



## DILIMAN COLLEGE

Commonwealth Avenue, Diliman, Quezon City

Trunk line: +63 2 9310731 loc 824/850/831

Telefax: +63 931 1089

### SCHOOL-STUDENT-PARENT COVENANT

I have read and understood the information contained within the Student Handbook. I agree with the Mission and Vision Statement, Philosophy and Core Values of the school and I am willing to have my child(ren) educated in accordance with them. I understand and I agree that I have a responsibility to actively support the authority, regulations and discipline policies of the school.

\_\_\_\_\_  
Signature over printed name of Student

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name of Parent/Guardian

Date signed: \_\_\_\_\_



# AGREEMENT

## COLLEGE'S COPY

Date: \_\_\_\_\_

To DILIMAN COLLEGE

This is to certify that I have read and fully understood the Student Handbook.

I shall abide and be guided accordingly.

\_\_\_\_\_  
Student's signature over printed name

\_\_\_\_\_  
Year and Course

CONFORME:

\_\_\_\_\_  
Parent's signature over printed name







## **DILIMAN COLLEGE**

Commonwealth Avenue, Diliman, Quezon City

Trunk line: +63 2 89310731 loc 824/850/831

Telefax: +63 8931 1089

# **COLLEGE STUDENT HANDBOOK**

**REVISION**

**May 30-31, 2020**

# AGREEMENT

## STUDENT'S COPY

Date:

\_\_\_\_\_  
To DILIMAN COLLEGE

This is to certify that I have read and fully understood  
the Student Handbook.

I shall abide and be guided accordingly.

\_\_\_\_\_  
Student's signature over printed name

\_\_\_\_\_  
Year and Course

CONFORME:

\_\_\_\_\_  
Parent's signature over printed name





Information about students' participation in the school's extracurricular, cocurricular, and curricular activities are available in the College Student Handbook. It acts as a reference tool for the school's policies, rules, and standards while making choices and taking actions. The relationship between students, the administration, professors, and staff shall be carefully defined and made clear as a result. The school, its offerings, and the resources available to students are all included in this guidebook. Through this, the students will receive the correct instruction, be made aware of their duties and obligations, and comprehend their commitment to the administration for their welfare.

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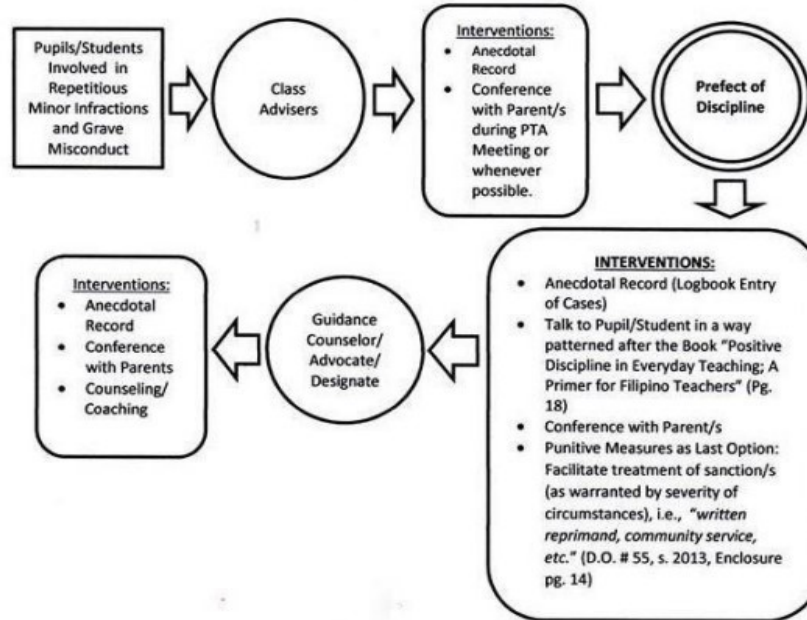
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**B. MEDIATION ON REPETITIOUS MINOR INFRACTION CASES AND GRAVE MISCONDUCT** (The *Prefect of Discipline* will be involved)



determined by the CPC. The offending student shall visit the Guidance Counselor to assess the outcome of the intervention. The Guidance Counselor shall then prepare a counseling note for future reference.

4. In case of repeated offender, the school has the prerogative to not issue a Good Moral Certification to the student.
5. Other acts of violence or abuse committed by a student to another student in school which is not remedied using mediation and non-punitive intervention shall be dealt with in accordance with the provisions of Republic Act 9344 and DepEd Order No. 18, series of 2015 or the Guidelines and Procedures on the Management of Children at-risk (CAR) and Children in Conflict with the Law (CICL).



**ARTICLE IX/ Appendices I.**

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**This Student Handbook belongs to:**

Name: \_\_\_\_\_

Sex: \_\_\_\_\_

Age: \_\_\_\_\_

Contact #: \_\_\_\_\_

LRN Home Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

**In case of emergency, please notify:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date of first entry in school: \_\_\_\_\_



the incident and the agreement to stop the misbehavior as a result of the interview. This accounts for the classroom based intervention.

2. Consequently, the Class Adviser shall communicate with the student/s' parents or guardians about the incident and shall arrange a case conference through writing regarding their child's misconduct together with the Prefect of Discipline and the Child Protection Committee. If parents or guardians do not respond to the invitation, the Class Adviser shall conduct Home Visitation to ensure that they are present during the conference.
3. The Class Adviser shall accomplish the Referral Form for Discipline Intervention together with the incident report reflected in the Anecdotal Record. The Prefect of Discipline with the Child Protection Committee shall assess the situation and determine, sometimes with input from the offending student, what will help fix the problem for the purpose of amending the misconduct. Non-punitive form of discipline is encouraged to help the offending student correct his/her mistakes. Likewise, logical consequences of his/her action shall also serve as a form of discipline (e.g. a student who destroys a school property shall be directed to replace or repair the damage, a student who is caught smoking or intoxicated will be referred to the School Nurse to undergo a lecture on the ill effects of smoking and alcohol). The disciplinary sanctions shall be determined by the Child Protection Committee through the Prefect of Discipline. The penalty of in-school suspension for not more than one (1) week maybe imposed by the School Head through the Prefect of Discipline, depending on the gravity of the offense as



- Theft/stealing
- Collection/soliciting money for any activity or outside project not duly sanctioned by school authorities;
- Possession/use/pushing of prohibited drugs;
- Discrediting/ disrespecting fellow students/school personnel using media/ ICT tools (internet, cellphones, etc.) to injure one's character or reputation (e.g. publicly posting slanderous comments or images/pictures with lewd or obscene graphics or funny illustrations, cyber bullying, etc.);
- Other similar offenses.

**THE DISCIPLINARY PROCEDURE FOR COMMITTING MAJOR OFFENSES IS EXPLAINED BELOW:**

1. The school personnel present during the incident shall immediately intervene with the situation and conduct an on-the-spot intervention. In cases of violence or there is imminent and present danger, the witnessing school personnel shall call the Security Guard or the Police Personnel depending on the gravity of the situation. If the witnessing personnel is a subject teacher or a non-teaching staff, the incident shall be made known to the Class Adviser of the offending student/s. Class Advisers must coordinate with each other if the incident involves students from different sections or year levels. The Class Adviser/s shall document this misconduct in the Anecdotal Record logbook, indicating the date and time and the detailed description of



## **PURPOSE OF THE STUDENT HANDBOOK**

The College Student Handbook provides information regarding student's involvement in the curricular, co-curricular and extra-curricular activities of the school. It serves as a resource document of the policies, rules and guidelines of the school for any courses of action and decisions. This will judiciously define and clarify the relationship among students as well as the administration, faculty and staff. This handbook also includes information about the school, its services and facilities that the students can avail. Through this, the students will be properly guided and made aware of their responsibilities, accountabilities and obligations, as well as understand their commitment to the administration for their well-being.

To you dear student, welcome to DILIMAN COLLEGE!  
You are all encouraged to study hard and enjoy the opportunities offered to you by this institution.



**Dear DC Students,**

**Welcome!**

You are embarking on a new and exciting chapter in your life. Here at **Diliman College**, our goal as administrators, faculty and school personnel is to provide you with a positive learning environment and to impart the necessary technical and life-long learning skills and knowledge for you to become productive members of the community who value **excellence, integrity and leadership**.

This can only be achieved in an atmosphere of mutual respect, trust and fellowship. Found in this handbook are the guiding principles that would lead you through your academic progress, career advancement and over all personal development. It is encouraged that you share with your parents or guardians the information contained in this handbook so that you will be supported and assisted in achieving your goals.

Let us all work as one towards your success!

Your partner,

**Diliman College**





ties leading to stoppage of classes;

- Truancy (Staying away/not entering the campus or classes for the purpose of gallivanting, playing, etc.);
- Fighting/inciting fights or acts of violence resulting to injury on oneself or other students;
- Assaulting teacher or any other school authority or his agents or students;
- Possession/use of alcoholic beverages/drunkenness/disorderly behavior caused by liquor or drugs;
- Bringing of “barkadas”/gangs/outsideers for the purpose of harassing any student or school personnel;
- Organizing/recruiting/hazing of any form of unauthorized groups whether in or out of school premises;
- Trespassing in off-limits/restricted areas/other classrooms;
- Forging/defacing/tampering school records and documents (ID cards, report card, letters, quizzes, etc.);
- Unauthorized use of school name and seal for public function;
- Sexual harassment/acts of lasciviousness; □
- Vandalism (destroying or writing on school property like chairs, table, windows, books, laboratory equipment and others/deliberate destruction of other people’s property);
- Extortion or asking money from others under threat;
- Embezzlement of student funds;



- f. Non-readmission
  - g. Expulsion, upon approval by CHED/ TESDA
2. Minor Offenses
- a. Verbal warning
  - b. Written warning
  - c. Loss or denial of school privileges
  - d. Suspension for 1-3 days

**NOTE:** Graduating students who have been referred to the Office of the Dean of Student Affairs for serious disciplinary action shall not be allowed to join the graduation ceremony even if they obtain passing marks.

These measures are issued for the safety and welfare of the Diliman College students.

#### **DISCIPLINARY PROCEDURE FOR MAJOR OFFENSES**

1. Committing a major offense shall not be used to curtail the student's basic rights and due process shall be followed. The following cases are considered as major offenses:
- Bullying acts;
  - Possession/use of deadly weapon or harmful objects (bladed objects of any kind, guns and/or ammunitions of any kind, explosives of any kind, biological or chemical weapons of any kind, etc.);
  - Instigating, leading or participating in concerted activi-



**ARTICLE I**

**Section 1**

**VISION**

Diliman College envisions itself as a recognized higher educational institution that harnesses students' full potential to be globally competitive and socially responsive professionals who value excellence, integrity, and leadership.

**MISSION**

- To produce globally competitive graduates who internalize and practice professionalism and social responsibility;
- To create a rewarding, fulfilling and progressive learning environment for its faculty and staff;
- To establish a financially viable and sustainable educational institution; and
- To develop active school community participation in the formulation and implementation of socio-civic projects

**CORE VALUES**

As an educational organization, there are basic values that are deemed important to the School, values which everyone is expected to fully internalize and observe:

**Genuine Concern for Others**



Genuine concern for others, especially for children is a value that is both relevant to the teaching profession and to us as Filipinos. Genuine concern for children and others involves a range of ideas; from being child-centered, as is the design of a typical Filipino family, to *pakikiramay* at *pakikipagkapwa-tao* the traditional values of concern and compassion for others.

