imprisonment, the perpetrator shall (a) pay a fine in the amount of not less than One hundred thousand pesos (P100,000.00) but not more than three hundred thousand pesos (300,000.00); (b) undergo mandatory psychological counseling or psychiatric treatment and shall report compliance to the court.
SECTION 7. Venue.- The Regional Trial Court designated as a Family Court shall have original and exclusive jurisdiction over cases of violence against women and their children under this law. In the absence of such court in the place where the offense was committed, the case shall be filed in the Regional Trial Court where the crime or any of its elements was committed at the option of the compliant.

SECTION 8. Protection Orders.- A protection order is an order issued under this act for the purpose of preventing further acts of violence against a woman or her child specified in Section 5 of this Act and granting other necessary relief. The relief granted under a protection order serve the purpose of safeguarding the victim from further harm, minimizing any disruption in the victim's daily life, and facilitating the opportunity and ability of the victim to independently regain control over her life. The provisions of the protection order shall be enforced by law enforcement agencies. The protection orders that may be issued under this Act are the barangay protection order (BPO), temporary protection order (TPO) and permanent protection order (PPO). The protection orders that may be issued under this Act shall include any, some or all of the following reliefs:

(a) Prohibition of the respondent from threatening to commit or committing, personally or through another, any of the acts mentioned in Section 5 of this Act;

(b) Prohibition of the respondent from harassing, annoying, telephoning, contacting or otherwise communicating with the petitioner, directly or indirectly;

(c) Removal and exclusion of the respondent from the residence of the petitioner, regardless of ownership of the residence, either temporarily for the purpose of protecting the petitioner, or permanently where no property rights are violated, and if respondent must remove personal effects from the residence, the court shall direct a law enforcement agent to accompany the respondent has gathered his things and escort respondent from the residence;

(d) Directing the respondent to stay away from petitioner and designated family or household member at a distance specified by the court, and to stay away from the residence, school, place of employment, or any specified place frequented by the petitioner and any designated family or household member;

(e) Directing lawful possession and use by petitioner of an automobile and other essential personal effects, regardless of ownership, and directing the appropriate law enforcement officer to accompany the petitioner to the residence of the parties to ensure that the petitioner is safely restored to the possession of the automobile and other essential personal effects, or to supervise the petitioner's or respondent's removal of personal belongings;

(f) Granting a temporary or permanent custody of a child/children to the petitioner;
(g) Directing the respondent to provide support to the woman and/or her child if entitled to legal support. Notwithstanding other laws to the contrary, the court shall order an appropriate percentage of the income or salary of the respondent to be withheld regularly by the respondent’s employer for the same to be automatically remitted directly to the woman. Failure to remit and/or withhold or any delay in the remittance of support to the woman and/or her child without justifiable cause shall render the respondent or his employer liable for indirect contempt of court;

(h) Prohibition of the respondent from any use or possession of any firearm or deadly weapon and order him to surrender the same to the court for appropriate disposition by the court, including revocation of license and disqualification to apply for any license to use or possess a firearm. If the offender is a law enforcement agent, the court shall order the offender to surrender his firearm and shall direct the appropriate authority to investigate on the offender and take appropriate action on matter;

(i) Restitution for actual damages caused by the violence inflicted, including, but not limited to, property damage, medical expenses, childcare expenses and loss of income;

(j) Directing the DSWD or any appropriate agency to provide petitioner may need; and

(k) Provision of such other forms of relief as the court deems necessary to protect and provide for the safety of the petitioner and any designated family or household member, provided petitioner and any designated family or household member consents to such relief.

Any of the reliefs provided under this section shall be granted even in the absence of a decree of legal separation or annulment or declaration of absolute nullity of marriage.

The issuance of a BPO or the pendency of an application for BPO shall not preclude a petitioner from applying for, or the court from granting a TPO or PPO.

SECTION 9. Who may file Petition for Protection Orders. – A petition for protection order may be filed by any of the following:

(a) the offended party;

(b) parents or guardians of the offended party;

(c) ascendants, descendants or collateral relatives within the fourth civil degree of consanguinity or affinity;

(d) officers or social workers of the DSWD or social workers of local
government units (LGUs);

(e) police officers, preferably those in charge of women and children's desks;

(f) Punong Barangay or Barangay Kagawad;

(g) lawyer, counselor, therapist or healthcare provider of the petitioner;

(h) At least two (2) concerned responsible citizens of the city or municipality where the violence against women and their children occurred and who has personal knowledge of the offense committed.

SECTION 10. Where to Apply for a Protection Order. – Applications for BPOs shall follow the rules on venue under Section 409 of the Local Government Code of 1991 and its implementing rules and regulations. An application for a TPO or PPO may be filed in the regional trial court, metropolitan trial court, municipal trial court, municipal circuit trial court with territorial jurisdiction over the place of residence of the petitioner: Provided, however, That if a family court exists in the place of residence of the petitioner, the application shall be filed with that court.

SECTION 11. How to Apply for a Protection Order. – The application for a protection order must be in writing, signed and verified under oath by the applicant. It may be filed as an independent action or as incidental relief in any civil or criminal case the subject matter or issues thereof partakes of a violence as described in this Act. A standard protection order application form, written in English with translation to the major local languages, shall be made available to facilitate applications for protections order, and shall contain, among other, the following information:

(a) names and addresses of petitioner and respondent;

(b) description of relationships between petitioner and respondent;

(c) a statement of the circumstances of the abuse;

(d) description of the reliefs requested by petitioner as specified in Section 8 herein;

(e) request for counsel and reasons for such;

(f) request for waiver of application fees until hearing; and

(g) an attestation that there is no pending application for a protection order in another court.

If the applicants is not the victim, the application must be accompanied by an affidavit of the applicant attesting to (a) the circumstances of the abuse suffered by the victim and (b) the circumstances of consent given by the victim for the filling of the application. When disclosure of the address of the victim will pose danger to her life, it shall be so
stated in the application. In such a case, the applicant shall attest that the victim is residing in the municipality or city over which court has territorial jurisdiction, and shall provide a mailing address for purpose of service processing.

An application for protection order filed with a court shall be considered an application for both a TPO and PPO.

Barangay officials and court personnel shall assist applicants in the preparation of the application. Law enforcement agents shall also extend assistance in the application for protection orders in cases brought to their attention.

SECTION 12. Enforceability of Protection Orders. – All TPOs and PPOs issued under this Act shall be enforceable anywhere in the Philippines and a violation thereof shall be punishable with a fine ranging from Five Thousand Pesos (P5,000.00) to Fifty Thousand Pesos (P50,000.00) and/or imprisonment of six (6) months.

SECTION 13. Legal Representation of Petitioners for Protection Order. – If the woman or her child requests in the applications for a protection order for the appointment of counsel because of lack of economic means to hire a counsel de parte, the court shall immediately direct the Public Attorney’s Office (PAO) to represent the petitioner in the hearing on the application. If the PAO determines that the applicant can afford to hire the services of a counsel de parte, it shall facilitate the legal representation of the petitioner by a counsel de parte. The lack of access to family or conjugal resources by the applicant, such as when the same are controlled by the perpetrator, shall qualify the petitioner to legal representation by the PAO.