### **INTEGRITY**

Integrity is a moral dimension that sets a degree of professionalism to one's vocation. It entails Filipino values such as *dangal*, *delicadeza*, at *pagtitiwala*. To conduct oneself with integrity may require avoiding situations where personal interests may directly or indirectly conflict with the interests of the School.

### **DISCIPLINE**

Discipline, the hallmark of a true professional, involves one's willingness to integrate personal values with that the ideals set by the School. Discipline is an expression of cooperation and respect for the institution's principles and policies through constant and consistent practice of prescribed procedures and observance of rules and regulations applicable to one's area of responsibility and concern.

### **TEAMWORK**

The realization of school goals lies in the collective achievement of every individual. Collective achievement or



- Extreme highlighted/colored/dyed hair (male and female)
- Uttering vulgar words.
- Boisterous talking, shouting, running along the corridor and hallway, disturbing school activities
- Any form of misconduct not otherwise classified as a major offense
- Using cellular phone during class hour that may cause disruption of classes.
- Littering, loitering or spitting anywhere inside the school campus.
- Commission of three minor offenses equates to one major offense.

### **SANCTIONS**

Based on the recommendation of the discipline officer and the Investigating Committee, sanction may include one or more of the following;

1. Major Offenses
  - a. Written warning
  - b. Suspension ranging from 3 to 5 days depending on the gravity of the offense
  - c. Loss or denial of school privileges
  - d. Disciplinary probation
  - e. Dropped from the roll



- b. Using someone else's account and sending of-  
fensive mail.
  - c. Deleting someone else's file.
  - d. Preventing normal operation/changing the  
configuration; introducing computer virus in the  
computer network of the school.
  - e. Computer password disclosure (disclosing pass-  
word or similar access to the computer network  
of the school or any institution to which the  
school has authorized connection without au-  
thorization from the IT personnel).
- Cyber bullying – use of internet and/or mobile tech-  
nology to harass, intimidate or cause harm to an-  
other.

### **MINOR OR LIGHT OFFENSE**

A violation of school rules and regulations not in-  
cluded in the foregoing enumeration, and which merits a  
penalty ranging from reprimand to suspension, such as, but  
not limited to the following:

- Not in proper school uniform
- Not wearing ID within the campus
- Lending or borrowing ID, library card, passes, etc.
- Wearing colored or printed under shirt



teamwork is a concept more familiar to us as *bayanihan*, an action that involves reciprocated respect for individual competencies and harnessing such in a coordinated manner towards a shared purpose.

### **PRO-ACTIVITY**

Pro-action of pro-activity is a principle that requires the ability to anticipate potential problems or opportunities. As against the reactive attitude, the proactive approach calls for initiative, insight and vision, as well as an accurate assessment of present circumstances.

### **COST-EFFECTIVENESS**

Cost-effectiveness entails the practical, effective, and efficient use of resources. Cost-effectiveness is related to pagkamasinop and goes beyond conservation or pagtitipid when one maximizes the use of time and appropriate materials to achieve the expected results at the least possible cost.

## **ARTICLE II**



**ALL ABOUT SCHOOL**

**SECTION 1: GENERAL INFORMATION**

**Name of School: DILIMAN COLLEGE**

**Address: Commonwealth Avenue, Matandang**

**Balara, Diliman, Quezon City, NCR 1121**

**Contact Number: 89310731**

**Email Address:**

**Website: <http://thedilimancollege.edu.ph>**

**Social Media: [www.facebook.com/dilimancollege/](http://www.facebook.com/dilimancollege/)**

**Daily Schedule of Classes: 7:30 a.m.–11:45 a.m. &  
1:30 p.m.–5:00 p.m.**

**Office Hours: 8:00 a.m. – 12:00 nn & 1:00p.m.  
1:00 p.m. – 5:00 p.m**

**SECTION 2: SCHOOL HISTORY**

Established in 1998, Diliman Computer Technology Institute (DCTI), now Diliman College is a private, non-sectarian tertiary educational institution situated along Commonwealth Avenue in Quezon City.

DCTI initially offered computer and livelihood courses. It served as the training arm of Diliman Foundation, Inc. through the Manpower Skills Training





indecent acts done within or outside the school campus;

- Acts causing or liable to cause dishonor, contempt or discredit to the name of the school such as the commission of an offense within or outside the school campus;
- Instigating or participating in any activity that may seriously disrupt the normal operations of the school or cause disorder or serious disturbance;
- Participation or involvement in any form of hazing or membership in gangs or fraternities;
- Destruction, deliberate marking or defacing of school books or any library material;
- Tampering the announcements on bulletin boards;
- Possession of pornographic materials or obscene pictures being contained in CDs , cell phones or printed materials.
- Unlawful use of school computers and Internet connection such as access to obscene websites.
- Computer security breach like accessing a school computer or computer network without authority or beyond authorized access like;
  - a. Changing the password of someone else's account.



- Gambling in any form within the school campus.
- Possession, drinking alcoholic beverages and/or under the influence of liquor within the school campus.
- Cheating during tests, examinations and other required activities to pass a certain subject; Failing grade in the examination, test or subject will be the sanction for this offense.
- Plagiarism: using another person's words or ideas without giving credit or recognition to the person and eventually taking them as his own.
- Malversation of class funds or any form of dishonesty in the performance of school functions.
- Theft/stealing in any form.
- Forgery of signatures, falsification or tampering of academic or official records, school IDs or documents of any kind; or deliberately securing or using such falsified documents;
- Emotional abuse; moral or emotional harm upon another student;
- Gross acts of discourtesy, disrespect, threat or physical assault upon a member of the faculty, the administration, school employees, and guests;
- Acts of lasciviousness, immorality and other obscene or



Program in partnership with the Technical Skills and Development Authority (TESDA) and the Department of Labor and Employment (DOLE). It offered a variety of Information & Technology and Restaurant Specific Skills Development Programs. DCTI continually sought and developed programs to meet the students' needs and the requirements of the industry. In early 2000, the institute saw the growing medical transcription industry and its need for transcriptionists and launched the Medical Transcription course in 2004.

Inspired by its vision-mission to produce globally competitive and socially responsive professionals in the fields of Information Technology, Education and Business in a progressive learning environment, the institution in 2008 offered its four-year courses in Bachelor of Science in Information Technology and Bachelor of Science in Office Administration. The Bachelor of Elementary Education and Bachelor of Secondary Education programs together with Bachelor of Science in Business Administration was added two years later, making DCTI an institution of choice.

Through its advocacy to develop a school community that is actively engaged in socio-civic projects, it has initiated the Computer Literacy Program in partnership with Unitech Educational Program Corporation in 2009. In September 2013, the Bureau of Immigration granted the authority to DCTI to accept foreign students.



On September 8, 2014, the Securities and Exchange Commission approved the amended articles of incorporation thereby changing the name DCTI to Diliman College. In that same year, BEED, BSED and BSBA programs were recognized by CHED.

In 2015, DepEd granted a permit to DC to offer Senior High School Programs. CHED granted the initial permit in 2017 to DC for a Bachelor of Science in Accountancy, Bachelor of Public Administration and Bachelor of Physical Education to cater to the needs of the K-12 graduates of 2018-2019.

In 2019, Diliman College received the initial permit to offer a Bachelor of Science in Tourism Management.

### **ARTICLE III**

#### **ADMISSION AND TRANSFER POLICY**

##### **SECTION 1: ADMISSION PROCESS**

###### **NEW STUDENTS FOR COLLEGES**

1. Secure / Fill out the Student Directory Form at the Admissions Office
2. Submit the following documents:
  - 3 pcs. 2x2 recent colored ID picture
  - Form 138 (High School Report Card)
  - Certificate of Good Moral Character
  - Original and photocopy of NSO Authenticated Birth



and the student commits the same misconduct, the teacher shall refer the case to the Prefect of Discipline by filling up the Referral for Discipline Intervention Form. The parent/guardian shall be summoned by the Prefect of Discipline through the Class Adviser for the treatment of sanction. The students and parents/guardian shall come up with a mutual contract or written apology duly stated in the Student-School Agreement which the offending student shall accomplish and will render special tasks as agreed upon by the student, parents and Prefect of Discipline commensurate to the committed offense. The Class Adviser will bring the student to the Guidance Office for counseling intervention.

4. Repeated offenses will be elevated to major offense.

### **DEFINITION AND KIND OF OFFENSES**

#### 1. Major or Grave Offense

This is a violation of school rules and regulations that merits the imposition of a penalty ranging from suspension to expulsion. Major offenses shall include, but are limited to the following:

- Carrying or possession of firearms, deadly weapons, explosives, prohibited incendiary devices or any other instrument that may endanger life & property;
- Willful damage to school property, graffiti or vandalism.
- Possession or use of prohibited drugs within the school campus.
- Smoking within the school campus.



swers and scores while checking);

- Writing and/or drawing obscenities;
- Other similar offenses

**SECTION 17: THE DISCIPLINARY PROCEDURE FOR COMMITTING MINOR OFFENSES IS EXPLAINED BELOW:**

1. First Offense: After hearing the side of the student, the Class Adviser shall give an oral reprimand or warning to the offending student. He/she will document the misconduct in his/her Anecdotal Record logbook, indicating the date, time and the detailed description of the incident, the agreement to stop the misbehavior. If the witnessing personnel is subject teacher or a non-teaching staff, the incident shall be made known to the Class Adviser/s of the offending student/s. This accounts for the classroom-based intervention.
2. Second Offense: If succeeding misbehavior occurs even after the reprimand, the Class Adviser shall communicate with the parents or guardians about the case during the quarterly Recognition Program or parents meetings and come up with a solution to the student's misbehavior. If parents or guardians don't respond to the invitation, the Class Adviser shall conduct Home Visitation as another form of intervention in strengthening school-family connection. The student shall then write a written apology in the presence of the parent or guardian.
3. Third Offense: If all initial interventions are already exhausted



Certificate

- 1 pc Long clear plastic envelope
3. Pay the Entrance Exam fee at the Cashier
  4. Present the receipt at the Admissions Office for the schedule of exam.
    - The official receipt serves as the test permit.
    - For entrance exam passer, the Admissions office will issue student number, enrolment permit and Pre-Registration Form
  5. Interview with the institute dean and/or VPAA
  6. Proceed to the Accounting Office for assessment and then pay to the Cashier
  7. Present the Official Receipt at the Admissions Office for the issuance of Certificate of Registration (COR) form.

**C O N G R A T U L A T I O N S !**

**NEW STUDENTS and TRANSFEREES IN COLLEGES**

The following conditions are for applicants of Bach-

<b>Particulars</b>	<b>FEE</b>	<b>REMARKS</b>
Prelim Exam Midterm Exam	<b>P 100.00 / subject</b>	Unexcused Absence
Final Exam	<b>P 200.00 / subject</b>	Excused or Unexcused Absence
Completion Fee	<b>P 150.00 / subject</b>	Must be completed the following semester



elor of Elementary (BEEd); Bachelor of Secondary Education (BSEd); Bachelor of Physical Education (BPE); Bachelor of Science in Accountancy (BSA); Bachelor of Science in Information and Technology (BSIT); Bachelor of Physical Education (BPE); Bachelor of Public Administration (BPA); Bachelor of Science in Tourism Management (BSTM); Bachelor of Science in Business Administration (BSBA); Continuing Professional Education (CPE);

- High School Report Card must have a general weighted average of 85% and above
- The entrance exam result must not be lower than 80%
- The IQ test must reflect that the applicant has an average IQ level
- Must get a passing grade in the interview with the institute dean and/or VPAA

### **FOREIGN STUDENTS**

1. Secure / Fill out the Student Directory Form at the Admissions Office
2. Submit the following documents:
  - Five (5) copies of the Student's Personal History Statement duly signed both in English, and national alphabet accompanied by left and right thumbprints.
  - Notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars.





**SECTION 16: DISCIPLINARY PROCEDURE FOR MINOR OFFENSES**

1. The following are considered minor offenses:
  - Deliberate disturbance and/or improper behavior within school premises;
  - Littering and loitering;
  - Disregard of signs and markers;
  - Use of vulgar languages/unacceptable words (written or oral);
  - Improper use of classroom/school facility & supplies;
  - Unnecessary absences and/or cutting classes;
  - Habitual tardiness (5x and above);
  - Possession/use of cigarette (smoking inside school premises);
  - Possession/reading or passing of pornographic materials;
  - Possession of gambling paraphernalia in any form within the school premises or its immediate vicinity;
  - Using cell phones, ipod, mp3, game cards, video games, computer games during class hours or charging of cell phones inside the classroom/ within the campus;
  - Cheating (copying of answers or allowing others to copy one's answer/opening of notes/unauthorized use of codes and signals during tests, possession of "kodigo" during quizzes and other examinations) and dishonesty (changing an-



**PERSONNEL**

Students who, without provocation, would physically or verbally disrespect or assault a teacher or any of the school authorities or bringing of “barkadas”/gangs/outside for the purpose of retaliating against school personnel is an offense subject to disciplinary action.

**SECTION 15: NORM OF CONDUCT AFTER CLASS HOURS**

1. The student is bringing the name of the school even after class hours. It is therefore right that the student should behave consistently in a manner which upholds the moral integrity of the school.
2. Students should bear in mind that in all places, they are responsible for their conduct, especially when in school uniform; thus their conduct should be dignified and proper. Students who are in their uniform should not go to disco pubs, beer houses, videoed establishment, billiard halls, internet café, and the like. The name of the school should not be used for an activity or function unless approved by the principal.
3. Students who are requested to stay in school or outside the school beyond class hours and during weekends and holidays for academic and valid reasons should ask written permission of the latter’s parents or guardians and approve by the school head. They should likewise be supervised by the concerned teacher to avoid any untoward incidents.



- Scholastic Records authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
  - Certificate of Good Moral Character
  - Certificate of Transfer Credential/ Honorable Dismissal
  - Original and photocopy of Authenticated Birth Certificate
  - Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent authenticated by the Philippine Foreign Service Post
  - 3 pcs. 2x2 recent colored ID picture on plain white background.
  - 1 pc long clear plastic envelope
3. Pay the Entrance Exam fee at the Cashier
  4. Present the receipt at the Admissions office for the schedule of exam.
    - The official receipt serves as the test permit.
    - For entrance exam passer, the Admissions Office will issue student number, enrollment permit and Pre-Registration Form
  5. Interview with the college dean and/or VPAA
  6. Proceed to the Accounting Office for assessment and



then pay to the Cashier

7. Present the Official Receipt at the Admissions Office for the issuance of Certificate of Registration (COR) form.

### **OLD STUDENTS**

1. Submit duly accomplished clearance form for the previous semester.
2. Accomplish the Student Directory Form at the Admissions Office.
3. Fill-out the Pre-Registration Form (Advising slip) and copy the class schedule.
4. Present the above form at the Admissions office for checking of entries.
5. Present a photocopy of grade evaluation and secure the Permit to Enroll at the Dean's office for approval.
6. Present the Student Directory Form and Permit to Enroll at the Accounting Office for assessment, then go to the Cashier for payment.
7. Submit the Student Directory form, permit to enroll and receipts at the Admissions office for the issuance of Certificate of Registration (COR) form.

### **SECTION 2: PAYMENT OF TUITION AND OTHER FEES**

As a requirement, a student must present his duly accomplished clearance prior to enrolment every semes-



**SECTION 12: SMOKING/VAPE, ALCOHOL AND DRUG USE**

1. The use of tobacco/VAPE substances is not permitted to students, teachers, staff, parents and visitors within vicinity of the school campus.
2. Students who are intoxicated are not allowed to enter the school campus to prevent aggressions due to drunkenness. Any student who is caught intoxicated will be dealt with accordingly.
3. Possession and use of prohibited drugs is a criminal offense. Any student caught in possession of illegal drugs will be referred to the QC Police Station.
4. Once the student is already in class intoxicated, student is advised to report to the guidance office to rest and parents will be called to fetch the student.

**SECTION 13: POSSESSION OF DEADLY WEAPONS**

1. Students are not allowed to bring deadly weapons such as knives, icepicks, other sharp bladed instruments, guns, matches/lighters, firecrackers and other explosives.
2. Reported and suspected student who brings possession of deadly weapons is subject for inspection/ frisking.

**SECTION 14: THREATS AND ASSAULT ON SCHOOL**



tools (internet, cellphones, etc.) to injure one's character or reputation (e.g. publicly posting slanderous comments or images/pictures with lewd or obscene graphics or funny illustrations will be dealt with accordingly.

2. any grievances should be addressed to the proper authority

### **SECTION 10: FIST FIGHTS, RIOTS AND OTHER DESTRUCTIVE BEHAVIOR**

1. Students who engage in fistfight or injure another student shall be brought to the prefect of discipline for mediation to patch up misunderstanding. School personnel who personally witnessed the squabble should immediately pacify the situation or call the Security Guard. The class adviser will send invitation letter to the Parent/s or guardian/s of conflicting students. The parents should be informed to the sensitivity of the case.
2. In case of grave injury, the parents of the offending students will be liable for the medical expenses. Case is advised to be forwarded to CPP.

### **SECTION 11: FRATERNITIES, SORORITIES AND GANGS**

DC prohibits the operation of fraternities and sororities in the schools. Conduct of hazing and other initiation rites may result to expulsion.



ter.

The student must accomplish the **Permit to Enroll** form signed by the Registrar and Institute Dean to be presented to the Assessment office.

The Student chooses the mode of payment for the amount and schedule of payment of fees.

### **A. Payment Schedule**

1. Basic and other school fees are paid in full upon registration.
2. A student can choose the mode of payment:
  - Payment in full
  - 2-payment plan
  - 5-payment plan

Notice of payment will be given accordingly.

### **B. Refund**

A student who transfers or otherwise withdraws after he/she enrolled should submit a written notice addressed to the college dean.

Tuition fees can be refunded only upon submission of written notice and if request is filed:

**Before the start of Classes - Full tuition**



<b>Within the first week</b>	-	<b>90%</b>
<b>Within the second week</b>	-	<b>80%</b>
<b>Within the third week</b>	-	<b>50%</b>
<b>After the fourth week</b>	-	<b>No refund</b>

**C. Procedure for Refund of Payment**

- The student fills out the refund payment form and submits it to the Registrar Office.
- The Registrar then recommends for approval/disapproval and sends the form to the Accounting Office.
- The Accounting Office verifies the recommendation and submits it to the Chief Finance Officer for final approval.
- Upon approval of refund of payment, the student waits for five working days for release of payment.

**D. Rules on Non-Payment of School Fees**

Students with outstanding accounts are not allowed to take the periodic examinations. Make-up exams are given only to students who have paid their accounts. Special exam fees are as follows:

**ARTICLE IV**

**ACADEMIC POLICY & GRADING SYSTEM**





such as in spider fights, basketball games, "taksi" inside the school campus are not allowed. Any personnel who personally witnessed the incident shall confiscate the money and report to the Class Advisers. The confiscated must money must be forwarded to Supreme Student Government (SSG) as fund.

**.SECTION 8: VANDALISM AND DELIBERATE DESTRUCTION OF SCHOOL PROPERTY**

At all times, students should not write anything on the board without the permission of the teacher. The teacher's desk is exclusively for teacher's use only. Any deliberate damage or loss of school properties such as the chairs, jalousies, electric bulb, doors, athletic equipment, etc. is the responsibility of the students and shall be fixed and replaced by them

**SECTION 8: IMMORAL CONDUCT AND INDECENCY**

Public display of affections inside the campus is not tolerated. Students caught involved in sexual misconduct and immoral behavior will be dealt with immediately.

**SECTION 9: RISKY SOCIAL MEDIA BEHAVIOR**

1. Students must be responsible in the use of social media and the internet. Online risky behaviors such as disrespecting fellow students and/or school personnel using media/ ICT



**GUIDELINES ON BRINGING OF VEHICLE/MOTORCYCLE TO SCHOOL**

Students who own these aforementioned vehicles shall log the plate numbers of all vehicles entering the campus as part of the school's security measures by the security personnel.

**SECTION 6: CHEATING, STEALING, FORGING OF SIGNATURE, FALSIFICATION OF SCHOOL DOCUMENTS AND OTHER FORMS OF GRAVE DISHONESTY**

1. The school adheres to "Honesty is the Best Policy". Therefore, cheating in examinations and quizzes is not tolerated. This includes copying of answers or allowing others to copy one's answer/opening of notes/unauthorized use of codes and signals during tests, possession of "kodigo" and changing answers and scores while checking.
2. A student who has been suspended for serious disciplinary infractions, including cheating and stealing, shall be disqualified for honors for the curriculum grade during which the suspension is imposed
3. Forging of signature of the school personnel and other documents are not allowed and subject for serious disciplinary action.

**SECTION 7: GAMBLING IN SCHOOL PREMISES**

All forms of gambling which involves betting of money



**ACADEMIC INFORMATION & POLICIES FOR COLLEGE**

**SECTION 1: Curriculum Offerings**

**A. Degree Programs under CHED**

**1. Bachelor of Science in Information Technology (BSIT)**

The Bachelor of Science in Information Technology (BSIT) deals with the theories and principles that address opportunities and challenges of the real world. The students will be equipped with competencies in: Computer Programming, Database Management, Systems Analysis and Design, Project Planning, Network Technologies, Information Systems Security, Web Technologies and Current Issues in IT.

**2. Bachelor of Science in Business Administration (BSBA)**

The Bachelor of Science in Business Administration program prepares the students for a career in business and related fields. It hones the students' general knowledge in business for both theoretical and practical perspectives. The program also produces graduates who can help their organization more effectively in achieving its goals and objectives. The important skills to become effective decision makers, managers, leaders, entrepreneurs and even as competitive employees are taught to the students in order for them to survive and succeed in today's business world in both private and public sectors.

The major in Marketing Program prepares the students to be responsive to the total environment providing technical skills



and competencies in the areas of marketing. Theory is blended with practicum activities to give the students broad and enriched based experiences for a productive career in marketing.

The Human Resources Management Development program aims to prepare the graduates for a career in the field of Human Resource Management in various corporation whether in manufacturing, marketing and service sectors, or in the different types of industries and other organizations.

### **3. Bachelor of Elementary Education**

The Bachelor of Elementary Education program prepares students with excellent knowledge, varied and relevant teaching skills, positive attitude, and moral values to educate and transform children into productive and responsible citizens of the country. The program trains and develops teachers to handle preschoolers up to grade six. The BEEEd program has General Education as its major.

### **4. Bachelor of Secondary Education**

The Bachelor of Secondary Education program aims to hone and produce competent and effective teachers in the secondary level. The program integrates theories and practices in preparation for the teaching profession and to provide the students not only with the necessary pedagogical skills but also with adequate and updated knowledge in their field of specialization.

Students under this program are trained to develop the



hair, tattoos, long/colored nails are discouraged for both male and female students.