However, a private counsel offering free legal service is not barred from representing the petitioner.

SECTION 14. Barangay Protection Orders (BPOs); Who May Issue and How. - Barangay Protection Orders (BPOs) refer to the protection order issued by the Punong Barangay ordering the perpetrator to desist from committing acts under Section 5 (a) and (b) of this Act. A Punong Barangay who receives applications for a BPO shall issue the protection order to the applicant on the date of filing after ex parte determination of the basis of the application. If the Punong Barangay is unavailable to act on the application for a BPO, the application shall be acted upon by any available Barangay Kagawad. If the BPO is issued by a Barangay Kagawad the order must be accompanied by an attestation by the Barangay Kagawad that the Punong Barangay was unavailable at the time for the issuance of the BPO. BPOs shall be effective for fifteen (15) days. Immediately after the issuance of an ex parte BPO, the Punong Barangay or Barangay Kagawad shall personally serve a copy of the same on the respondent, or direct any barangay official to effect is personal service.

The parties may be accompanied by a non-lawyer advocate in any proceeding before the Punong Barangay.

SECTION 15. Temporary Protection Orders. – Temporary Protection Orders (TPOs) refers to the protection order issued by the court on the date of filing of the application after ex parte determination that such order should be issued. A court may grant in a
TPO any, some or all of the reliefs mentioned in this Act and shall be effective for thirty (30) days. The court shall schedule a hearing on the issuance of a PPO prior to or on the date of the expiration of the TPO. The court shall order the immediate personal service of the TPO on the respondent by the court sheriff who may obtain the assistance of law enforcement agents for the service. The TPO shall include notice of the date of the hearing on the merits of the issuance of a PPO.

SECTION 16. Permanent Protection Orders. – Permanent Protection Order (PPO) refers to protection order issued by the court after notice and hearing.

Respondents non-appearance despite proper notice, or his lack of a lawyer, or the non-availability of his lawyer shall not be a ground for rescheduling or postponing the hearing on the merits of the issuance of a PPO. If the respondents appears without counsel on the date of the hearing on the PPO, the court shall appoint a lawyer for the respondent and immediately proceed with the hearing. In case the respondent fails to appear despite proper notice, the court shall allow ex parte presentation of the evidence by the applicant and render judgment on the basis of the evidence presented. The court shall allow the introduction of any history of abusive conduct of a respondent even if the same was not directed against the applicant or the person for whom the applicant is made.

The court shall, to the extent possible, conduct the hearing on the merits of the issuance of a PPO in one (1) day. Where the court is unable to conduct the hearing within one (1) day and the TPO issued is due to expire, the court shall continuously extend or renew the TPO for a period of thirty (30) days at each particular time until final judgment is issued. The extended or renewed TPO may be modified by the court as may be necessary or applicable to address the needs of the applicant.

The court may grant any, some or all of the reliefs specified in Section 8 hereof in a PPO. A PPO shall be effective until revoked by a court upon application of the person in whose favor the order was issued. The court shall ensure immediate personal service of the PPO on respondent.

The court shall not deny the issuance of protection order on the basis of the lapse of time between the act of violence and the filing of the application.

Regardless of the conviction or acquittal of the respondent, the Court must determine whether or not the PPO shall become final. Even in a dismissal, a PPO shall be granted as long as there is no clear showing that the act from which the order might arise did not exist.

SECTION 17. Notice of Sanction in Protection Orders. – The following statement must be printed in bold-faced type or in capital letters on the protection order issued by the Punong Barangay or court:

"VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW."

SECTION 18. Mandatory Period For Acting on Applications For Protection Orders – Failure to act on an application for a protection order within the reglementary period
specified in the previous section without justifiable cause shall render the official or judge administratively liable.

SECTION 19. Legal Separation Cases. – In cases of legal separation, where violence as specified in this Act is alleged, Article 58 of the Family Code shall not apply. The court shall proceed on the main case and other incidents of the case as soon as possible. The hearing on any application for a protection order filed by the petitioner must be conducted within the mandatory period specified in this Act.

SECTION 20. Priority of Application for a Protection Order. – Ex parte and adversarial hearings to determine the basis of applications for a protection order under this Act shall have priority over all other proceedings. Barangay officials and the courts shall schedule and conduct hearings on applications for a protection order under this Act above all other business and, if necessary, suspend other proceedings in order to hear applications for a protection order.

SECTION 21. Violation of Protection Orders. – A complaint for a violation of a BPO issued under this Act must be filed directly with any municipal trial court, metropolitan trial court, or municipal circuit trial court that has territorial jurisdiction over the barangay that issued the BPO. Violation of a BPO shall be punishable by imprisonment of thirty (30) days without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

A judgement of violation of a BPO ma be appealed according to the Rules of Court. During trial and upon judgment, the trial court may motu proprio issue a protection order as it deems necessary without need of an application.

Violation of any provision of a TPO or PPO issued under this Act shall constitute contempt of court punishable under Rule 71 of the Rules of Court, without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

SECTION 22. Applicability of Protection Orders to Criminal Cases. – The foregoing provisions on protection orders shall be applicable in impliedly instituted with the criminal actions involving violence against women and their children.

SECTION 23. Bond to Keep the Peace. – The Court may order any person against whom a protection order is issued to give a bond to keep the peace, to present two sufficient sureties who shall undertake that such person will not commit the violence sought to be prevented.

Should the respondent fail to give the bond as required, he shall be detained for a period which shall in no case exceed six (6) months, if he shall have been prosecuted for acts punishable under Section 5(a) to 5(f) and not exceeding thirty (30) days, if for acts punishable under Section 5(g) to 5(l).

The protection orders referred to in this section are the TPOs and the PPOs issued only by the courts.
SECTION 24. Prescriptive Period. – Acts falling under Sections 5(a) to 5(f) shall prescribe in twenty (20) years. Acts falling under Sections 5(g) to 5(l) shall prescribe in ten (10) years.

SECTION 25. Public Crime. – Violence against women and their children shall be considered a public offense which may be prosecuted upon the filing of a complaint by any citizen having personal knowledge of the circumstances involving the commission of the crime.

SECTION 26. Battered Woman Syndrome as a Defense. – Victim-survivors who are found by the courts to be suffering from battered woman syndrome do not incur any criminal and civil liability notwithstanding the absence of any of the elements for justifying circumstances of self-defense under the Revised Penal Code.

In the determination of the state of mind of the woman who was suffering from battered woman syndrome at the time of the commission of the crime, the courts shall be assisted by expert psychiatrists/ psychologists.

SECTION 27. Prohibited Defense. – Being under the influence of alcohol, any illicit drug, or any other mind-altering substance shall not be a defense under this Act.