**SECTION 5: REGULATION ON THE USE OF ELECTRONIC GADGETS IN SCHOOL**

1. DC strictly imposes a ban on the use of cell phones by students during class hours. Students are directed to turn off their cell phones during class hours and switch them back on after class. Wearing headset/earphones or playing loud music inside the classroom is also prohibited unless allowed by the teacher for academic purposes. This cell phone ban is ordered so students will remain focused in their lessons and learning distractions are minimized. Students repeatedly caught violating this provision shall be subjected to disciplinary actions.
2. No student may charge his/her gadgets on the outlet on their classroom or anywhere within campus unless permitted by their class advisers due to some requirement that they need to accomplish like project, term papers, research projects etc.
3. On cases where a class may be distracted because of the persistent use of gadgets by the certain student in spite or having been warned by the teacher, the said gadget must be turned over to the concerned teachers who would eventually return the said gadget to the student/owner at the end of the same class or period.



unless there are valid reasons such as emergencies, etc. In this case, the student must secure Gate Pass from the Adviser/Subject Teacher. The student must sign in and out of the guard's logbook. Failure to follow the above procedures regarding signing in and signing out may result in disciplinary actions.

11. No group actions like boycotting of classes or demonstrations against any issue which leads to stoppage of classes shall be allowed. Student grievances shall be in a written form and will be entertained in a proper avenue and in a diplomatic process.

#### **SECTION 4: DRESS CODE AND GROOMING**

1. Female students are not allowed to wear shorts, ripped jeans, tight pedals, mini-skirts, sleeveless and see-through blouses, backless and "spaghetti" tops, multiple earrings, and heavy makeup.
2. Male students are not allowed to wear ripped jeans, shorts, sando, and T-shirts with offensive printed words. They are also discouraged to wear earrings and eyeliners.
3. Athletic uniforms shall only be allowed during sports activities or PE subject.
4. The acceptable haircut for boys shall be at least one (1) inch above the ear and three (3) inches above the collar line (DECS Manual 2000). Fancy haircuts, highlighted or dyed



right values and attitude towards teaching. The program also provides students with the knowledge and basic skills necessary to conduct research work and do actual teaching in both private and public school.

The fields of specialization in the BSE curriculum are: English, Math, Biological Science and Physical Science.

### **5. Bachelor of Science in Accountancy (BSA)**

The BSA program provides the foundation of excellent knowledge, skills, values, ethics and attitudes to enable the graduates to continue to learn and adapt to changes throughout their professional career.

The Bachelor of Science in Accountancy program aims to produce excellent ethical and professional accountants who can contribute greatly to the community and society as well. Students must develop a positive attitude to learn and be competent as future accountants.

It also prepares the students for CPA licensure examination and for employment in commerce, industry, public practice, government and education sectors.

### **6. Bachelor of Public Administration (BPA)**

The Bachelor of Public Administration program prepares the students for a career in public service and governance. It also develops students who want to devote their life to service in government and civil society. The important skills to become effective decision makers, managers, leaders, entrepreneurs



and even as competitive employees are taught to the students in order for them to survive and succeed in today's world in both public and private sectors.

### **7. Bachelor of Physical Education major in School P.E.**

The Bachelor of Physical Education program is designed to produce and develop among graduates the necessary skills, values and competencies to become better teachers; perform selected dance and sports activities; officiate selected sport activities; and manage simple recreational and athletic programs

### **8. Continuing Professional Education (CPE) for Non-education graduates**

This course aims to provide the non-education degree holders with the necessary background, theories, principles, practices and experiences in the field of education. It equips the students with the understanding of the nature of the child, in depth discussion on teaching methodologies, lesson planning, classroom management and actual teaching. The course as a whole prepares the students to take and pass the Licensure Examination for Teachers (LET).

## **SECTION 2: GRADING SYSTEM FOR COLLEGE**

### **Performance Evaluation of Students Of College Students**

The evaluation performance for each student will be





permit and waivers of parents/guardians are required for school related activities. (The school gate is always expected to be closed during weekends and only authorized personnel and students are allowed to get in).

5. School activities sponsored by any student organization requiring collection of money or raising of funds from the students like sale of tickets, solicitation, etc. affecting the school directly or indirectly should be duly approved by the School Governing Council.
6. Parent/guardian's informed consent/waiver is required for official seminars or activities requiring the participation of the students. Students who are allowed by their parents or guardians to join these activities are required to be in the prescribed vicinity, as stated by school authorities.
7. Announcements/posters/letters circularized which are to be posted on the bulletin boards must be approved by the principal or any of his/her authorized representatives for posting.
8. Students should deliver immediately circulars or letter to parents as soon as they arrive home. Return slips, if any, should be brought back to school the following day.
9. Students are prohibited from going to computer cafes' and other recreational facilities and the likes during class hours. (D.O. 83,s.2000)
10. No student may leave the campus during school hours



11. Inviting visitors or guests inside the school without passing through the Security Guard on duty.

**SECTION 3: NORM OF CONDUCT DURING CLASS HOURS**

1. Students should be careful not to leave their things like books, bags, etc. They should refrain from bringing expensive gadgets and school supplies to prevent losses and accidents. Students are responsible for their personal belongings. The school assumes no responsibility for any lost articles.
2. Inside the campus, students should respect signage (e.g. off limits, danger, warning, silence, no entry, no loitering, this way, no littering, etc.) They are for safety and consideration for others. Students should keep their classrooms clean, green and orderly to make it conducive for learning. They should abide by the set of rules and follow their leaders in the spirit of teamwork and team building.
3. Students are required to take good care of the school properties like chairs and tables. They should report damages done on a school property to school authorities as a sign of concern.
4. School Curfew: Students should not stay within the school campus after 5:00 pm on class days, except during officially sanctioned school activities with sanctions from parents or guardian. On weekends (Saturdays & Sundays), office



based on individual subject's class standing that includes recitation, project, research, assignment, report, practical test, laboratory output and others; quizzes and exam per term.

Students who are enrolled in On-the-Job Training program will be assessed by the company where they are rendering their OJT service hours. The final grade will come from the consolidated grade of the partner company, evaluation of the DC OJT coordinator and other requirements that may be assigned in relation to the students' job.

Graduating students who are enrolled in Thesis 1 & 2; Capstone A & B; and Feasibility Study must successfully defend, finish the documentation and submit the other needed requirements before being considered as candidate for graduation.

In case a student fails in any of the subjects mentioned above, he will re-enroll the subject plus a Refresher subject i.e. Technical Writing, Language Research, Action Research, Project Management and/or Marketing Research based on what is required in the student's course curriculum.

The following grading system will be used:

**FINAL GRADE COMPUTATION :**

<b>PRELIM</b>	<b>-</b>	<b>30%</b>
<b>MIDTERM</b>	<b>-</b>	<b>30%</b>



**FINALS - 40%**  
**100%**

An Incomplete (INC) grade must be complied within the next semester only.

If during the prescribed period and the student fails to comply, it would mean a failing grade; so he will automatically re-enroll the subject.

**SECTION 3: RETENTION POLICY FOR COLLEGE:**

The maximum residency is 7 years. That means the student must have graduated within the maximum stay of 7 years. Stated below are the minimum GPA and the maximum units of failure.

The college will only allow a cumulative failure of 18.0 units for the whole stay in the College.

For TEACHER EDUCATION, students must not have a grade lower than 80%

At the end of the second year, students will undergo IQ and psychological test to evaluate if the students are suited to become teachers.

If the results are not satisfactory, they will be advised to shift to another course being offered by the college.

For BS Accountancy Program, students must not have a



all times;

- g. Must ensure school facilities are clean and preserved, as well as any school articles, other devices, furniture or landscape, and to use them properly;
- h. Must respect property rights of any goods or objects belonging to anyone;
- i. Must know and follow the rules and procedures of school services;

2. Students must refrain from:

- i. Discriminating, or leading a group of students to discriminate another, with regards to one's physical appearance, gender or sexual orientation, disability, economic status, religious beliefs or affiliation and status of any sort;
- ii. Behaving physically in a manner that is inappropriate or sexually provocative;
- iii. Participating in behavior of other students that is illegal, unsafe and/or abusive;
- iv. Abusing and over-asserting their rights on a manner that would evade the school administration from protecting them;
- v. Marking or damaging school property and equipment, including books, in anyway
- vi. Being aggressive or engaging in a fight.



3. A student should be the pride of the school, the home and the community where he lives. The school relies on each individual student as the guardian of the rules and regulations of the school. Discipline measures are employed to correct erring students and for them not to repeat their mistakes, to safeguard the name of the school and to help in the progressive development of the whole studentry.
4. The basic rule: Love your school and be a responsible student your parents can be proud of.

## **SECTION 2: DUTIES AND RESPONSIBILITIES OF STUDENTS**

1. The school recognizes that students have their own duties to perform to contribute to the betterment of their education. The following norms of conduct are expected from students:
  - a. Students must be respectful of another's opinions, status of any sort, ethnicity, and religion;
  - b. Must comply with the school's regulations, as long as they are congruent to their best interests;
  - c. Must participate in and contribute to an adequate school environment;
  - d. Express themselves appropriately at all times;
  - e. Must participate in school activities;
  - f. Must respect moral and physical integrity of everyone at



grade lower than 80% in general education subjects and NO grade lower than 85% in major subjects particularly in Accountancy and Law.

At the end of the second year, students will undergo departmental exam and psychological test to evaluate if the students are really fit for the course.

If the results are not satisfactory, they will be advised to shift to another course being offered by the college.

#### **SECTION 4: RECOGNITION & COMMENCEMENT**

At the end of each semester, DC recognizes students who have shown academic excellence in their respective classes and be called Diliman College Dean's Lister.

1. The student must be officially enrolled per semester and must NOT have less than 15 units student load.
2. The student must have a general weighted average of 1.50 or better.
3. Students must NOT have a grade in any subject lower than 1.75, NO incomplete or INC grade, NO failing grade of 5.0 and NO dropped / unofficially dropped subject.
4. Moreover, the student must have a grade of 1.5 or 91-93 or higher to be awarded as the Outstanding Student in Class. A student can be outstanding in other subjects depending on his/her performance in class.

<b>Point Equivalent</b>	<b>Numeric Rating</b>	<b>Description</b>
1.00	97-100	Excellent
1.25	94-96	Very Superior
1.50	91-93	Superior
1.75	88-90	Very Good
2.00	85-87	Good
2.25	82-84	Very Satisfactory
2.50	79-81	Satisfactory
2.75	76-78	Fair
3.00	75	Passed
F	74 Below	Failed
	INC	Incomplete
	W	Withdrawn
	Dropped	Dropped

**SECTION 5: CRITERIA FOR GRADUATION WITH LATIN HONORS**

The students who have satisfied all the academic requirements for graduation and achieved the required general weighted average respectively will be recognized as:





imminent danger.

6. The case shall be referred to the Local Social Welfare Development Office or to the Women and Children Protection Desk (WCPD) of the local police station for assessment and appropriate intervention. If in case of no action taken by MSWD, elevate the matter to provincials.

## **ARTICLE VIII**

### **SECTION 1: SCHOOL POLICY AND CODE OF DISCIPLINE**

Basis and Authority of the School to Maintain Discipline  
(Source: D.O. No. 92, s 1992 page 22-23)

1. The Department of Education states that every school is required to maintain school discipline at a level consistent with the accomplishment of good schoolwork and that a public school is entitled to drop a student who is considered undesirable. The Department of Education also provides the principal and the teachers with a special authority.
2. Every school shall maintain discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school. School officials and teachers shall have the right to impose appropriate and reasonable disciplinary measures in case of offenses or infractions of good discipline. However, no cruel or physical harmful punishment shall be imposed or applied against any student.



**SECTION 11: PROCEDURES IN HANDLING DISCLOSURE,  
REFERRAL AND ASSESSMENT OF ABUSE**

1. If a student has disclosed any forms of abuse to school personnel, realize that this is a rare moment and the student is among the courageous. As the important adult the child has chosen to tell, the school personnel's response is therefore extremely important.
2. All school personnel shall undergo training in handling disclosures.
3. The school personnel shall listen closely but not ask specific questions. It is NOT the personnel's duty to determine if the student is telling the truth or not. Personnel's duty is to report not to investigate.
4. The school personnel shall coordinate with the Guidance Counselor for immediate response on the matter and accomplish Intake Sheet (Annex B).
5. The vow of confidentiality shall be observed unless there is a perceived clear and imminent danger. The Guidance Counselor shall inform the parents/guardians or the non-offending parent or closest relative (if the offender is a family member). If the victim has an immediate medical need, the Guidance Counselor shall facilitate in providing the victim medical attention. At all times, the vow of confidentiality shall be observed unless there is a perceived clear and



Summa Cum Laude	-	1.00 to 1.25
Magna Cum Laude	-	1.251 to 1.50
Cum Laude	-	1.501 to 1.75

The student must be officially enrolled per semester and must NOT have less than 15 units student load.

The student must have NO record of misconduct during his entire stay in the college.

Students must NOT have a grade in any subject lower than 85% or 2.0, NO incomplete or INC grade, NO failing grade of 5.0 and NO dropped / unofficially dropped subject.

Any transferee to qualify for Honors must have stayed at least four (4) semesters for college residency.

**COMMENCEMENT EXERCISES** are held yearly to award the diploma and certificates to students who have successfully completed their courses.

**SECTION 6: CHANGING/DROPPING OF SUBJECTS  
OR COURSE**

- A. Students will fill out a form from the Registrar Office for changing or dropping of subjects or course and to be approved by the Institute Dean.
- B. Changing subjects is allowed only for legitimate reasons and



should be done on the first week of the school term only.

- C. Students should present the new registration form to the Registrar and should be signed by the Institute Dean.
- D. Students who would like to drop subject/s should submit a formal letter to the Dean indicating the reason/s for such action and should be duly signed by the registrar for proper documentation then to be forwarded to the accounting office.
- E. Official dropping of subjects may only be allowed (Dropped Officially or D.O.) if it is done on the first week of the start of classes up to the week after Prelim.
- F. Dropping of subjects after or outside the prescribed period set by the office shall be considered Failed (F) or Dropped due to Absences (DA).
  - Dropping procedures will vary depending on the course.

## **SECTION 9: CLASS SCHEDULE**

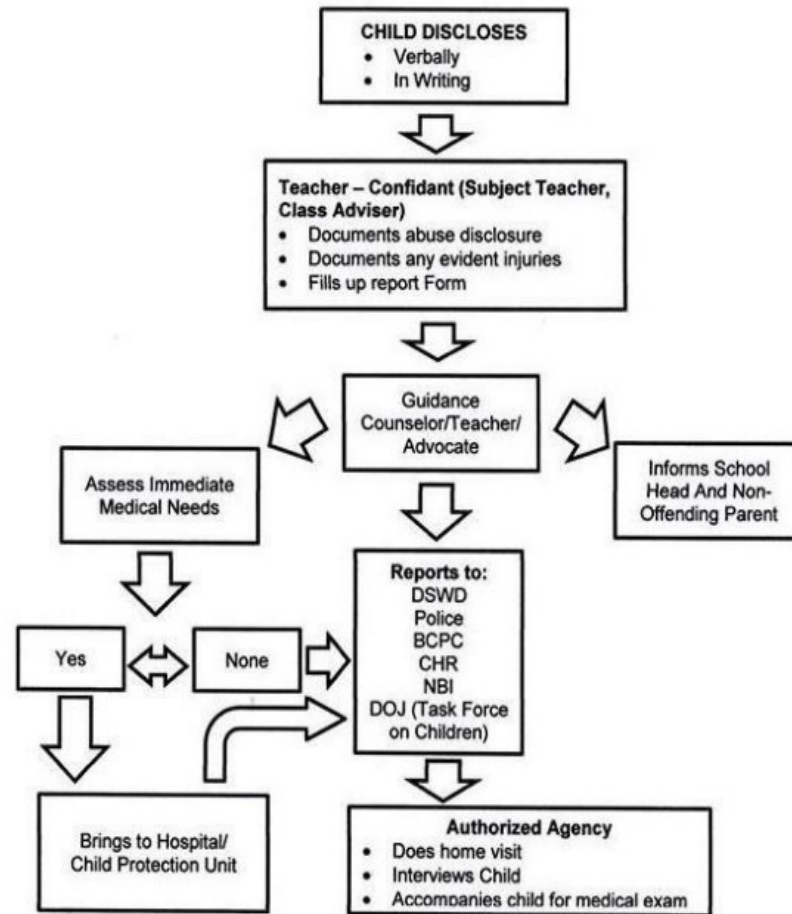
Classes at DC are held from Mondays to Fridays and Saturdays as the need arises. The official class schedule is found in the student's Certificate of Registration (COR).

Unless otherwise prescribed by the College, all DC students are required to come to school in proper uniform any time of the day even if the purpose is only to submit projects or attend other school functions.



Annex A  
Division Memorandum No. 177 Series of 2016  
DepEd, Division of Surigao del Sur

**D. FLOW CHART ON REPORTING AND REFERRING CHILD ABUSE CASES**  
(Source: School Protocol on Reporting and Referring Child Abuse Cases)

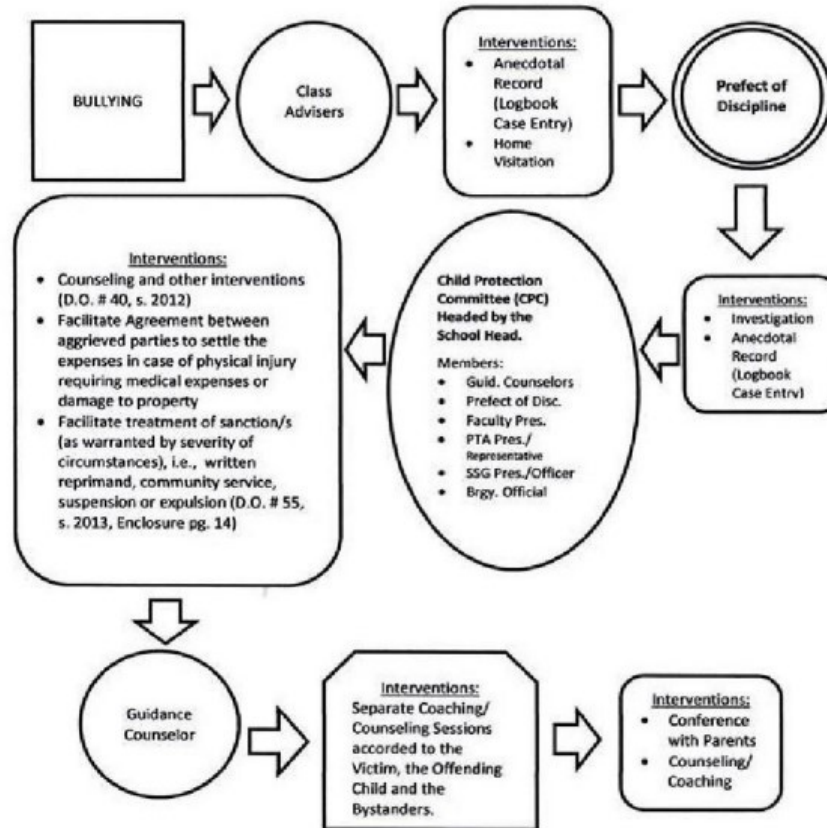


6. In all cases, there shall be consistent recording, investigation and follow up of bullying incidents.



Annex A  
 Division Memorandum No. 177, Series of 2016  
 DepEd, Division of Surigao del Sur

D. FLOW CHART ON CASES OF BULLYING



the Guidance Counselor. The Guidance Counselor shall then prepare a counseling note for future reference.

- In cases of bullying that results in serious physical injuries or death, the case shall be referred to the PNP Women and Children Protection Desk and Local Social Welfare Department..



The college has an official shirt for other functions and activities which must be worn only by schedule.

**THE PRESCRIBED UNIFORM FOR PE IS AS FOLLOWS:**

- Aqua blue shirt with Diliman College logo
- Jogging pants (Navy Blue) with Diliman College logo
- Rubber shoes and white socks

PE uniform shall be worn only during PE classes \*

**SECTION 11: IDENTIFICATION CARD**

- Every student is required to wear his ID while inside the school campus
- Lost ID Cards should be reported immediately to the DC Office for replacement
- Making alterations and tampering of the ID card is strictly prohibited. Using the ID card of another student is not allowed.

**SECTION 12: ATTENDANCE REQUIREMENTS**

Under TESDA and CHED rules, students of DC are required to complete the minimum number of hours of lecture classes and laboratory work. Attendance will be checked 15 minutes after the start of each lecture session; there will be a separate logging in and out during laboratory sessions.



**EXCUSED ABSENCES AND UNEXCUSED ABSENCES**

The maximum allowable absences per term must not be more than 20% of the class hours unless otherwise authorized by the dean for meritorious reasons.

**SECTION 13: EXCUSED ABSENCES ARE LIMITED TO THE FOLLOWING CASES:**

1. Indisposed due to illness or accident, certified by attending physician.
2. Death of next of kin (parent, spouse, grandparent, brother, sister, child) by presenting certified true copy of death certificate.
3. Other cases deemed meritorious by the program chair/dean.

**SECTION 14: LEAVE OF ABSENCE (LOA)**

A student, who for any reason, cannot continue to attend classes for the whole term/quarter should formally file in writing an official Leave of Absence at the Registrar's Office before the end of the term/quarter when the leave starts. Such Leave of Absence is good for a maximum of one term/quarter only.

**INSTRUCTOR'S ABSENCE**

An instructor is considered absent only after the following waiting period has elapsed:





clear account of the incident will be recorded in the Anecdotal Record of the Class Advisers of the student/s involved indicating the date and time and the detailed description of the incident. The Class Adviser shall communicate with the parents or guardians about the case during the quarterly Recognition Program or parents meetings. This accounts for the classroom-based intervention for simple cases of bullying.

3. If the bullying incident or retaliation of the situation required immediate action shall be taken by the school within twenty- four hour from the time of the incident.
4. In cases of repeated and severe cases of bullying and if it occurs even after the initial classroom intervention, the case must be referred to the Prefect of Discipline who shall arrange for an investigation through a face-to-face conference with the parents of the victim and the offending child. The case shall then be endorsed to the Child Protection Committee (CPC) for intervention. The treatment of sanctions may be imposed in the presence of the parents or guardians. The penalty of in-school suspension for one day to not more than one week may be imposed by the School Head through the Prefect of Discipline, depending on the gravity of the offense as determined by the CPC. After the period of suspension, the Guidance Counselor shall conduct a separate and group counseling/coaching sessions with the offending student, the victim and the bystanders. Parents or guardians may be required to attend further counseling by



discussions particularly in Araling Panlipunan and Values Education subjects. The ICT Coordinator shall include internet safety lessons and responsible use of social media in Computer subjects. Teachers shall include personal safety activities in MAPEH subjects.

5. Most bullying happens when school personnel are not present. The school shall ensure that there is teacher supervision in all activities in the school.
6. Develop student-led initiatives against bullying to raise awareness on children's right, bullying, and positive discipline. Conduct Bullying Prevention Activities such as recitation of anti-bullying oath, school assemblies, advocacy campaigns or creative arts contests highlighting desirable values to bring the community together and reinforce the message that bullying is wrong.