SECTION 28. Custody of children. – The woman victim of violence shall be entitled to the custody and support of her child/children. Children below seven (7) years old but with mental or physical disabilities shall automatically be given to the mother, with right to support, unless the court finds compelling reasons to order otherwise.

A victim who is suffering from battered woman syndrome shall not be disqualified from having custody of her children. In no case shall custody of minor children be given to the perpetrator of a woman who is suffering from Battered woman syndrome.

SECTION 29. Duties of Prosecutors/Court Personnel. – Prosecutors and court personnel should observe the following duties when dealing with victims under this Act:

   a) communicate with the victim in a language understood by the woman or her child; and

   b) inform the victim of her/his rights including legal remedies available and procedure, and privileges for indigent litigants.

SECTION 30. Duties of Barangay Officials and Law Enforcers. – Barangay officials and law enforcers shall have the following duties:

   (a) respond immediately to a call for help or request for assistance or protection of the victim by entering the necessary whether or not a protection order has been issued and ensure the safety of the victim/s;
(b) confiscate any deadly weapon in the possession of the perpetrator or within plain view;

(c) transport or escort the victim/s to a safe place of their choice or to a clinic or hospital;

(d) assist the victim in removing personal belongs from the house;

(e) assist the barangay officials and other government officers and employees who respond to a call for help;

(f) ensure the enforcement of the Protection Orders issued by the *Punong Barangay* or the courts;

(g) arrest the suspected perpetrator without a warrant when any of the acts of violence defined by this Act is occurring, or when he/she has personal knowledge that any act of abuse has just been committed, and there is imminent danger to the life or limb of the victim as defined in this Act; and

(h) immediately report the call for assessment or assistance of the DSWD, social Welfare Department of LGUs or accredited non-government organizations (NGOs).

Any barangay official or law enforcer who fails to report the incident shall be liable for a fine not exceeding Ten Thousand Pesos (P10,000.00) or whenever applicable criminal, civil or administrative liability.

**SECTION 31. Healthcare Provider Response to Abuse** – Any healthcare provider, including, but not limited to, an attending physician, nurse, clinician, barangay health worker, therapist or counselor who suspects abuse or has been informed by the victim of violence shall:

(a) properly document any of the victim’s physical, emotional or psychological injuries;

(b) properly record any of victim’s suspicions, observations and circumstances of the examination or visit;

(c) automatically provide the victim free of charge a medical certificate concerning the examination or visit;

(d) safeguard the records and make them available to the victim upon request at actual cost; and

(e) provide the victim immediate and adequate notice of rights and remedies provided under this Act, and services available to them.
SECTION 32. Duties of Other Government Agencies and LGUs – Other government agencies and LGUs shall establish programs such as, but not limited to, education and information campaign and seminars or symposia on the nature, causes, incidence and consequences of such violence particularly towards educating the public on its social impacts.

It shall be the duty of the concerned government agencies and LGU’s to ensure the sustained education and training of their officers and personnel on the prevention of violence against women and their children under the Act.

SECTION 33. Prohibited Acts. – A Punong Barangay, Barangay Kagawad or the court hearing an application for a protection order shall not order, direct, force or in any way unduly influence the applicant for a protection order to compromise or abandon any of the reliefs sought in the application for protection under this Act. Section 7 of the Family Courts Act of 1997 and Sections 410, 411, 412 and 413 of the Local Government Code of 1991 shall not apply in proceedings where relief is sought under this Act.

Failure to comply with this Section shall render the official or judge administratively liable.

SECTION 34. Persons Intervening Exempt from Liability. – In every case of violence against women and their children as herein defined, any person, private individual or police authority or barangay official who, acting in accordance with law, responds or intervenes without using violence or restraint greater than necessary to ensure the safety of the victim, shall not be liable for any criminal, civil or administrative liability resulting therefrom.

SECTION 35. Rights of Victims. – In addition to their rights under existing laws, victims of violence against women and their children shall have the following rights:

(a) to be treated with respect and dignity;

(b) to avail of legal assistance from the PAO of the Department of Justice (DOJ) or any public legal assistance office;

(c) To be entitled to support services from the DSWD and LGUs’

(d) To be entitled to all legal remedies and support as provided for under the Family Code; and

(e) To be informed of their rights and the services available to them including their right to apply for a protection order.

SECTION 36. Damages. – Any victim of violence under this Act shall be entitled to actual, compensatory, moral and exemplary damages.
SECTION 37. **Hold Departure Order.** – The court shall expedite the process of issuance of a hold departure order in cases prosecuted under this Act.

SECTION 38. **Exemption from Payment of Docket Fee and Other Expenses.** – If the victim is an indigent or there is an immediate necessity due to imminent danger or threat of danger to act on an application for a protection order, the court shall accept the application without payment of the filing fee and other fees and of transcript of stenographic notes.

SECTION 39. **Inter-Agency Council on Violence Against Women and Their Children (IAC-VAWC).** In pursuance of the abovementioned policy, there is hereby established an Inter-Agency Council on Violence Against Women and their children, hereinafter known as the Council, which shall be composed of the following agencies:

- (a) Department of Social Welfare and Development (DSWD);
- (b) National Commission on the Role of Filipino Women (NCRFW);
- (c) Civil Service Commission (CSC);
- (d) Commission on Human rights (CHR);
- (e) Council for the Welfare of Children (CWC);
- (f) Department of Justice (DOJ);
- (g) Department of the Interior and Local Government (DILG);
- (h) Philippine National Police (PNP);
- (i) Department of Health (DOH);
- (j) Department of Education (DepEd);
- (k) Department of Labor and Employment (DOLE); and
- (l) National Bureau of Investigation (NBI).

These agencies are tasked to formulate programs and projects to eliminate VAW based on their mandates as well as develop capability programs for their employees to become more sensitive to the needs of their clients. The Council will also serve as the monitoring body as regards to VAW initiatives.

The Council members may designate their duly authorized representative who shall
have a rank not lower than an assistant secretary or its equivalent. These representatives shall attend Council meetings in their behalf, and shall receive emoluments as may be determined by the Council in accordance with existing budget and accounting rules and regulations.

SECTION 40. Mandatory Programs and Services for Victims. – The DSWD, and LGU’s shall provide the victims temporary shelters, provide counseling, psycho-social services and/or, recovery, rehabilitation programs and livelihood assistance.

The DOH shall provide medical assistance to victims.

SECTION 41. Counseling and Treatment of Offenders. – The DSWD shall provide rehabilitative counseling and treatment to perpetrators towards learning constructive ways of coping with anger and emotional outbursts and reforming their ways. When necessary, the offender shall be ordered by the Court to submit to psychiatric treatment or confinement.

SECTION 42. Training of Persons Involved in Responding to Violence Against Women and their Children Cases. – All agencies involved in responding to violence against women and their children cases shall be required to undergo education and training to acquaint them with:

a. the nature, extend and causes of violence against women and their children;

b. the legal rights of, and remedies available to, victims of violence against women and their children;

c. the services and facilities available to victims or survivors;

d. the legal duties imposed on police officers to make arrest and to offer protection and assistance; and

e. techniques for handling incidents of violence against women and their children that minimize the likelihood of injury to the officer and promote the safety of the victim or survivor.