#### **SECTION 10: INTERVENTION PROCEDURES IN HANDLING BULLYING INCIDENTS**

1. If bullying is suspected or reported, the incident will be dealt with immediately by the school personnel who has been informed. If the personnel is a subject teacher or non-teaching staff, he/she must immediately report the incident to the Class Adviser of the concerned student.
2. The Class Adviser shall deal with the incident privately and interview students concerned on separate occasions ensuring that each side is heard and respected. It must be emphasized that this kind of behavior will not be tolerated. A



1. 15 minutes after the start of a 90-minute class period.
2. 30 minutes after the start of 3-hour or 5-hour class/laboratory session.

· A student who leaves the classroom before the waiting period has elapsed will be considered absent if the instructor arrives within the stipulated waiting period.

1. It is the instructor's responsibility to notify the class beadle in case he/she will be late or absent or needs to attend to more important schedule/activity.

## **SECTION 12: SUSPENSION AND POSTPONEMENT OF CLASSES**

The following rules apply for suspension and postponement of classes:

The school shall automatically implement suspension announcements by the appropriate government agency such as CHED/TESDA or DILG, in their area of responsibility.

Typhoon Signal 3 automatically cancels classes unless modified by appropriate government authorities.

No faculty shall reschedule the time and place of his class unless there is approval from the dean. In no case shall a rescheduling be done especially when the new schedule will be in conflict with the ongoing classes of the students.

Request for make-up classes as a result of suspension or



cancelation of classes must be made by the faculty and endorsed to the dean for approval..

### **SECTION 13: PERFORMANCE EVALUATION OF STUDENTS**

The evaluation performance for each student will be based on individual subject's class standing that includes recitation, project, research, assignment, report, practical test, laboratory output and others; quizzes and exam per term

1. Students who are enrolled in the On-the-Job Training program will be assessed by the company where they are rendering their OJT service hours. The final grade will come from the consolidated grade of the partner company, evaluation of the DC OJT coordinator and other requirements that may be assigned in relation to the students' job.
2. Graduating students who are enrolled in Thesis 1 & 2; Capstone A & B; and Feasibility Study must successfully defend, finish the documentation and submit the other needed requirements before being considered as candidate for graduation. In case a student fails in any of the subjects mentioned above, he will re-enroll the subject plus a Refresher subject i.e. Technical Writing, Language Research, Action Research, Project Management and/or Marketing Research based on what is required in the student's course curriculum.

### **ARTICLE V**



offensive gestures, stalking, humiliation, behavior leading to social isolation including spreading gossip to damage one's reputation and encouraging others to ignore another

- d. Sexual – malicious physical contacts, sexually-suggestive jokes and cat-calling
- e. Cyberbullying- using digital technology such as social media, instant messaging, texts, blogs and other to deliberately upset and humiliates someone.

### **SECTION 9: THE SCHOOL'S BULLYING PREVENTION STRATEGIES**

1. The school shall build the capacities of school personnel, students, parents and guardians to understand and deal with child abuse and other forms of violence by including bullying and positive discipline in the INSET topics.
2. The School Head shall consistently remind the school community and emphasize the importance of the Child Protection and Anti-bullying policy.
3. During the Student Orientation every start of the school year, students will be informed that bullying will not be tolerated, both in and out of school. They will be taught how to report if they are bullied or if they have a first-hand knowledge of a bullying incident.
4. Teachers shall include bullying lessons in homeroom



6. The right to understand the purpose, the directions and the means of evaluation of a given assignment;
7. To understand the content, structure and appearance of all written homework/assignments as important elements in the grading process;
8. The right to healthy food.

### **SECTION 8: BULLYING: ITS FORM AND IMPLICATION**

The DILIMAN COLLEGE community prohibits and does not condone the acts of bullying in the school campus.

1. Bullying is committed when a student commits an act or a series of acts directed towards another student, or a series of single acts directed towards several students in a school setting or a place of learning, which results in physical and mental abuse, harassment, intimidation, or humiliation. Such acts may consist of any one or more of the following:
  - a. Physical - pushing, kicking, hitting, slapping, shoving or any use of violence
  - b. Verbal - name-calling, teasing, giving insults, saying offensive words pertaining to one's appearance, disability, mental ability, sexuality or religious beliefs and economic status
  - c. Psychological - doing pranks as form of torment, graffiti, hiding or destroying one's possessions, threat and



Year Level	Minimum GPA	Maximum Units of Failure
First	2.75	12.0
Second	2.50	9.0
Third	2.25	6.0
Fourth	2.0	6.0

**SCHOOL ACTIVITIES**

**SECTION 1: CO – CURRICULAR ACTIVITIES**

Each learning area coordinator is encouraged to initiate activities involving students to support academic instruction.

The area coordinator who initiates the activity shall present the plan of activities to the principal for approval.

The following are considered co-curricular activities:

- Nutrition Month Celebration
- Pride Month
- Career Guidance Week
- Buwan ng Wika
- Science Month Celebration
- Math Festival
- English Month Celebration
- Science Month
- Journalism



- Seminars and symposia in support to academic programs
- Araling Panlipunan
- Athletics
- All subject based on activities

## **SECTION 2: EXTRA – CURRICULAR ACTIVITIES**

The school supports the desire of students to hone their talents and skills in any field of interest through various activities they wish to conduct for as long they are in consonance with existing school policies. Any community activities where students are involved must have approval from the School Head.

Participation of students in extra-curricular activities although not related to academic programs is given due recognition by the school .

The following are considered extra-curricular activities:

- Town Fiesta Activities 2
- JS Prom
- School or Community-based Beauty/Talent/Popularity Search
- Recollection of Graduating Students
- National Teachers Month and World Teachers Day
- Family Day





classmate/ student, etc.

10. Belonging to special section
11. Being a trusted student or class officer
12. Being selected as a contestant during school competitions
13. Being a member of a recognizes organization.

### **SECTION 7: RIGHTS OF THE STUDENTS**

1. Every student has the right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
2. The right to have access to their own school records, which shall be maintained and preserved in a confidential manner by the school;
3. The right to publish a student newspaper and similar publications and to invite resource persons during assemblies, symposia, and other activities of similar nature;
4. The right to free expression of opinions and suggestions, and to avail of effective channels of communication with the appropriate academic and administrative bodies of the school;
5. The right to be free from involuntary contributions, except those approved by their own organizations or societies through resolutions;



2. Right to access the sufficient standards protection for the civil, cultural, economic, political, and social rights.
3. Right to equality and non-discrimination environment
4. Right to access quality education

### **PRIVILEGES**

Privilege is a special favor, treat or opportunity granted to a person. Specific example of child privileges:

1. Unregulated time playing with games, e.g playing basketball, riding bike or playing with atoy
2. Unregulated time watching a television program, e.g. telenovela, show, movie, etc
3. Eating ice cream or a favorite snack during recess time
4. Going out with the family during weekends
5. Unregulated time hanging out with the barkadas or group of friends after class hours
6. Extra daily allowance for snacks during recess time
7. Unregulated time or unsupervised/ unrestricted usage of gadgets, e.g., cellphones, tablet, etc
8. Unregulated classroom seating arrangement (who sit beside whom)
9. Bonus points or grade for behaved, punctual, most favorite



- Other seminars and symposia

### **SECTION 3: THE SUPREME STUDENT GOVERNMENT**

The Supreme Student Government (SSG) shall be the highest governing body of the students. All bonafide students of the school are members of the student body.

### **SECTION 4: RECOGNIZED CLUBS AND ORGANIZATIONS**

The school recognizes the right of the students to organize into clubs or groups that are in conformity with academic interest and aspirations.

Each student is encouraged to join organizations and clubs not exceeding three memberships.

The following organizations are recognized by the school as legitimate:

- Earth Savers Club
- Youth for Environment in School Organization (YES-O)
- Communication Arts
- Math Wizards Society
- Kabayani Club
- Kapisanan ng mga Mag-aaral sa Filipino (KAMFIL)



- Values Education Club
- Youth Entrepreneurship & Cooperatives in School (YECS)
- Student Technologists and Entrepreneurs of the Philippines (STEP)
- Junior Health Guardians Club
- Arts Guild
- ICTech
- Performing Arts Club
- Sports Club

The recognized clubs and organizations must have clear plan of activities, constitution and by-laws, list of officers and members and annual achievement report submitted to the school principal.

### **Retention Policy**

The maximum residency is 7 years. That means the student must have graduated within the maximum stay of 7 years. Stated below are the minimum GPA and the maximum units of failure.

The college will only allow a cumulative failure of **18.0** units for the whole stay in the College.

For **TEACHER EDUCATION**, students must not have a grade lower than 80%



learners succeed, gives them the information they need to learn, and supports their development. It respects children's rights to healthy development, protection from violence, and active participation in their learning.

- The employment of positive discipline is a utilization of conflict (among learners and teachers) as an opportunity to teach students how to manage their emotions and resolve conflicts without hurting others physically and emotionally.
- There are no bad children, just good and bad behaviors. (Deped Order No. 40 s.2012)
- As part of a teacher's classroom management techniques, the school adopts the use of anecdotal logbook as a classroom-based intervention to record all student misbehaviors.
- The teachers are also trained in child protection policy and mediation/conflict management techniques for them to be equipped in handling challenging behaviors in the classroom.

### **SECTION 6: RIGHTS OF THE PERSON WITH DISABILITY**

(Source: RA 7277 Providing Rehabilitation, Self Development and Self Reliance and their Integration)

1. Disabled Persons are those suffering from restriction of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.



- Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to bleach or insecticides, excrement or urine;
- Tying up a student;
- Confinement, imprisonment or depriving the liberty of a student;
- Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the student;
- Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
- Permanent confiscation of personal property of students or learners, except when such pieces of property pose a danger to the child or to others;

### **SECTION 5: PRACTICE OF POSITIVE DISCIPLINE**

(Source: Positive Discipline in Everyday Teaching: A Primer for Filipino Teachers)

- Positive Discipline is an approach to teaching that helps



At the end of the second year, students will undergo IQ and psychological test to evaluate if the students are suited to become teachers.

If the results are not satisfactory, they will be advised to shift to another course being offered by the college.

For **BS Accountancy Program**, students must not have a grade lower than 80% in general education subjects and NO grade lower than 85% in major subjects particularly in Accountancy and Law.

At the end of the second year, students will undergo departmental exam and psychological test to evaluate if the students are really fit for the course.

If the results are not satisfactory, they will be advised to shift to another course being offered by the college.

## **SECTION 5: DISCIPLINARY MEASURES**

### **I. Statement of Policy**

The school has the right to impose disciplinary sanctions for violations of school rules and regulations and to curtail activities, which are contrary to the vision/mission and objectives of the school.

Sanctions are imposed to remind students that rules and regulations are necessary for self-discipline. Every student must respect the rule of law and the authority that en-



forces it in order to promote and observe fairness, justice, order, and good morals at all times; respect the rights of others; and protect the good name and reputation of the school.

## **II. INVESTIGATION OF OFFENSES**

In compliance with the fundamental requirements of due process, all complaints and reported violations of school regulations and policies constituting a major offense as defined herein shall be referred to the Discipline Officer for investigation, deliberation and recommendation of the appropriate sanction.

The Discipline Officer will refer/consult the case to the Dean of the Students Affairs after investigation, and proper due process must be given. The recommendation shall be forwarded to the VPAA and then to the DEC AVP for approval.

Minor offenses may however be taken cognizance of and decided by the instructor, or any personnel in the place of commission in coordination with the institute dean.

The disciplinary jurisdiction of the school likewise extends to acts of students outside the school campus and beyond school hours if said acts do cause damage to the reputation and good name of the college.

## **ARTICLE VI**

### **STUDENT SERVICES**

#### **SECTION 1: HEALTH AND NUTRITION SERVICES**





## **SECTION 4: PROHIBITION OF CORPORAL PUNISHMENT**

The DILIMAN COLLEGE community prohibits and does not condone the practice of corporal punishment as a form of student discipline.

Corporal punishment refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted, for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including, but not limited to the following:

- Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, of any part of a child's body, with or without the use of an instrument such as, but not limited to a cane, broom, stick, whip or belt;
- Striking of a child's face or head, such being declared as a "no contact zone";
- Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
- Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
- Deprivation of a child's physical needs as a form of punishment;



greements with parents/guardians.

**SECTION 3: PARENTS/GUARDIANS TO SCHOOL ADMINISTRATORS FACULTY, NON-TEACHING PERSONNEL AND OTHERS**

- Parents/Guardians must be open-minded, calm and ethical in dealing with their issues towards a school administrator, faculty member, non-teaching personnel and/or others;
- Have an agreement settled with school administrator, faculty, non-teaching personnel and/or others that concerns the welfare of their children and avoid creating unnecessary stories without confronting the person himself/herself.

**PARENTS/GUARDIANS/VISITORS/EXTERNAL STAKEHOLDERS:**

- Any person who visits the school and has any official business with the school, and any person who does not have any official business but is found within the premises of the school must also adhere to this policy. Basic safeguarding procedure includes signing in the Guard's logbook before entering the school. Visitors should not be left alone with students.
- The parent/guardian has to personally seek permission from the teacher for his/her child to leave the school during class hours to attend to important appointments.



In order to fully implement the health & nutrition programs of the school, the School Nurse keeps the clinic functional to serve as the center of the health & nutrition services. It is open every day 8:00 am – 12:00 noon; 1:00 pm – 5:00 pm offering the following services:

- Health assessment of students that includes vision & hearing tests, weight & height taking
- Health & nutrition counseling, follow-through and referral of cases
- Prevention & control of communicable diseases
- Safety, first aid emergency care and correction of remedial defects
- Care of exceptional children
- Promotion of health & nutrition among school population
- School Based Immunization
- Deworming

All students shall undergo health assessment as part of the health and nutrition program's implementation.

A student who experiences discomforts and minor ailments shall be sent to the school clinic for proper first aid treatment and care. Student-patients who wish to rest at home in view of their discomforts shall be allowed to go home upon presentation to the Security Guard of the Health and Nutrition pass slip issued by the School Nurse.



## **SECTION 2: LIBRARY**

The Library is open during class days from 8:00 a.m. to 5:00 p.m. It is a place for studying and other intellectual activities that require concentration thus, silence must prevail. Students must log-in using the library system at the designated computer upon entry.

Student I.D must be presented to the librarian to be able to borrow books in the library.

A student is responsible for the reading materials he/she uses in the Library. In case of losses and damages, the student will be liable for replacing them with the current cost.

1. The College Library located at the second floor is open daily Mondays to Fridays..
2. School bags and personal belongings must be placed at the-baggage shelf at the entrance.
3. Library regulations must be observed. Failure to do so will mean forfeiture library privileges.
4. Borrowed books must be returned on the scheduled date. Students may incur penalty for non-compliance.

The college library awards on a monthly basis the Top 3 Bookworm as incentive for borrowing the most number of books. Also, the Book Enthusiasts are awarded during the year-end Recognition Day for being top borrowers.



his/her physical appearance, weakness/es, and status of any sort;

- Letting their personal disagreements with parents, guardians, teachers and staff, in existence of any, to prejudice or bias one's evaluation of the student's school performance;

**School administrators, Faculty, Non-teaching personnel and others to fellow School administrators, Faculty, Non-teaching Personnel and others.**

- Must maintain professional relations toward one another and be open-minded and accept constructive criticisms from colleagues without ill feelings;
- Shall refrain from involving students in personal arguments, or use them to induce the other by saying offhand comments or anything against another school administrator, faculty, non-teaching personnel and others in the presence of the students to prevent disputes.

**SCHOOL ADMINISTRATORS, FACULTY, NON-TEACHING PERSONNEL AND OTHERS TO PARENTS/GUARDIANS :**

- Must be open-minded, calm and ethical in dealing with aggrieved parents/guardians;
- Have an agreement settled with parents/guardians on issues in the classroom or school procedures that concerns the welfare of the students;
- Shall refrain from involving students in their personal disa-



- Using corporal punishment as a means of discipline, as indicated in Section 3, Letter O of the DepEd Order No. 40, Series of 2012
- Engaging in inappropriate remarks or gestures which could be misunderstood. Examples of inappropriate behavior include “bear hugs”, tickling and piggyback rides, making compliments that relate to physique and telling "green jokes".
- Being alone with a student in a room or being in an uncompromising situation such as meeting them in an isolated area or non-school related activities or taking them home. Spending excessive time alone with the student away from others is inappropriate.
- Too much familiarity with a student, including exchanging SMS messages/emails which would create malice.
- Having an intimate, romantic and sexual relationship with students, even if he/she is legally an adult.
- Permitting or participating in behavior of students that is illegal, unsafe and/or abusive;
- Losing one's self-control and personal civility by shouting, cursing, displaying loss of temper such as throwing objects at students which would humiliate them.
- Discriminating against, showing differential treatment to or favor particular students to the exclusion of others;
- Calling, labeling or nicknaming a student with reference to



### **SECTION 3: GUIDANCE OFFICE**

The objectives of the Guidance program are oriented towards student self-realization and total personality development. Its services are designed to equip the students with the necessary tools for self-actualization in the context of personal, familial and societal realities. The Guidance Counselor is available in the Guidance office during office hours from 8:00 am – 12:00 noon; 1:00 pm – 5:00 pm. to take charge of the following services:

**Counseling** – This is the heart of Guidance. It aims to assist students in processing their issues and concerns towards an acceptable resolution in an atmosphere conducive to trust and confidentiality.

**Individual Inventory** – refers to the process of gathering relevant data of the students useful for teaching and counseling.

**Information** – This service pertains to the dissemination of information regarding personal and social concerns to develop students' adjustment and academic life through seminars, talks and bulletin postings.

**Follow-up and Referral** – This area focuses among students who are referred by teachers and administrators regarding varied concerns such as misconduct and failures to ensure that they have learned appropriate behaviors. Likewise, referral to community agencies will be facilitated for cases needing special attention.



**Career** – This service takes care of assisting students in their career decision-making from knowing their potential and providing them information regarding college course offerings and requirements.

**Testing** – It refers to the administration and interpretation of school-based and standardized test for purposes of self-awareness and career planning (NCAE, NAT, PEPT).

**Other Services** – The Guidance Counselor also facilitates other significant DepEd programs such as Child Friendly School System (CFSS), Gender and Development (GAD) Child Protection Policy (CPP), School Dropout Reduction Program (SDORP) and Pantawid Pamilyang Pilipino Program (4Ps) school link, Barkada Kontra Droga (BKD)

R.A. 9258, otherwise known as the Guidance Counseling Act of 2004, sec. 3 defines Guidance and Counseling as involving “...the use of an integrated approach for the development of a well functioning individual primary by helping him/her potentials to the fullest and plan his/her present and future in accordance with his/her abilities, interests, and needs,” and “the very term, “*counseling*’ is synonymous to a face-to-face helping relationship. It is a mission of service.” In this sense, the task of a Guidance Counselor entails a friendly aura where students/clients could be at ease and comfortable enough in confiding their innermost private thoughts which might be bothering them intrinsically.

The task of implementing disciplinary measures, primarily





venue and the safety of students. It is also expected that parents/guardians be informed of the nature of the activity, where it will be held, who would be the teachers and/or school staff present, and how will the students be transported to the venue, and be asked for their consent;

- Be ready to accept constructive criticisms and reprimands from higher authority if he/she has inappropriately behaved towards any student;
- Give equal opportunity to students to make statements, presentations and voice their opinions in classrooms, meetings and other venues of discussions;
- Seek representation from students (e.g. Supreme Student Government) in discussions that can affect directly or indirectly their development in school.
- Recognize students for their personal value or merit, commitment to school tasks or duties and adequately praise them for their effort;
- Treat student's individual personal information with confidentiality if requested by them; otherwise, if the matter would best be informed to the parents/guardians, the faculty or staff may do so after proper deliberation of what would be appropriate for their best interest.

**School administrators, faculty, non-teaching personnel and others shall refrain from:**



framework of the school's overall code of behavior.

This policy targets the following objectives:

- To ensure that students, school personnel, and parents know the school policy on child protection and anti-bullying and what they should do if abuse arises.
- To give direction and guidance to school authorities and personnel in preventing and tackling all forms of abuse amongst the school community.
- To provide systematic means of monitoring, recording and reporting of concerns and cases.

**Roles and Responsibilities of School Administrators, Faculty and Non-teaching Personnel School administrators, Faculty, Non-teaching personnel and others to Students**

- Establish and maintain an open and child-friendly communication with the students in a manner in which they would be comfortable talking about their complaints, personal problems and concerns, but should set appropriate limitations .
- Exercise one's duty to care by extending one's self control and exercising patience especially in handling challenging students.
- If an activity, event or ceremony will be held outside the school premises (such as fieldtrips, camping, sports activities, etc.), it is important that the school administration take into consideration the necessity of the activity, accessibility of the



to the Prefect of Discipline, evokes an intimidating aura which is an impediment for one to be considered an approachable authority for student-clients. Therefore in this sense, the act of investigation, mediation, adjudication and imposition of penalties to offender student/s are not among the responsibilities of a Guidance Counselor/Advocate for him/her efficient in his/her job.

Technically, Guidance counselor deal with the emotional equilibrium of the student-clients. That is, helping them regain or enhance their motivation to become productive learners in school through the application of psychological processing we call counseling.

Guidance Counselor/Advocate will serve as the source of comfort for scared, humiliated and confused students. Student-client will be encouraged to open up. The main job during Counseling/coaching is to dig down deeper the reason behind misbehavior of a student offender because the misconduct displayed might merely be a symptom from a bigger problem. For example, the irritability and erratic temperature of one individual might be just a symptom of his/her family problems.

For these reason, students who undergo disciplinary actions will likewise undergo the counseling process upon the referral of the Prefect of discipline. For record purposes, the referred student/s must bring the promissory/agreement form filled up and signed by the concerned student/s

## **GUIDANCE PROGRAMS AND SERVICES**



The Guidance Office aims to respond to stakeholders' personal, emotional, and psychological concerns. It also assists the students with their family and peer problems, concerns about the future, feeling of stress, low self-esteem, loneliness, anxiety, career choices and life skills. It provides support and consultation to staff, faculty, and parents who have concerns about well being of particular student. The Guidance Office also creates and implement significant guidance programs which are primarily designed to develop and enhance the students' total personality as well as to assist them in their personal adjustment in life and the Anecdotal Record Form (ARF) filled up the class Adviser or Subject Teacher or any faculty member who witnessed the incident, indicative of the misconduct of the offender student.

Students who are not committing misconduct or undergoing disciplinary actions but are displaying symptoms of stress, loneliness, trauma and other personal problems affecting his/her academic performance in school shall be referred by the Class Adviser or Subject Teacher for counseling/coaching. The referred student must bring the Anecdotal Record (ARF) filled up by the observer, i.e. Class Adviser, subject Teacher or any faculty member who personally witnessed the unpleasant intrinsic or psychological indications displayed by the referred student.