The PNP, in coordination with LGU’s shall establish an education and training program for police officers and barangay officials to enable them to properly handle cases of violence against women and their children.

SECTION 43. Entitled to Leave. – Victims under this Act shall be entitled to take a paid leave of absence up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when the necessity arises as specified in the protection order.
Any employer who shall prejudice the right of the person under this section shall be penalized in accordance with the provisions of the Labor Code and Civil Service Rules and Regulations. Likewise, an employer who shall prejudice any person for assisting a co-employee who is a victim under this Act shall likewise be liable for discrimination.

SECTION 44. Confidentiality. – All records pertaining to cases of violence against women and their children including those in the barangay shall be confidential and all public officers and employees and public or private clinics to hospitals shall respect the right to privacy of the victim. Whoever publishes or causes to be published, in any format, the name, address, telephone number, school, business address, employer, or other identifying information of a victim or an immediate family member, without the latter’s consent, shall be liable to the contempt power of the court.

Any person who violates this provision shall suffer the penalty of one (1) year imprisonment and a fine of not more than Five Hundred Thousand pesos (P500,000.00).

SECTION 45. Funding – The amount necessary to implement the provisions of this Act shall be included in the annual General Appropriations Act (GAA).

The Gender and Development (GAD) Budget of the mandated agencies and LGU’s shall be used to implement services for victim of violence against women and their children.

SECTION 46. Implementing Rules and Regulations. – Within six (6) months from the approval of this Act, the DOJ, the NCRFW, the DSWD, the DILG, the DOH, and the PNP, and three (3) representatives from NGOs to be identified by the NCRFW, shall promulgate the Implementing Rules and Regulations (IRR) of this Act.

SECTION 47. Suppletory Application – For purposes of this Act, the Revised Penal Code and other applicable laws, shall have suppletory application.

SECTION 48. Separability Clause. – If any section or provision of this Act is held unconstitutional or invalid, the other sections or provisions shall not be affected.

SECTION 49. Repealing Clause – All laws, Presidential decrees, executive orders and rules and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 50. Effectivity – This Act shall take effect fifteen (15) days from the date of its complete publication in at least two (2) newspapers of general circulation.

Approved,

JOSE DE VENECIA JR.  FRANKLIN DRILON
Speaker of the House of Representative President of the Senate
This Act, which is a consolidation of Senate Bill No. 2723 and House Bill Nos. 5516 and 6054, was finally passed by the Senate and the House of Representatives on January 29, 2004 and February 2, 2004, respectively.

ROBERTO P. NAZARENO
Secretary General
House of Representatives

OSCAR G. YABES
Secretary of Senate

Approved: March 08, 2004

GLORIA MACAPAGAL-ARROYO
President of the Philippines
AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

Be it enacted, by the Senate and House of Representatives of the Philippines in Congress assembled:

CHAPTER I
GENERAL PROVISIONS

SECTION 1. Short Title. – This Act shall be known as the “Data Privacy Act of 2012”.

SEC. 2. Declaration of Policy. – It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected.

SEC. 3. Definition of Terms. – Whenever used in this Act, the following terms shall have the respective meanings hereafter set forth:

(a) Commission shall refer to the National Privacy Commission created by virtue of this Act.

(b) Consent of the data subject refers to any freely given, specific, informed indication of will, whereby the data subject agrees to the collection and processing of personal information about and/or relating to him or her. Consent shall be evidenced by written, electronic or recorded means. It may also be given on behalf of the data subject by an agent specifically authorized by the data subject to do so.

(c) Data subject refers to an individual whose personal information is processed.

(d) Direct marketing refers to communication by whatever means of any advertising or marketing material which is directed to particular individuals.

(e) Filing system refers to any act of information relating to natural or juridical persons to the extent that, although the information is not processed by equipment operating automatically in response to instructions given for that purpose, the set is structured, either by reference to individuals or by reference to criteria relating to individuals, in such a way that specific information relating to a particular person is readily accessible.

(f) Information and Communications System refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic
documents and includes the computer system or other similar device by or which data is recorded, transmitted or stored and any procedure related to the recording, transmission or storage of electronic data, electronic message, or electronic document.

(g) Personal information refers to any information whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.

(h) Personal information controller refers to a person or organization who controls the collection, holding, processing or use of personal information, including a person or organization who instructs another person or organization to collect, hold, process, use, transfer or disclose personal information on his or her behalf. The term excludes:

(1) A person or organization who performs such functions as instructed by another person or organization; and

(2) An individual who collects, holds, processes or uses personal information in connection with the individual’s personal, family or household affairs.

(i) Personal information processor refers to any natural or juridical person qualified to act as such under this Act to whom a personal information controller may outsource the processing of personal data pertaining to a data subject.

(j) Processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

(k) Privileged information refers to any and all forms of data which under the Rules of Court and other pertinent laws constitute privileged communication.

(l) Sensitive personal information refers to personal information:

(1) About an individual’s race, ethnic origin, marital status, age, color, and religious, philosophical or political affiliations;

(2) About an individual’s health, education, genetic or sexual life of a person, or to any proceeding for any offense committed or alleged to have been committed by such person, the disposal of such proceedings, or the sentence of any court in such proceedings;

(3) Issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and

(4) Specifically established by an executive order or an act of Congress to be kept classified.
SEC. 4. Scope. – This Act applies to the processing of all types of personal information and to any natural and juridical person involved in personal information processing including those personal information controllers and processors who, although not found or established in the Philippines, use equipment that are located in the Philippines, or those who maintain an office, branch or agency in the Philippines subject to the immediately succeeding paragraph: Provided, That the requirements of Section 5 are complied with.

This Act does not apply to the following:

(a) Information about any individual who is or was an officer or employee of a government institution that relates to the position or functions of the individual, including:

(1) The fact that the individual is or was an officer or employee of the government institution;

(2) The title, business address and office telephone number of the individual;

(3) The classification, salary range and responsibilities of the position held by the individual; and

(4) The name of the individual on a document prepared by the individual in the course of employment with the government;

(b) Information about an individual who is or was performing service under contract for a government institution that relates to the services performed, including the terms of the contract, and the name of the individual given in the course of the performance of those services;

(c) Information relating to any discretionary benefit of a financial nature such as the granting of a license or permit given by the government to an individual, including the name of the individual and the exact nature of the benefit;

(d) Personal information processed for journalistic, artistic, literary or research purposes;

(e) Information necessary in order to carry out the functions of public authority which includes the processing of personal data for the performance by the independent, central monetary authority and law enforcement and regulatory agencies of their constitutionally and statutorily mandated functions. Nothing in this Act shall be construed as to have amended or repealed Republic Act No. 1405, otherwise known as the Secrecy of Bank Deposits Act; Republic Act No. 6426, otherwise known as the Foreign Currency Deposit Act; and Republic Act No. 9510, otherwise known as the Credit Information System Act (CISA);

(f) Information necessary for banks and other financial institutions under the jurisdiction of the independent, central monetary authority or Bangko Sentral ng Pilipinas to
comply with Republic Act No. 9510, and Republic Act No. 9160, as amended, otherwise known as the Anti-Money Laundering Act and other applicable laws; and

(g) Personal information originally collected from residents of foreign jurisdictions in accordance with the laws of those foreign jurisdictions, including any applicable data privacy laws, which is being processed in the Philippines.

SEC. 5. Protection Afforded to Journalists and Their Sources. – Nothing in this Act shall be construed as to have amended or repealed the provisions of Republic Act No. 53, which affords the publishers, editors or duly accredited reporters of any newspaper, magazine or periodical of general circulation protection from being compelled to reveal the source of any news report or information appearing in said publication which was related in any confidence to such publisher, editor, or reporter.

SEC. 6. Extraterritorial Application. – This Act applies to an act done or practice engaged in and outside of the Philippines by an entity if:

(a) The act, practice or processing relates to personal information about a Philippine citizen or a resident;

(b) The entity has a link with the Philippines, and the entity is processing personal information in the Philippines or even if the processing is outside the Philippines as long as it is about Philippine citizens or residents such as, but not limited to, the following:

(1) A contract is entered in the Philippines;

(2) A juridical entity unincorporated in the Philippines but has central management and control in the country; and

(3) An entity that has a branch, agency, office or subsidiary in the Philippines and the parent or affiliate of the Philippine entity has access to personal information; and

(c) The entity has other links in the Philippines such as, but not limited to:

(1) The entity carries on business in the Philippines; and

(2) The personal information was collected or held by an entity in the Philippines.

CHAPTER II
THE NATIONAL PRIVACY COMMISSION

SEC. 7. Functions of the National Privacy Commission. – To administer and implement the provisions of this Act, and to monitor and ensure compliance of the country with international standards set for data protection, there is hereby created an independent body to be known as the National Privacy Commission, which shall have the following functions:
(a) Ensure compliance of personal information controllers with the provisions of this Act;

(b) Receive complaints, institute investigations, facilitate or enable settlement of complaints through the use of alternative dispute resolution processes, adjudicate, award indemnity on matters affecting any personal information, prepare reports on disposition of complaints and resolution of any investigation it initiates, and, in cases it deems appropriate, publicize any such report: Provided, That in resolving any complaint or investigation (except where amicable settlement is reached by the parties), the Commission shall act as a collegial body. For this purpose, the Commission may be given access to personal information that is subject of any complaint and to collect the information necessary to perform its functions under this Act;

(c) Issue cease and desist orders, impose a temporary or permanent ban on the processing of personal information, upon finding that the processing will be detrimental to national security and public interest;

(d) Compel or petition any entity, government agency or instrumentality to abide by its orders or take action on a matter affecting data privacy;

(e) Monitor the compliance of other government agencies or instrumentalities on their security and technical measures and recommend the necessary action in order to meet minimum standards for protection of personal information pursuant to this Act;

(f) Coordinate with other government agencies and the private sector on efforts to formulate and implement plans and policies to strengthen the protection of personal information in the country;

(g) Publish on a regular basis a guide to all laws relating to data protection;

(h) Publish a compilation of agency system of records and notices, including index and other finding aids;

(i) Recommend to the Department of Justice (DOJ) the prosecution and imposition of penalties specified in Sections 25 to 29 of this Act;

(j) Review, approve, reject or require modification of privacy codes voluntarily adhered to by personal information controllers: Provided, That the privacy codes shall adhere to the underlying data privacy principles embodied in this Act: Provided, further, That such privacy codes may include private dispute resolution mechanisms for complaints against any participating personal information controller. For this purpose, the Commission shall consult with relevant regulatory agencies in the formulation and administration of privacy codes applying the standards set out in this Act, with respect to the persons, entities, business activities and business sectors that said regulatory bodies are authorized to principally regulate pursuant to the law: Provided, finally. That the Commission may review such privacy codes and require changes thereto for purposes of complying with this Act;
(k) Provide assistance on matters relating to privacy or data protection at the request of a national or local agency, a private entity or any person;

(l) Comment on the implication on data privacy of proposed national or local statutes, regulations or procedures, issue advisory opinions and interpret the provisions of this Act and other data privacy laws;

(m) Propose legislation, amendments or modifications to Philippine laws on privacy or data protection as may be necessary;

(n) Ensure proper and effective coordination with data privacy regulators in other countries and private accountability agents, participate in international and regional initiatives for data privacy protection;

(o) Negotiate and contract with other data privacy authorities of other countries for cross-border application and implementation of respective privacy laws;

(p) Assist Philippine companies doing business abroad to respond to foreign privacy or data protection laws and regulations; and

(q) Generally perform such acts as may be necessary to facilitate cross-border enforcement of data privacy protection.

SEC. 8. **Confidentiality.** – The Commission shall ensure at all times the confidentiality of any personal information that comes to its knowledge and possession.

SEC. 9. **Organizational Structure of the Commission.** – The Commission shall be attached to the Department of Information and Communications Technology (DICT) and shall be headed by a Privacy Commissioner, who shall also act as Chairman of the Commission. The Privacy Commissioner shall be assisted by two (2) Deputy Privacy Commissioners, one to be responsible for Data Processing Systems and one to be responsible for Policies and Planning. The Privacy Commissioner and the two (2) Deputy Privacy Commissioners shall be appointed by the President of the Philippines for a term of three (3) years, and may be reappointed for another term of three (3) years. Vacancies in the Commission shall be filled in the same manner in which the original appointment was made.

The Privacy Commissioner must be at least thirty-five (35) years of age and of good moral character, unquestionable integrity and known probity, and a recognized expert in the field of information technology and data privacy. The Privacy Commissioner shall enjoy the benefits, privileges and emoluments equivalent to the rank of Secretary.

The Deputy Privacy Commissioners must be recognized experts in the field of information and communications technology and data privacy. They shall enjoy the benefits, privileges and emoluments equivalent to the rank of Undersecretary.

The Privacy Commissioner, the Deputy Commissioners, or any person acting on their behalf or under their direction, shall not be civilly liable for acts done in good faith in the performance of their duties. However, he or she shall be liable for willful or negligent
acts done by him or her which are contrary to law, morals, public policy and good
customs even if he or she acted under orders or instructions of superiors: Provided,
That in case a lawsuit is filed against such official on the subject of the performance of
his or her duties, where such performance is lawful, he or she shall be reimbursed by
the Commission for reasonable costs of litigation.

SEC. 10. The Secretariat. – The Commission is hereby authorized to establish a
Secretariat. Majority of the members of the Secretariat must have served for at least
five (5) years in any agency of the government that is involved in the processing of
personal information including, but not limited to, the following offices: Social Security
System (SSS), Government Service Insurance System (GSIS), Land Transportation
Office (LTO), Bureau of Internal Revenue (BIR), Philippine Health Insurance
Corporation (PhilHealth), Commission on Elections (COMELEC), Department of
Foreign Affairs (DFA), Department of Justice (DOJ), and Philippine Postal Corporation
(Philpost).

CHAPTER III PROCESSING OF PERSONAL INFORMATION

SEC. 11. General Data Privacy Principles. – The processing of personal information
shall be allowed, subject to compliance with the requirements of this Act and other laws
allowing disclosure of information to the public and adherence to the principles of
transparency, legitimate purpose and proportionality.

Personal information must be:

(a) Collected for specified and legitimate purposes determined and declared before, or
as soon as reasonably practicable after collection, and later processed in a way
compatible with such declared, specified and legitimate purposes only;

(b) Processed fairly and lawfully;

(c) Accurate, relevant and, where necessary for purposes for which it is to be used the
processing of personal information, kept up to date; inaccurate or incomplete data must
be rectified, supplemented, destroyed or their further processing restricted;

(d) Adequate and not excessive in relation to the purposes for which they are collected
and processed;

(e) Retained only for as long as necessary for the fulfillment of the purposes for which
the data was obtained or for the establishment, exercise or defense of legal claims, or
for legitimate business purposes, or as provided by law; and

(f) Kept in a form which permits identification of data subjects for no longer than is
necessary for the purposes for which the data were collected and processed: Provided,
That personal information collected for other purposes may lie processed for historical,
statistical or scientific purposes, and in cases laid down in law may be stored for longer
periods: Provided, further, That adequate safeguards are guaranteed by said laws
authorizing their processing.
The personal information controller must ensure implementation of personal information processing principles set out herein.

SEC. 12. **Criteria for Lawful Processing of Personal Information.** – The processing of personal information shall be permitted only if not otherwise prohibited by law, and when at least one of the following conditions exists:

(a) The data subject has given his or her consent;

(b) The processing of personal information is necessary and is related to the fulfillment of a contract with the data subject or in order to take steps at the request of the data subject prior to entering into a contract;

(c) The processing is necessary for compliance with a legal obligation to which the personal information controller is subject;

(d) The processing is necessary to protect vitally important interests of the data subject, including life and health;

(e) The processing is necessary in order to respond to national emergency, to comply with the requirements of public order and safety, or to fulfill functions of public authority which necessarily includes the processing of personal data for the fulfillment of its mandate; or

(f) The processing is necessary for the purposes of the legitimate interests pursued by the personal information controller or by a third party or parties to whom the data is disclosed, except where such interests are overridden by fundamental rights and freedoms of the data subject which require protection under the Philippine Constitution.

SEC. 13. **Sensitive Personal Information and Privileged Information.** – The processing of sensitive personal information and privileged information shall be prohibited, except in the following cases:

(a) The data subject has given his or her consent, specific to the purpose prior to the processing, or in the case of privileged information, all parties to the exchange have given their consent prior to processing;

(b) The processing of the same is provided for by existing laws and regulations: *Provided, That* such regulatory enactments guarantee the protection of the sensitive personal information and the privileged information: *Provided, further, That* the consent of the data subjects are not required by law or regulation permitting the processing of the sensitive personal information or the privileged information;

(c) The processing is necessary to protect the life and health of the data subject or another person, and the data subject is not legally or physically able to express his or her consent prior to the processing;
(d) The processing is necessary to achieve the lawful and noncommercial objectives of public organizations and their associations: Provided, That such processing is only confined and related to the bona fide members of these organizations or their associations: Provided, further, That the sensitive personal information are not transferred to third parties: Provided, finally, That consent of the data subject was obtained prior to processing;

(e) The processing is necessary for purposes of medical treatment, is carried out by a medical practitioner or a medical treatment institution, and an adequate level of protection of personal information is ensured; or

(f) The processing concerns such personal information as is necessary for the protection of lawful rights and interests of natural or legal persons in court proceedings, or the establishment, exercise or defense of legal claims, or when provided to government or public authority.

SEC. 14. Subcontract of Personal Information. – A personal information controller may subcontract the processing of personal information: Provided, That the personal information controller shall be responsible for ensuring that proper safeguards are in place to ensure the confidentiality of the personal information processed, prevent its use for unauthorized purposes, and generally, comply with the requirements of this Act and other laws for processing of personal information. The personal information processor shall comply with all the requirements of this Act and other applicable laws.

SEC. 15. Extension of Privileged Communication. – Personal information controllers may invoke the principle of privileged communication over privileged information that they lawfully control or process. Subject to existing laws and regulations, any evidence gathered on privileged information is inadmissible.

CHAPTER IV RIGHTS OF THE DATA SUBJECT

SEC. 16. Rights of the Data Subject. – The data subject is entitled to:

(a) Be informed whether personal information pertaining to him or her shall be, are being or have been processed;

(b) Be furnished the information indicated hereunder before the entry of his or her personal information into the processing system of the personal information controller, or at the next practical opportunity:

(1) Description of the personal information to be entered into the system;

(2) Purposes for which they are being or are to be processed;

(3) Scope and method of the personal information processing;

(4) The recipients or classes of recipients to whom they are or may be disclosed;
(5) Methods utilized for automated access, if the same is allowed by the data subject, and the extent to which such access is authorized;

(6) The identity and contact details of the personal information controller or its representative;

(7) The period for which the information will be stored; and

(8) The existence of their rights, i.e., to access, correction, as well as the right to lodge a complaint before the Commission.

Any information supplied or declaration made to the data subject on these matters shall not be amended without prior notification of data subject: Provided, That the notification under subsection (b) shall not apply should the personal information be needed pursuant to a subpoena or when the collection and processing are for obvious purposes, including when it is necessary for the performance of or in relation to a contract or service or when necessary or desirable in the context of an employer-employee relationship, between the collector and the data subject, or when the information is being collected and processed as a result of legal obligation;

(c) Reasonable access to, upon demand, the following:

(1) Contents of his or her personal information that were processed;

(2) Sources from which personal information were obtained;

(3) Names and addresses of recipients of the personal information;

(4) Manner by which such data were processed;

(5) Reasons for the disclosure of the personal information to recipients;

(6) Information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect the data subject;

(7) Date when his or her personal information concerning the data subject were last accessed and modified; and

(8) The designation, or name or identity and address of the personal information controller;

(d) Dispute the inaccuracy or error in the personal information and have the personal information controller correct it immediately and accordingly, unless the request is vexatious or otherwise unreasonable. If the personal information have been corrected, the personal information controller shall ensure the accessibility of both the new and the retracted information and the simultaneous receipt of the new and the retracted information by recipients thereof: Provided, That the third parties who have previously received such processed personal information shall he informed of its inaccuracy and
its rectification upon reasonable request of the data subject;

(e) Suspend, withdraw or order the blocking, removal or destruction of his or her personal information from the personal information controller’s filing system upon discovery and substantial proof that the personal information are incomplete, outdated, false, unlawfully obtained, used for unauthorized purposes or are no longer necessary for the purposes for which they were collected. In this case, the personal information controller may notify third parties who have previously received such processed personal information; and

(f) Be indemnified for any damages sustained due to such inaccurate, incomplete, outdated, false, unlawfully obtained or unauthorized use of personal information.

SEC. 17. Transmissibility of Rights of the Data Subject. – The lawful heirs and assigns of the data subject may invoke the rights of the data subject for, which he or she is an heir or assignee at any time after the death of the data subject or when the data subject is incapacitated or incapable of exercising the rights as enumerated in the immediately preceding section.

SEC. 18. Right to Data Portability. – The data subject shall have the right, where personal information is processed by electronic means and in a structured and commonly used format, to obtain from the personal information controller a copy of data undergoing processing in an electronic or structured format, which is commonly used and allows for further use by the data subject. The Commission may specify the electronic format referred to above, as well as the technical standards, modalities and procedures for their transfer.

SEC. 19. Non-Applicability. – The immediately preceding sections are not applicable if the processed personal information are used only for the needs of scientific and statistical research and, on the basis of such, no activities are carried out and no decisions are taken regarding the data subject: Provided, That the personal information shall be held under strict confidentiality and shall be used only for the declared purpose. Likewise, the immediately preceding sections are not applicable to processing of personal information gathered for the purpose of investigations in relation to any criminal, administrative or tax liabilities of a data subject.

CHAPTER V SECURITY OF PERSONAL INFORMATION

SEC. 20. Security of Personal Information. – (a) The personal information controller must implement reasonable and appropriate organizational, physical and technical measures intended for the protection of personal information against any accidental or unlawful destruction, alteration and disclosure, as well as against any other unlawful processing.

(b) The personal information controller shall implement reasonable and appropriate measures to protect personal information against natural dangers such as accidental loss or destruction, and human dangers such as unlawful access, fraudulent misuse, unlawful destruction, alteration and contamination.
(c) The determination of the appropriate level of security under this section must take into account the nature of the personal information to be protected, the risks represented by the processing, the size of the organization and complexity of its operations, current data privacy best practices and the cost of security implementation. Subject to guidelines as the Commission may issue from time to time, the measures implemented must include:

(1) Safeguards to protect its computer network against accidental, unlawful or unauthorized usage or interference with or hindering of their functioning or availability;

(2) A security policy with respect to the processing of personal information;

(3) A process for identifying and accessing reasonably foreseeable vulnerabilities in its computer networks, and for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach; and

(4) Regular monitoring for security breaches and a process for taking preventive, corrective and mitigating action against security incidents that can lead to a security breach.

(d) The personal information controller must further ensure that third parties processing personal information on its behalf shall implement the security measures required by this provision.

(e) The employees, agents or representatives of a personal information controller who are involved in the processing of personal information shall operate and hold personal information under strict confidentiality if the personal information are not intended for public disclosure. This obligation shall continue even after leaving the public service, transfer to another position or upon termination of employment or contractual relations.

(f) The personal information controller shall promptly notify the Commission and affected data subjects when sensitive personal information or other information that may, under the circumstances, be used to enable identity fraud are reasonably believed to have been acquired by an unauthorized person, and the personal information controller or the Commission believes (but such unauthorized acquisition is likely to give rise to a real risk of serious harm to any affected data subject. The notification shall at least describe the nature of the breach, the sensitive personal information possibly involved, and the measures taken by the entity to address the breach. Notification may be delayed only to the extent necessary to determine the scope of the breach, to prevent further disclosures, or to restore reasonable integrity to the information and communications system.

(1) In evaluating if notification is unwarranted, the Commission may take into account compliance by the personal information controller with this section and existence of good faith in the acquisition of personal information.

(2) The Commission may exempt a personal information controller from notification where, in its reasonable judgment, such notification would not be in the public interest or in the interests of the affected data subjects.
(3) The Commission may authorize postponement of notification where it may hinder the progress of a criminal investigation related to a serious breach.

CHAPTER VI
ACCOUNTABILITY FOR TRANSFER OF PERSONAL INFORMATION

SEC. 21. Principle of Accountability. — Each personal information controller is responsible for personal information under its control or custody, including information that have been transferred to a third party for processing, whether domestically or internationally, subject to cross-border arrangement and cooperation.

(a) The personal information controller is accountable for complying with the requirements of this Act and shall use contractual or other reasonable means to provide a comparable level of protection while the information are being processed by a third party.

(b) The personal information controller shall designate an individual or individuals who are accountable for the organization’s compliance with this Act. The identity of the individual(s) so designated shall be made known to any data subject upon request.

CHAPTER VII
SECURITY OF SENSITIVE PERSONAL INFORMATION IN GOVERNMENT

SEC. 22. Responsibility of Heads of Agencies. — All sensitive personal information maintained by the government, its agencies and instrumentalities shall be secured, as far as practicable, with the use of the most appropriate standard recognized by the information and communications technology industry, and as recommended by the Commission. The head of each government agency or instrumentality shall be responsible for complying with the security requirements mentioned herein while the Commission shall monitor the compliance and may recommend the necessary action in order to satisfy the minimum standards.

SEC. 23. Requirements Relating to Access by Agency Personnel to Sensitive Personal Information. — (a) On-site and Online Access — Except as may be allowed through guidelines to be issued by the Commission, no employee of the government shall have access to sensitive personal information on government property or through online facilities unless the employee has received a security clearance from the head of the source agency.

(b) Off-site Access — Unless otherwise provided in guidelines to be issued by the Commission, sensitive personal information maintained by an agency may not be transported or accessed from a location off government property unless a request for such transportation or access is submitted and approved by the head of the agency in accordance with the following guidelines:

(1) Deadline for Approval or Disapproval — In the case of any request submitted to the head of an agency, such head of the agency shall approve or disapprove the request within two (2) business days after the date of submission of the request. In case there
is no action by the head of the agency, then such request is considered disapproved;

(2) Limitation to One thousand (1,000) Records – If a request is approved, the head of the agency shall limit the access to not more than one thousand (1,000) records at a time; and

(3) Encryption – Any technology used to store, transport or access sensitive personal information for purposes of off-site access approved under this subsection shall be secured by the use of the most secure encryption standard recognized by the Commission.

The requirements of this subsection shall be implemented not later than six (6) months after the date of the enactment of this Act.

SEC. 24. Applicability to Government Contractors. – In entering into any contract that may involve accessing or requiring sensitive personal information from one thousand (1,000) or more individuals, an agency shall require a contractor and its employees to register their personal information processing system with the Commission in accordance with this Act and to comply with the other provisions of this Act including the immediately preceding section, in the same manner as agencies and government employees comply with such requirements.

CHAPTER VIII PENALTIES

SEC. 25. Unauthorized Processing of Personal Information and Sensitive Personal Information. – (a) The unauthorized processing of personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

(b) The unauthorized processing of personal sensitive information shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos (Php4,000,000.00) shall be imposed on persons who process personal information without the consent of the data subject, or without being authorized under this Act or any existing law.

SEC. 26. Accessing Personal Information and Sensitive Personal Information Due to Negligence. – (a) Accessing personal information due to negligence shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

(b) Accessing sensitive personal information due to negligence shall be penalized by imprisonment ranging from three (3) years to six (6) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Four million pesos
(Php4,000,000.00) shall be imposed on persons who, due to negligence, provided access to personal information without being authorized under this Act or any existing law.

SEC. 27. Improper Disposal of Personal Information and Sensitive Personal Information. – (a) The improper disposal of personal information shall be penalized by imprisonment ranging from six (6) months to two (2) years and a fine of not less than One hundred thousand pesos (Php100,000.00) but not more than Five hundred thousand pesos (Php500,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

(b) The improper disposal of sensitive personal information shall be penalized by imprisonment ranging from one (1) year to three (3) years and a fine of not less than One hundred thousand pesos (Php1,000,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who knowingly or negligently dispose, discard or abandon the personal information of an individual in an area accessible to the public or has otherwise placed the personal information of an individual in its container for trash collection.

SEC. 28. Processing of Personal Information and Sensitive Personal Information for Unauthorized Purposes. – The processing of personal information for unauthorized purposes shall be penalized by imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons processing personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

The processing of sensitive personal information for unauthorized purposes shall be penalized by imprisonment ranging from two (2) years to seven (7) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons processing sensitive personal information for purposes not authorized by the data subject, or otherwise authorized under this Act or under existing laws.

SEC. 29. Unauthorized Access or Intentional Breach. – The penalty of imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00) shall be imposed on persons who knowingly and unlawfully, or violating data confidentiality and security data systems, breaks in any way into any system where personal and sensitive personal information is stored.

SEC. 30. Concealment of Security Breaches Involving Sensitive Personal Information. – The penalty of imprisonment of one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00) shall be imposed on persons who, after having knowledge of a security breach and of the obligation to notify the Commission pursuant to Section 20(f), intentionally or by omission conceals the fact of such security
breach.

SEC. 31. Malicious Disclosure. – Any personal information controller or personal information processor or any of its officials, employees or agents, who, with malice or in bad faith, discloses unwarranted or false information relative to any personal information or personal sensitive information obtained by him or her, shall be subject to imprisonment ranging from one (1) year and six (6) months to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

SEC. 32. Unauthorized Disclosure. – (a) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from one (1) year to three (3) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than One million pesos (Php1,000,000.00).

(b) Any personal information controller or personal information processor or any of its officials, employees or agents, who discloses to a third party sensitive personal information not covered by the immediately preceding section without the consent of the data subject, shall be subject to imprisonment ranging from three (3) years to five (5) years and a fine of not less than Five hundred thousand pesos (Php500,000.00) but not more than Two million pesos (Php2,000,000.00).

SEC. 33. Combination or Series of Acts. – Any combination or series of acts as defined in Sections 25 to 32 shall make the person subject to imprisonment ranging from three (3) years to six (6) years and a fine of not less than One million pesos (Php1,000,000.00) but not more than Five million pesos (Php5,000,000.00).

SEC. 34. Extent of Liability. – If the offender is a corporation, partnership or any juridical person, the penalty shall be imposed upon the responsible officers, as the case may be, who participated in, or by their gross negligence, allowed the commission of the crime. If the offender is a juridical person, the court may suspend or revoke any of its rights under this Act. If the offender is an alien, he or she shall, in addition to the penalties herein prescribed, be deported without further proceedings after serving the penalties prescribed. If the offender is a public official or employee and lie or she is found guilty of acts penalized under Sections 27 and 28 of this Act, he or she shall, in addition to the penalties prescribed herein, suffer perpetual or temporary absolute disqualification from office, as the case may be.

SEC. 35. Large-Scale. – The maximum penalty in the scale of penalties respectively provided for the preceding offenses shall be imposed when the personal information of at least one hundred (100) persons is harmed, affected or involved as the result of the above mentioned actions.

SEC. 36. Offense Committed by Public Officer. – When the offender or the person responsible for the offense is a public officer as defined in the Administrative Code of the Philippines in the exercise of his or her duties, an accessory penalty consisting in the disqualification to occupy public office for a term double the term of criminal penalty
imposed shall he applied.

SEC. 37. Restitution. – Restitution for any aggrieved party shall be governed by the provisions of the New Civil Code.

CHAPTER IX
MISCELLANEOUS PROVISIONS

SEC. 38. Interpretation. – Any doubt in the interpretation of any provision of this Act shall be liberally interpreted in a manner mindful of the rights and interests of the individual about whom personal information is processed.

SEC. 39. Implementing Rules and Regulations (IRR). – Within ninety (90) days from the effectivity of this Act, the Commission shall promulgate the rules and regulations to effectively implement the provisions of this Act.

SEC. 40. Reports and Information. – The Commission shall annually report to the President and Congress on its activities in carrying out the provisions of this Act. The Commission shall undertake whatever efforts it may determine to be necessary or appropriate to inform and educate the public of data privacy, data protection and fair information rights and responsibilities.

SEC. 41. Appropriations Clause. – The Commission shall be provided with an initial appropriation of Twenty million pesos (Php20,000,000.00) to be drawn from the national government. Appropriations for the succeeding years shall be included in the General Appropriations Act. It shall likewise receive Ten million pesos (Php10,000,000.00) per year for five (5) years upon implementation of this Act drawn from the national government.

SEC. 42. Transitory Provision. – Existing industries, businesses and offices affected by the implementation of this Act shall be given one (1) year transitory period from the effectivity of the IRR or such other period as may be determined by the Commission, to comply with the requirements of this Act.

In case that the DICT has not yet been created by the time the law takes full force and effect, the National Privacy Commission shall be attached to the Office of the President.

SEC. 43. Separability Clause. – If any provision or part hereof is held invalid or unconstitutional, the remainder of the law or the provision not otherwise affected shall remain valid and subsisting.

SEC. 44. Repealing Clause. – The provision of Section 7 of Republic Act No. 9372, otherwise known as the “Human Security Act of 2007”, is hereby amended. Except as otherwise expressly provided in this Act, all other laws, decrees, executive orders, proclamations and administrative regulations or parts thereof inconsistent herewith are hereby repealed or modified accordingly.
SEC. 45. Effectivity Clause. – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) FELICIANO BELMONTE JR.  
Speaker of the House of Representatives

(Sgd.) JUAN PONCE ENRILE  
President of the Senate

This Act which is a consolidation of Senate Bill No. 2965 and House Bill No. 4115 was finally passed by the Senate and the House of Representatives on June 6, 2012.

(Sgd.) MARILYN B. BARUA-YAP  
Secretary General House of Representatives

(Sgd.) EMMA LIRIO-REYES  
Secretary of the Senate

Approved: AUG 15 2012

(Sgd.) BENIGNO S. AQUINO III  
President of the Philippines