In other cases, the Guidance Counselor may call directly the attention of a student to the Guidance Office for a brief counseling session by serving the Call Slip, intended for said student, to the Class Adviser.



valid reasons, provided that he/she shall be required to sign the logbook for security purposes and wear the visitor's ID.

Nobody shall be allowed to stay inside the campus after 5:00 p.m. for any sessions unless approved by the School Head.

In order to avoid accidents, guards have the right and obligation to disallow students from embarking on a motorcycle, tricycle or any public utility vehicle in a manner that is excessive to the normal capacity of the vehicle.

## **ARTICLE VII**

### **CHILD PROTECTION AND ANTI-BULLYING POLICY**

#### **SECTION 1: RATIONALE AND OBJECTIVES**

The development of a school-based Child Protection and Anti-Bullying Policy is a product of a collaborative work involving a participatory process with the school administrators, selected teachers, parents, guidance counselor and Barangay Officials. The school strongly supports the DepEd's zero tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying and other forms of abuse. This policy is created as a statement of intent that demonstrates schools' commitment to safeguard children from all forms of violence. In accordance with the provisions of Article XV, Section 3 of the 1987 Constitution, R.A. 10627 or the Anti-Bullying Act of 2013 and the guidelines in DepEd Order No. 40 series of 2012, the school has adopted this school-based child protection and anti-bullying policy within the



supervision of the school head through consignment basis.

Foods prepared in the canteen are nutritious, sanitary and affordable such as native delicacies, fruit juices, and the like

Selling of junk food and carbonated drinks is prohibited.

### **SECTION 19: RECORDS**

The Records Office is responsible for keeping the student forms such as SF 10, SF 9, diploma and other documents. The students, alumni and their parents may avail of the preparation and issuance of the above-mentioned forms on a per request basis.

SF 10 (Permanent Record). This is a school-to-school transaction between receiving and originating school. Learners and/or parents or guardians are not allowed to hand-carry the Form SF10 to the receiving school.

Diploma and SF 9 (Report Card). In case of loss second issuance shall be provided after presenting an affidavit of loss.

### **SECTION 20: SECURITY**

Security Guards are part of the school staff. As such, they are directed to perform specific jobs in order to ensure a positive and peaceful learning environment. They report any violations of school rules or civil law to the proper agencies for appropriate action.

In order to avoid any untoward incidents, no visitors shall be allowed to enter the campus during school hours except for



Student may voluntary submit himself/herself for counseling by waking-in directly, without any call slip or referral to the Guidance Office. The Guidance Counselor/Advocate may accommodate the walk-in student/s at once or set an appointment for Counseling/coaching.

#### **SECTION 4: INFORMATION SERVICES**

The function of this service is to make available to the students valuable information not ordinarily provided through the instructional programs for personal, social, emotional and spiritual development and adjustment. This information is considered necessary in guiding adolescents and young adults in making intelligent vocational or educational choice or their personal and social adjustments.

#### **SECTION 5: PLACEMENT SERVICE**

Placement service helps the students secure the most effective relationship to a job or to the next step in his educational or personal goals. Activities are pre-employment seminar, mock interview and job fair.

#### **SECTION 6: FOLLOW-UP SERVICE**

It is concerned with what happens to the students after they have left school.

**Guidance Counselors** visit different companies and



Schools where their alumni are connected to find out how they are, get some information about their work and their employers.

Tutorial Lessons are academic assistance given to students who find difficulty comprehending certain subjects.

**Student-Peer-Facilitators (SPF).** These are students with potential to become leaders in the future. They are trained to assist another youth through the 'buddy' approach.

## **SECTION 7: GENDER SENSITIVITY ACTIVITIES**

The 'Gender Awareness and Sensitivity Activity' is an effort to share and disseminate learning on gender training, based on several experiences with a wide range of participants. These include men and women from development organizations, community-based groups and the government.

The participants' responses, queries and experiential accounts have contributed immensely to the evolution of many of the activities such as:

### **EXPLORATION**

Self-awareness activities and orientation in relation to varied aspects of campus life.

### **HANDLING RELATIONSHIP**





implement the appropriate sanction or disciplinary measures based on the Students' Handbook except on serious disciplinary cases that require expulsion from school which has be heard and decided upon by the School Head.

3. Keeps record of cases through the Promissory note relative to attendance, tardiness and disciplinary cases of students.
4. Makes referral to the Guidance Office for counseling and follow-up of students under disciplinary cases of students.
5. Records and reports to the Principal the disciplinary problems
6. Confers with parents of students under suspension or with disciplinary problems.
7. Participates in the formulation of school policies regarding disciplinary measures..
8. Monitor the students' tardiness and observance of the school's uniform, wearing of earrings among boys and make monthly report on the same to the respective Class Advisers for follow-up.

### **SECTION 18: SCHOOL CANTEEN**

The school canteen sells food items to the students and serves as a venue for the development of their desirable eating habits. It is categorized as a "school-managed canteen" which is operated and managed by the school under the general



medical/dental therapy or follow up.

## **SECTION 16: FOOD SERVICES**

As an advocate of healthy lifestyle and for the student's health and safety, the college has a private-run cafeteria inside its premises. Students can purchase hot lunches, and snacks.

## **BOOKSTORE**

The DPS/ DC Bookstore sells school and P.E. uniforms, textbooks and school supplies.

## **SECTION 17: OFFICE OF THE PREFECT OF DISCIPLIN**

The designation of a Prefect of Discipline in every school is directed by virtue of the delegated power of the School Head to discipline students in cases of student violation of school rules and regulations.

The responsibilities of the Prefect of Discipline:

1. Handle referrals from the Class Advisers in cases of repetitive minor offenses and major offenses or grave misconduct committed by students provided that classroom-based intervention has already been exhausted as evident in the anecdotal record of the referring Class Adviser.
2. Conduct hearing on arbitration on disciplinary cases, makes the investigation, admonish, reprimand and decides on



A lecture on how to handle relationships such as boy-girl relationship and family relationship.

### **STUDENT-PEER-FACILITATOR TRAINING**

Training workshop for student-peer-facilitators are conducted; aimed at developing their counseling and facilitating skills to establish effective self-awareness and peer relationship.

### **SECTION 8: MULTI FAITH SERVICES / PRACTICES**

Beliefs are a big part of the student of who they are and how they learn, respecting everyone's right to worship. The Multi-Faith Services support the spiritual well-being of everyone on campus and provides opportunities for students to learn from each other while exploring questions of meaning, purpose and identity. DC facilities and programs accommodate a wide variety of spiritual and faith-based practices and encourage interfaith dialogue and spiritual development as part of the learning experience for all students.

These objectives are achieved through the day-to-day activities of the student including:

- Prayer, worship and other spiritual practices
- Educational events, such as conferences, panel discussions, forums, and guest speakers
- Spiritual counseling and guidance



- Social events, including those involving food
- Quiet, solitary contemplation and reflection
- Research, reading, teaching and learning
- Community service opportunities
- Retreat and reflection that will help the students to feel more deeply connected with God. It will be a unique experience for the students.

## **SECTION 9: ENRICHMENT ACTIVITIES**

### **1. Effective Study Habits**

Lectures on how to study effectively, time management and developing good memory as well as steps on how to take a test and have better results.

### **2. Coping with Stress**

A session aimed in assisting students in identifying and developing skills in handling school pressures.

### **3. Drug Control and Prevention Program**

Promotes a drug free school and offers varied activities for student awareness.

### **4. Pre-Employment Seminar**



2. Conducts annual Fluoride mouth-rinse programs at zero cost for parents.
3. Offers twice weekly but year-wide dental prophylaxis like sealants and Fluoride applications.
4. Sends to parents a comprehensive written post dental examination report.
5. Screens student-applicant for membership to various sports varsity teams.
6. Screens recommendation for exemptions to physical education class.
7. Communicate with parents/guardian. when warranted any medical condition of a student brought to the clinic's attention after a routine consultation and/or medical examination.

### **SECTION 15: THERAPEUTIC SERVICES**

1. First-Aid Treatment in cases of accidents and illnesses brought to the clinic's attention.
2. Dental Fillings and Extractions on consultations; First Aid Treatment in cases of accidents affecting the teeth.
3. Referrals to corresponding specialist physicians or dentists for further definitive diagnosis and therapy.
4. When a case warrants it, a written and/or verbal recommendation to parents/guardians regarding any further



- Student I.D.
- Student Group Insurance
- Student Assistanceship Program
- Student Mails
- Lost and Found

### **OTHER SERVICES**

- Assistance in Dialogues and Consultation Meetings
- Approval of Announcements or Materials for posting
- Coordination of events, activities with College Linkages
- Good Moral & Scholarship Certifications
- Student Clearances
- Lost & Found Services

### **HEALTH CARE**

The Clinic is open daily from Mondays to Fridays.

It is staffed by an administrator physician, dentist, and qualified and well-trained full-time nurses.

1. Provides a required annual medical as well as dental examination of the entire student population.



A seminar intended to assist graduating students in writing their resume and application letters, tips on how to sell oneself and in coping with employment crisis.

### **5. Job Fair**

This activity is aimed to facilitate job opportunities for graduating students in order for them to immediately land a job.

## **SECTION 10: STUDENT LIFE DEVELOPMENT**

The College encourages student empowerment and participation in the various activities through formation of clubs/ organizations; provided that they satisfactorily meet the requirements set forth.

However, such groups of students are bound to follow the rules and regulations governing the organized student activities. This unit undertakes the following for the accreditation of student class and organizations per school year.

- Prepares calendar of student activities for the school year;
- Monitoring of activities, and projects of the different accredited student organizations, college student councils and the student government;
- Implementation of the rules and regulations governing organized student activities



- Implementation of policies stipulated in the Student Handbook;
- Recommendation of College-wide activities geared towards the holistic development of the students mentally, physically, emotionally, spiritually and morally.

### **Section 11: SCHOLARSHIP**

The College observes a centralized management of all scholarship services. The Scholarship unit handles the different scholarship and educational grants offered to students either by the College, the national government or by any interested individual, group of persons or company.

As maybe required by the Memorandum of Agreement between the grantor and the College through the Office of Student Affairs, the faculty-in-charge for Scholarship may conduct the screening of interested students wishing to avail of the scholarship grant. Likewise, processing of papers is also undertaken by this unit.

### **Section 12: FOREIGN STUDENT SERVICE**

This unit takes charge of the welfare of foreign students enrolled in the College. The following are the basic services/activities for the Foreign Students: provision of sound projects and activities that would facilitate adjustment to the Philippine culture and demands of their courses;





- assurance of the students' welfare in the integration to the various courses;
- participation in the educational and cultural activities of the College enhancement of potentials so that they will be able to understand and appreciate the Filipino culture;
- provision of special intervention program particularly Filipino and English class; and
- assistance in the application of visa related concerns and/or special study permit.

### **Section13: STUDENT PUBLICATION**

This office oversees the timely and accurate release of student publication and coordinates all activities of the members of the official student publication, DC Newsletter. Working in accordance with the issued guidelines of campus/student journalists on the current trends in newspaper writing, ensures that all concerns of student journalists are met. It is also responsible in recommending student attendance to seminar-workshop, symposia and lecture series of similar nature. Moreover, it has the responsibility to oversee the fiscal management of the school paper fund.

### **SECTION 14: AUXILLARY SERVICES**

This unit is in charge of the following services:

