

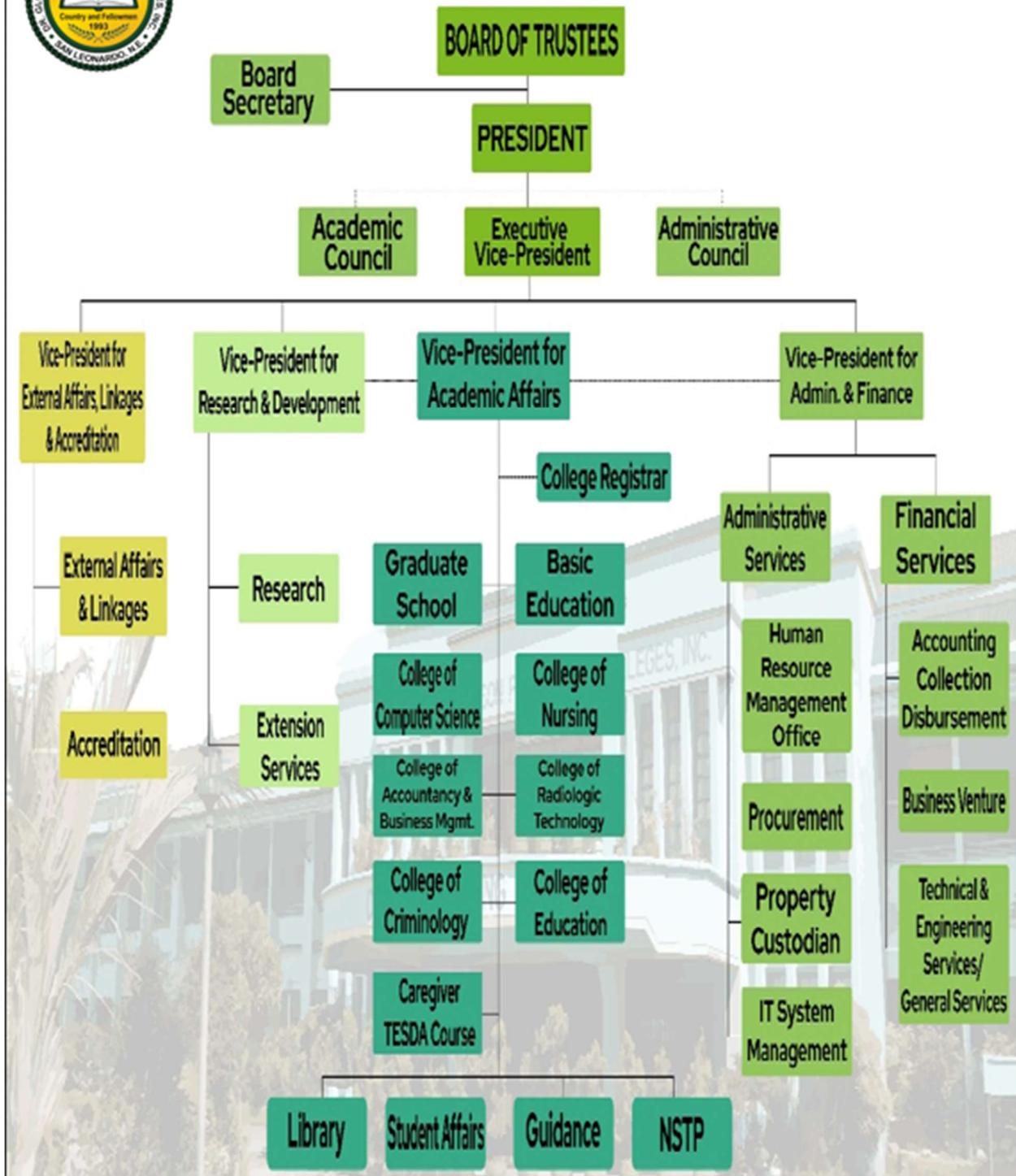


Student Handbook 2025

Castellano, San Leonardo, Nueva Ecija
Tel. No. (044) 486-2919/ Fax (044)486 291



ORGANIZATIONAL STRUCTURE



PREFACE

This edition of the Student Handbook 2024 is the latest in line of updating all students' manuals of the Dr. Gloria D. Lacson Foundation Colleges Inc. which began in 1998, edited in 2016 and recently this A.Y. 2024-2025 in compliance with the recommendations of CHED-RO III monitoring team.

Updates were based on researches included in several private colleges and public universities and further considered the suggestions and recommendations of the Panel Examiners/Assessors during the Accreditation Program of the Graduate School, Master of Arts in Education, Master of Arts in Nursing and Doctor of Philosophy in Educational Management.

collegially adopted by the DGDLFCI composed of Dr. Angel A. Pangilinan (VPAA), Dr. Danilo G. Tan (VPEALA/Dean), and the late Dr. Manuel R. Guerrero (VPRD/Dean) and Academic Deans namely Dean Cezario G. Tan, BS Accountancy, Dean Froilan S. Dela Cruz, BS Criminology, Head Alojia P. Fernandez, BS Computer Science, Dr. Teresita G. Viernes, BS Nursing, and Dean Kristelle A. Gamboa, BS Radiologic Technology.

The heart of the Student Handbook 2024 similarly covers all the rules and regulation affecting personnel matters direction in personnel

administration from the top officials of the Board of Trustees down to the lowest echelon of employees at DGDLFCI.

Matters on hiring academic and administrative personnel from promotions to retirement are spelled out for security and contentment of the employees and special privilege the professorial chair if deemed necessary.

For this edition, primary sectoral/departmental editing was done by the three Vice Presidents Dr. Angel A. Pangilinan (VPAA), Dr. Danilo G. Tan (VPEALA), Dean Cezario G. Tan of the College of BSBA/Accountancy, Mrs. Zoraida F. Bartolome, Mr. Joyette Cajucom and Mr. Jesielito Z. Catipay and Dr. Manuel R. Guerrero (VPRD) to serve for cross references and in keeping with the provisions of the Manual of Regulations and Personnel Manual and Faculty Manual.

As in previous editions. “Let it be said that this edition will be effective, efficient and as good only as to its degree of implementation and call of demand of the contemporary time”.

Hossain VC. Shamsoddin Vostakalaei Ph.D.
President

DR. GLORIA D. LACSON FOUNDATION` COLLEGES, INC.
(Formerly Dr. Gloria D. Lacson Foundation College)

BRIEF HISTORY

Early in 1992, Spouses Engr. Massoud N. Shamsoddin and Dra. Cresencia VC. Shamsoddin initiated the idea of putting up a school. Pooling resources and efforts together, they established a Christian institution of higher learning in San Leonardo, Nueva Ecija. It is located at Barangay Castellano, eight kilometers away from the town proper of San Leonardo and 2 kilometers from Gapan.

The Founder decided to concentrate on Health-related Courses to make use of the facilities of Dr. Gloria D. Lacson General Hospital as laboratory for the students which the spouses also owned. Hence, on February 20, 1993, the first five-classroom building of Dr. Gloria D. Lacson was inaugurated with Gov. Thomas N. Joson III, Col. Francisco G. Zubia Jr. and their wives as sponsor and guest of honors.

In June 1st 1993 the College was incorporated under the laws of the Republic of the Philippines as a non-stock corporation. The institution was named after Dr. Gloria D. Lacson by spouses Engr. Massoud N. Shamsoddin and Dra. Cresencia VC. Shamsoddin to perpetuate the undying commitment of Dr. Gloria D. Lacson to education. The Vision has been inspired by one of the founders and spiritual mother, Dr. Gloria D. Lacson, the 10th president of Wesleyan University-Philippines in Cabanatuan City, whose dedication to profession, commitment to the education of the Filipino youth, spirit of service to the Community and strong faith in God were beyond compare. She was a well-respected educator who served the people and the community for the whole of her life. She had been responsible for converting Engr. Massoud N. Shamsoddin, an Iranian National to Christianity who is now married to Dra. Cresencia VC. Shamsoddin a surgeon concerned for the development of the total person. The College which was named after her had been

founded to continue her mission of bringing education, into the door-steps of every Filipino, particularly the poorest of the poor.

Dr. Gloria D. Lacson Colleges started its operation with five classrooms, 13 students and its first set of nine faculty and staff and first set of courses namely:

The courses offered were:

Liberal Arts, X-Ray Technician Courses, Secretarial Courses, Midwifery Courses, and Nursing Aide Courses

On February 27, 1998, it was converted into a foundation College known as DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC. also as non-stock, non-profit educational institution, by virtue of the Securities and Exchange Commission (SEC) Regular No. ANO 0093-2473 with its amending articles of incorporation.

At present, the Dr. Gloria D. Lacson Foundation College, Inc. offers Basic Education (Pre-School, Elementary, Secondary (Junior and Senior High school), Tertiary (Bachelor of Elementary Education, Bachelor of Secondary Education, Bachelor of Science in Accountancy, Bachelor of Science in Business Administration, Bachelor of Science in Criminology , Bachelor of Science in Computer Science (soon to be migrated to Bachelor of Science in Information Technology, Bachelor of Science in Radiologic Technology, and Bachelor of Science in Nursing) and Graduate Studies (Masters of Arts in Nursing, Master of Arts in Education and Doctor of Philosophy in Educational Management).

The present composition of the Board of Trustees is the following:

Cresencia VC. Shamsoddin, M.D. FICS, RN, MAN

Chairperson

Massoud N. Shamsoddin, Ed.D.

Vice-Chairman

Members

Nellie L. Mercado Herman Atuel

Atty. Armando Suratos

Hossain VC. Shamsoddin Vostakalaei, Ph. D.

Massomeh VC. Shamsoddin, RMT, M.D.

Jasmin A. Shamsoddin Vostakalaei Ph.D.

Felizardo Y. Francisco, Ed. D., CESO III

INSTITUTIONAL VISION, MISSION, GOALS AND OBJECTIVES

VISION

A recognized mature teaching institution in Nueva Ecija committed to program excellence and service to youth GOD and country.

MISSION

The College shall provide quality tertiary education programs that shall develop graduates with competitive knowledge, skills and attitude in a highly technology-oriented society.

GOALS

The foregoing mission and vision shall be pursued with the following thrusts:

- Quality and Excellence
- Relevance and Responsiveness
- Equality and Access
- Efficiency and Effectiveness
- Productivity and Linkages

INSTITUTIONAL OBJECTIVES

Quality and Excellence

1. Improve the faculty profile by pursuing aggressive faculty development program and recruiting highly qualified and competent ones;

2. Regularly monitor current program offerings to determine strength and weakness and to initiate appropriate action to strengthen identified weaknesses;
3. Regularly monitor and evaluate the teaching performance of all teachers and learning;
4. Improve radically the performance of graduates in licensure/board examination through regular refresher and review/remedial measures;
5. Upgrade the laboratory equipment and facilities and library holdings;
6. Work towards the accreditation of at least 2 programs in the medium term;
7. Expand beneficial linkages with other higher education institutions (both local and abroad), industry, government organizations and non-government organizations; and
8. Support and ensure optimum utilization of Student Auxiliary like library, guidance services, medical/dental etc.

Relevance & Responsiveness

9. Enhance or revisit the present curricular programs for the purpose of making them more relevant and responsive to the needs of the times;
10. Offer new programs that are needed by the community and the corporate/industrial sectors;
11. Implement a development plan for optimum utilization of information and communications technology in Instruction and Research;
12. Conduct Graduates Trace Studies and use the output to improve existing programs and standards;
13. Expand linkages with the community for purposes of initiating outreach projects, tie-ups for in-the-job training of students and placement of graduates; and
14. Coordinate and support related projects of the municipal government;

Equity and Access

15. Expand the college's existing merit scholarship & financial assistance to students;

- 16.** Establish Alumni association for possible Scholarship Grants or donations to poor but deserving students and Tap existing Scholarship Foundations for inclusion of the college as recipient;
- 17.** Develop and online/modular program for Filipinos working Abroad; and
- 18.** Utilize to advantage the Study Now Pay Later Scheme and how this can be effectively applied on the college.

Efficiency and Effectiveness

- 19.** Strengthen the organizational structure of the college to make it more effective and efficient.
- 20.** Conduct regular meeting of all staff and personnel to emphasize the need to give better service to students and developing Christian values of fear of God, honesty. Courtesy. Diligence, transparency, social responsibility and love for country.
- 21.** Strict adherence to the Code of Ethics and Professionalism in the performance of their duties.

PHILOSOPHY AND GOALS OF DR. GLORIA D. LACSON FOUNDATION COLLEGES, INC.

Dr. Gloria D. Lacson Foundation Colleges Inc. aims to cater to the educational needs of the province of Nueva Ecija and the neighboring provinces.

The College is committed to the implementation of the institutional mandate of the 1987 Philippine Constitution, to wit.

All Education institution shall inculcate patriotism and nationalism, foster love of humanity, respect for human rights, appreciation for the role of the national heroes in the historical development of the country, teach the duties and rights of citizenship, strengthen ethical and spiritual values, develop moral character and personnel discipline, encourage

critical and creative thinking, scientific and technological knowledge, and promote vocational efficiency.

The D.G.D.L.F.C.I. is expected to become instrumental in realizing the goals of the Nation through the following:

- 1.** Improvement of the quality and relevance of education and training with respect to the Philippine condition and needs.
- 2.** Development of a more efficient system of selection and retention.
- 3.** Equitable access to education.
- 4.** Intensification of Values Education.
- 5.** Increased emphasis on sciences education, indigenous research and experimentation.
- 6.** Full mobilization of education personnel with an increasingly commensurate system of compensation and incentives.
- 7.** Equitable allocation, efficient management and effective utilization of financial resources.
- 8.** Institutionalization of functional linkages and training between formal and non-formal education and training institution; and
- 9.** Strengthening of the system of educational planning implementation, monitoring and evaluation.

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PART I

PRELIMINARIES

A. Student Responsibility

Every student/pupil is personally responsible for completing in the allowable manner all curricular requirements for graduation prescribed for his/her degree/title/certificate, as of the last term of his/her studies, pursuant to regulations and policies enunciated by the Commission of Higher Education (CHED), Department of Education (DEPED) and Technical and Skills Development Authority (TESDA). It is the learner's responsibility to inform himself/herself of his/her of the credentials, curricular, co- curricular requirements, by reading this Student Handbook.

Any deviation, substitution, waiver, or exemption for any established requirement or academic standard may be accomplished upon written application of the student, to be recommended by the Dean/Principal, and upon approval of the CHED or DepEd or TESDA secured through the Registrar or other College official authorize to do liaison work between the College and the concerned government agency.

B. Obligation to know the Law

A student or pupil, as well as parent or guardian exercising parental authority over a minor student or ward, should know the laws and governmental regulations on private education relating most especially to

enrollee. This is imperative from the context of the fundamental precept stating that "Ignorance of the law excuses no one from compliance therewith". They are, presumed to know Schools, and other related or subsequent laws amendments or regulations.

The College Administration may be consulted or asked by an interested party as to the application of such laws and regulations and as to the existence and enforcements of other College policies and regulations. Consultations and queries that could not be readily or satisfactorily answered by the College Administration in the absence of precedents and for other reasons shall be referred to appropriate officials of the concerned government authority.

C. Official Recognition

The Dr. Gloria D. Lacson Foundation Colleges, Inc. was incorporated under the laws of the Republic of the Philippines and was duly registered with the Securities and Exchange Commission (SEC) at Makati, Rizal, Philippines. Its courses (pre- elementary, elementary, secondary, undergraduate/post-secondary, graduate and post graduate) were given government permits and/or recognition by the certificates of graduation pursuant to special orders issued by the concerned regulatory agency of its regional office. Inquiries as to the status of this College as well as on matters concerning its operations and authorized courses may be made to:

Under Philippine setting, privately owned Colleges are given government authority to operate by the CHED, DepEd, and TESDA, Republic of the Philippines, pursuant to the Philippine Education Act of 1982 and related laws. These private schools as well as schools owned by the different local governments or political subdivisions in the Philippines are under the direct supervision and control of the said agencies. On the other hand, state-owned Colleges exist by reason of their respective charters individually passed by the Philippines legislative body. These schools are directly under the Office of the President of the Republic of the Philippines. The former are schools established under the law while the latter are created by law.

D. Non-Discriminatory Policy

The College admits students generally without regard to age, sex, race, color, religion, physical handicap, ancestry, national or ethnic origin, or economic status. Similarly, it does not discriminate on the administration of educational policies, admission policies; scholarship, athletic and other College administered programs for as long as prescribed requirements and other requisites are complied with.

It is the policy of the College to accept the students and to employ or promote teaching and non-teaching personnel regardless of the foregoing, unless there are requisites imposed by the law or government regulation.

E.1. College and Department Colors

The colors adopted by the College for use in uniforms, stationery, logo, stickers, emblems, and other paraphernalia are green and white as primary colors and yellow as the secondary color. Within the College, the colors prescribed for each department or College during graduation are as follows.

Many graduation stoles use school color to brighten up the black graduation gown. Over the years, the entire tradition of colors has grown and expanded to reflect different field of studies and many schools opt for this more multi-hued approach instead. The color of course, come into play again for graduating students being hooded with advanced degrees where colored hoods indicate both the alma mater and the field of study.

The following colors signify courses/majors in these fields of courses.

Light Blue	-	Education
Golden Yellow	-	Accountancy
Light Yellow	-	Business Administration
Maroon	-	Criminology
Red	-	Radiologic Technology
Peach	-	Nursing
Orange	-	Computer Science

E.2. Use of Sablay

E.3. BED Graduation

F. Medium of Instruction

English is officially used as the medium of instruction in all levels of education from pre- elementary to tertiary courses. For good reasons, it shall be the language prescribed to be used by the students, teachers, employees, and officials in the classrooms, offices, halls, corridors, and anywhere within the campus. Adoptive compliance is allowed to pre- elementary pupils.

However, to promote and encourage proficiency in the Filipino language, certain subject in the collegiate level is taught and discussed in Filipino. Such subjects include Philippine Government, Philippine History, Land Reform, Taxation, Philippine Constitution, Rizal's Life and Works, Current Issues, Psychology and Sociology.

The use of Filipino in stationeries, signs and printed programs is likewise being given emphasis.

G. Uniform and Identification Cards

To distinguish College students and pupils from outsider and other persons, they are required to be in prescribed uniforms with their identification cards conspicuously displayed at the breast area as they enter the gate and while inside the campus premises.

The prescribed uniform is worn during school days from Monday to Friday. Saturday is declared a free- dress day.

Students who are unable to wear their regular uniform for valid reasons must obtain permit cards from the Chairperson, Committee on Uniform or Dean/Department Head to wear something else temporarily.

Uniform and Identification card identify a student or pupil as a Lacsonian. They should be properly worn with credit to oneself, the College, and to fellow students or pupils. Uniforms should not be worn in non- dignified gatherings.

PART II

ACADEMIC REGULATIONS AND PROCEDURES

A. Admission Requirements in the Undergraduate and Basic Education Programs

1. General Admission Policies

1. The College does not discriminate on the basis of sex, color, race, religious belief, age, nationality or national origin, ancestry or physical handicap for as long as the students or applicants meet all the entrance regulation and academic requirements, possess all the qualifications and none of the disqualifications prescribed by the College, Commission on Higher Education, and other rules or laws.

2. The College admits male and female students. However, it reserves the right anytime to refuse, not to readmit, or to admit students or applicants under certain conditions as enrollment to it, is a privilege.
3. Applicants for admission should be accompanied by, among other credentials, three (3) copies of "1x1" I.D. pictures.
4. All credentials must be in their original and authentic form. Duplicate or photocopies are not honored except when they are supported by certification from the Registrar/Principal of the issuing school that they were never released to another school with the request that they be honored as if they were the original copies.
5. Applicants may have to undergo and pass an entrance or qualifying academic examination or psychological test before they are admitted depending upon the admission requirement for a course or college to which they want to enroll.
6. Other clearances or certificates may be required as may demand necessary.
7. Incoming Freshman Nursing Students grades in English, Science, and Mathematics should be at least 85% and the general weighted average should also be 85% at least.

2. Entrance Credential

Applicants for admission must submit upon enrollment, attached to the registration card, and requisite credentials.

1. New Students

- a.** First Year College.... Form 138 (Report Card) or Original Form 137(Student's Permanent Record);
- b.** Transferees.... Certificate of Eligibility to Transfer (Honorable Dismissal) and certified true copy of complete academic records or informative copy of credits and grade previously taken duly signed by the Registrar/Principal; or Transcript of;
- c.** Cross-enrollees.... Permit to Cross-enroll from the school of origin or another school where simultaneously enrolled.
- d.** Permit Students..... Permit to take subject for a particular term from the mother school.
- e.** Graduate Students....Transcript of Record of a degree course with Special Order of graduation.

2. Resident Students....Checklist of subjects taken and passed and, upon request, clearance from the business or accounting office.

3. Foreign Students....Student Permit (duly issued by the Department of Foreign Affairs, Bureau of Immigration and Deportation and The Commissions of Higher Education). Upon presentation of Student Visa or Immigrant Visa, Alien Certificate or Registration, Statement of Eligibility for Admission to a particular course in the Philippines, Immigrant Certificate of Registration.

4. Special Students.... Credentials for admission not necessary. Not entitled to credit for any attendance or work done. Cannot become a candidate for graduation for a degree or title.

5. High School

First Year Students...Form 138-B (Report Card) or Form 137-B (Certificate of Eligibility to Transfer).

Transferees.....Form 138-A (Report Card) or Form 137-A (Certificate of Eligibility to Transfer)

3. Registration Procedure

1. Consult Dean/Principal for advice as to courses, curriculum, subjects and its schedule and prerequisites, admission requirements, and problems thereto: Secure temporarily Registration Form from the Dean/Principal/Head and fill it with the subjects intended or recommended to be taken together with the corresponding schedule and room assignments as posted in the Bulletin Boards. Present it to the Dean/Principal/Head for approval.
2. Proceed to the Office of the Registrar for the notation of the Official Registration Form and particulars on admission credentials or re-admission requirements; all students proceed to the MIS Office for the issuance of identification card.

4. Effectively and Nullification of Admission

An acceptance for admission is good for the specific course for which an enrollee is considered. Shifting to another course to a degree program will require another application for admission and satisfaction of degree course to degree course requirements. Courses taken in the new program without prior written approval and without the degree course requirements such as the required academic grade are without credit.

An acceptance for admission remains in effect for the immediately succeeding enrollment. It is nullified if an applicant fails to register within the enrollment period (three weeks after the opening of classes). To be considered, an applicant must reapply for admission, if any, and resubmit original copies of credentials.

A conditional acceptance for admission shall be governed by and subject to the agreed conditions and/or consequences. One effect of the applicant's failure to comply with the condition of a conditional admission is the nullification of both admission and enrollment ab initio (since the beginning).

5. Disqualification from Registration

The College reserves the right to refuse admittance and re-admittance of undesirable students. A student whose private and public behavior or conduct is manifestly at variance with the declared objectives of the

College shall be requested not to seek re-admittance or shall be given transfer credential.

A student shall likewise be disqualified from further registration by reason of unpermitted absence or withdrawal, within a school term, dropping-out, transferring to another school, failing grades or non-satisfaction of grade requirements (discussed elsewhere in this Manual) unsettled back accounts, and other financial or property liability to the College.

6. Re-admission of Former/Old Students

Degree or title candidates who return, with prior approval, from College after an absence of semester or more will be required to satisfy the curricular course requirements in effect at the time of their re-enrollment. Students' readmission should obtain a request for evaluation from the Office of the Registrar after payment in the Cashier's office of the prescribed fee. Official transcript of record form and other educational institutions attended in the interim must be promptly submitted to the Office of the Registrar if there are new credits that could be considered.

7. Academic Load

The regular semestral or yearly loads of students are prescribed in the checklist of courses available to every enrollee anytime in the office of the deans, principals, and registrar. The checklist shall also serve as guides for subject prerequisites.

In determining the maximum number of academic units allowed to students, NSTP units are not included. As a general rule, undergraduate students may carry a semestral load specified in his/her curriculum. A special consideration for additional units is allowed only once for graduating students in the final semester of the last curriculum year. Graduate students cannot enroll in more than 12 units a semester.

Public school teachers and officials are limited to the number of units and officials are limited to the number of units allowed for enrolment stated in their Study Permit given by the Division Superintendent of Schools or the DepEd Regional Director. They are also prohibited from enrolling in classes scheduled before 6:00 o' clock in the evening.

The summer term load in secondary and tertiary levels of instructions is governed by the yearly circular on the matter of the Commission on Higher Education (CHED), Department of Education (DepEd), and Technical Education and Skills Development Authority (TESDA). The offering of summer class is not mandatory on the part of the school. Summer term classes may be offered if a government permit is applied for and secured for the purpose every time said classes are offered. Cases of over- loading and deviation from the prescribed curriculum shall have prior written approval of the Commission on Higher Education (CHED), Department of Education (DepEd), and Technical Education and Skills Development Authority (TESDA).

Application forms for the purpose are available at the office of the Registrar.

8. School Terms and Sessions

The College adheres to the school calendar being prescribed from time to time by the government regulatory agencies.

Class in pre-elementary, & elementary and secondary levels are held on a school year (10 month) with Christmas break.

Classes in tertiary or collegiate and post graduate levels are held on a Semestral basis.

First Semester - (as scheduled by DepEd/TESDA/CHED)

Second Semester - (as scheduled by DepEd/TESDA/CHED)

Attendance at summer classes for secondary and tertiary courses is optional. Summer classes are held during the summer vacation (as scheduled by DepEd/TESDA/CHED), offered to lighten the students' load during the regular academic terms or to give them opportunity to make up for their deficiencies.

The DGDLCI Bulletin of Information is issued at the beginning of the school year inclusive of summer classes as follows:

Basic Education (Monday-Friday 8:00AM-5:00PM)

Tertiary (Monday-Saturday 8:00AM-5:00PM)

Higher Education (Saturday-Sunday 8:00AM-5:00PM)

Changes in the school calendar arising from calamities and other fortuitous events are usually announced ahead of time.

9. Changing of Classes or Schedule and Withdrawal of Enrolment or Dropping of Subject

All changes in classes or schedule shall be allowed only for valid reasons. An applicant should secure the prescribed form at the Registrar's Office. The application must first be signed by both the original teacher and the new teacher of a subject or subjects before it is approved by the Dean and the Registrar. A copy of the approved application must be submitted to the Accounting Office after payment of the prescribed charges. Except for a change of schedule, no change of classes shall be allowed after the first or preliminary examination.

A student may, for valid reasons, also totally withdraw from enrollment or drop certain subjects before three-fourths of the hours prescribed for the course or subjects have elapsed, provided he has not been previously dropped for absences or failed for any other reason. An application form for this purpose is available in the Dean's Office. It must be signed by the teachers, the Dean, the Registrar, and the accountant.

In case of total withdrawal, the student may notify in writing the teachers and school officials concerned if he could not personally come. The prescribed fees for partial dropping of subject must be fully paid.

There are no charges for changing and/or dropping of subjects or schedule under the following circumstances:

- a. Error in announced schedule;
- b. Dissolution of section or subject;
- c. A change in time schedule or subject by the school; and
- d. When forced on the student by reason of other scholastic requirements.

Payment and refund of tuition and other fees shall be governed by the pertinent rules to that effect.

10. Cross Registration

Within the College. A student is allowed to register under one course and take his subjects in two or more courses or departments in the College for purposes of satisfying a more convenient schedule of classes or needed subjects offering. The total number of units of credit which a student may take in two or more colleges should not exceed the maximum allowed by the Commission of Higher Education (CHED), Department of Education (DepEd), and Technical and Skills Development Authority (TESDA) on academic load as the case may be.

The rates of tuition fees approved for the college or course where the subjects are taken shall be applied. However, when the fusion of classes if common subjects or merging of schedule is done by the school, the rates

of fees approved for the college or course in which the student is registered shall apply.

From another School. To cross-enroll in DGDLFCI, student must present a cross-enrollment permit from his Registrar or Dean/Principal of Admission. The permit should state the total number of units and the subjects to be enrolled in this College.

To another School. A graduating student of DGDLFCI desiring to cross-enroll in another school may be allowed for meritorious reasons. An application must be presented by the student to the Dean for endorsement and to the Registrar for final approval, processing and issuance of the permit. The rule in maximum load must not be violated. Clearance is required prior to the issuance of the permit. Application forms are available in the Dean's Office while clearance forms may be secured from the Office of the Registrar. The College reserves the right not to issue a cross-enrolment permit to a student if circumstance warrant.

11. Special Students

Special students are those who are not entitled to receive official credit for the work which they desire to take because they do not satisfy the preliminary requirements for admission to the courses or subjects or because of any other reason. Special students may be admitted, subject to all other requirements, to approve collegiate or other courses at any time provided that they sign a contract that they cannot demand credit for work done. (Manual of Information for Private School, Section VIII, Paragraph 125).

Special students are not eligible for graduation or for any hours or privileges. Enrollees provisionally admitted or listed upon their request and on the basis of their commitment to satisfy within a specific period of time the credentials for admission or other requirements but could not produce credentials or satisfy their commitments on time have two options, namely:

1. To drop enrolment and cease attending classes or training; and
2. To continue their attendance as special students only.

Regular consultation in this respect with the Dean of Admissions and Registrar and/or his evaluations is encouraged.

B. Admission Requirements in the Graduate Program

1. Admission Requirements in the Graduate School

Applicants must have a bachelor's degree from a recognized learning institution for those who want to pursue a master's degree, and a master's degree to pursue doctoral degree.

- a. Every accomplished application follows for admission.
- b. Applicants shall submit original or authenticated transcript of records applying for Master's or Doctorate degree.
- c. Study Permit issued by the School Division Superintendent

2. Course Work and Credit in the Graduate Program

The regular load is 9 units per semester the graduate program is offered during Saturdays-Sundays and 9 units in Summer during Fridays (after office hours), Saturdays and Sundays.

Residence requirements for Graduate Students

- a. The minimum residence for MA is two (2) semesters and for Ph.D. is two (2) to four (4) semesters.
- b. The master's degree must be completed within five calendar years and seven calendar years for the doctoral degree excluding leaves from the start of enrolment.
- c. Any student who fails to finish the degree within the specified period should enroll 9 units of Core courses.

3. Retention Policies

Probation status may be lifted upon passing all the subjects enrolled during the term on probation.

Any student under probation status who again fails in 50% or more of the total number of academic units enrolled will be dismissed from the College.

Any grade below 2.50 will carry no credit to the program. The student should have a weighted average of 2.00 or better for the masteral degree and 1.81 or better for the doctoral degree. The weighted average should be based on all the courses taken by the student in his/her approved program of study.

4. Conduct of Graduate Thesis/Dissertation

Students are ready to conduct their thesis/dissertation if the following requirements are met.

- a. Completed all the academic subjects.
- b. Passed the comprehensive examination.
- c. Passed the outline and thesis/dissertation proposal.
- d. Students shall conduct their thesis personally and with the supervision of his/her adviser.
- e. Defended and passed the pre-oral and final defense.

5. Graduate Thesis/Dissertation Defense

Thesis/Dissertation defense is an oral examination and ministered to a candidate for a masters or doctorate degree.

- a. Students shall submit the application for thesis/dissertation defense signed by the adviser to the office of the Dean.
- b. The application shall be filed with the approval sheet duly signed by the Advisory Committee and information of the tentative date for defense.
- c. The students shall apply for oral thesis/dissertation defense after incorporating all suggestions made by the Advisory Committee.
- d. Majority vote of the members of Advisory Committee is needed to pass/fail a student.

6. Submission of Thesis/Dissertation

All the members of the Advisory Committee must sign the circulatory copy reflecting all committee passing the English Editor before printing of the final copy.

Once approved, the final copy shall be reproduced using the Graduate School format.

The deadline of Thesis/Dissertation Defenses shall be (One week before the end of the Semester/Summer).

C. School Fees

1. Tuition and other School Fees

The rates of tuition and other school fees that private college and universities may charge their students and pupils in all levels of instructions are governed by the President Decree No. 451 which repealed Republic Act No. 6139. Otherwise known as the Tuition Fee Law.

2. Payment and Refund of Tuition and Other School Fees

Nature of Payment. Tuition and other school fees, as assessed, are payable upon registration in cash. Personal checks are not acceptable. Fees are on the yearly (for basic education) and semestral (for tertiary and higher education) basis.

Installment Mode. Payment of installment at modified rates may be allowed for the convenience of the students.

Partial Refund. When tuition and other school fees are paid in full for a year or semester, part of such fees may be refunded to a student who withdraws within the first thirty (30) days from date of registration or opening of classes whichever comes next under the following conditions:

- a. Eighty percent (80%) of the amount paid when the withdrawal is made within the first and second week whether the student attended classes or not.
- b. Fifty percent (50%) of the amount paid when the withdrawal is made within the third and fourth week, whether the student attended classes or not.
- c. No refund will be made after thirty days. No refund also applies to a student who withdraws any time after registration when fees are paid for the first month only in arrangement for a monthly installment.
- d. Registration fee is not refundable.

As an exceptional case, all fees paid for school term may also be refunded:

- a. Upon request of the family of a deceased student who died during the semester or school year. A death certificate must be submitted with the written request, and;

- b. Upon request of a student who is drafted for a compulsory military training in accordance with the National Defense Act. A certificate of attendance from the training officers must be presented together with the written request for refund;
- c. In case of dropping forced upon the student for causes not his own making.

Transfer Tuition. Tuition and other school fees may be credited or transferred;

- a. When a student changes his course within the College provided a change-of-registration fee is paid.

All request for refund and transfer of fees must be verified and endorsed by the Registrar or Vice President for Administration.

This rule may also be made applicable to other erring scholars except those enjoying academic scholarship or discount privileges.

D. Grading System

Guidelines in Grading Sheets

The promotion of students from any curricular subject course of a degree program towards graduation shall strictly comply with the following requirements:

1. A student shall be given the necessary academic credit towards the completion of, or graduation from a degree program provided that, he/she has:
 - Enrolled in the program;
 - Satisfactorily complied with the admission requirement;
 - Faithfully and regularly attended classes, and;
 - Acquired the expected proficiency required in the subject course.
2. A student shall be promoted or permitted to enroll in advanced or specialized subjects, provided that he/she passed the basic and pre-requisite subjects.
3. A student shall earn academic credits for promotion towards graduation provided he/she earned a passing grade.

The grading system for a student in curricular or component subjects/courses of any degree program shall strictly comply with the conditions or requirements as follows:

1. No provisional, conditional, or temporary final grade for any curricular or component subject/course shall be given to a student.
2. In case a student fails to take a final examination or submit an academic requirement for completion of a subject/course and that his/her scholastic performance is not sufficient to merit a final passing grade, there are two (2) options to choose from:

- Consistent with the institution's academic policies, the student maybe given a final grade which does not earn any academic neither credit nor indicates failure such as "NC" for No Credit or "NG" for No Grade, this is something permanent and cannot be changed.
 - However, where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds such as sickness, emergency, or accident, the student maybe given an incomplete mark or "INC". In this case, the institution allows special or completion examination or additional time for compliance of the requirements. In no case shall an incomplete or "INC" mark remain for more than one (1) academic year.
3. That the beginning of the semester, the students should be oriented on the criteria for grading. Some aspects that can be considered are:
- Periodic/Major Examinations
 - Quizzes
 - Oral Recitations (Individual and Group)
 - Experimental Results
 - Research and other Projects

For non-laboratory subjects/classes the Preliminary, Mid-Term and Final Grades shall be computed as follows:

- a) Class Standing (Quizzes, Reports, Recitations, etc.) -
70%
- b) Preliminary Exam/Midterm Exam/Final Exam -
30%

For Laboratory subjects/classes:

- a) Class Standing (Quizzes, Reports, Recitations, etc.) -
35%
- b) Laboratory Component (Lab Exam, Quizzes, Case Studies,
Experiments, etc.) - 35%
- c) Preliminary Exam/Midterm Exam/Final Exam -
30%

The semestral grade of the student shall be submitted to the office of the Registrar and will appear in the Transcript of Record of the student which will be computed as follows:

Number Grade	Percentage Equivalent	Adjective Description
1.00	98-100	Excellent
1.25	95-97	Superior
1.50	92-94	above Average
1.75	89-91	High Average
2.00	86-88	Average

2.25	83-85	Average
2.50	80-82	Average
2.75	77-79	Low Average
3.00	75-76	below Average
5.00	74 & below	Failed

“INC” - Incomplete

“NC” - No Credit

“DP” - Drop (officially or unofficially)

Dropping of Student. A student is already dropped from the roll if he/she had incurred absences equivalent to 20% number of the total number of class meetings. Exceptions maybe considered for every bright student.

Submission of Grades, Grading Sheets and Class Records. The grades and class records must be submitted to the Registrar's office within ten (10) days after the last day of the Prelim, Mid-Term and Final Examination. The official grading sheets and class records must be submitted to the Dean then to the Vice President for Academic Affairs before it is forwarded to the Registrar's office.

In case a faculty fails to submit the grade sheets on time, she/he has to explain in writing to the Vice President for Academic Affairs through the College Dean citing the reasons thereof.

Change of Grades. A change of grade will be accepted of the faculty member who has erroneously entered a grade on the grading sheet or made error in the computation, the error has to be rectified. Proofs must be presented and explanation given to the Vice President for Academic Affairs.

Completion of Grades. An INC grade can only be completed within a period of one (1) year, otherwise the "INC" grade will automatically be converted to a failing grade (5) due to neglect of student/s for compliance to the requirement/s certified by the subject faculty attached to the grading sheet. The right to decide INC grades certified by the faculty, approved by the Dean is bestowed upon the Registrar to grant failing grade of 5.

A. Absence during an Examination Period

As a general rule, when a student is absent from any periodic examinations, he/she shall at his request be required to take a special examination otherwise, if unjustifiable and his/her class standing is below average, he/she shall be given a grade of "5" or "DP" or "WP" as the case may be.

When the absence occurred during the final examination period and the absence is without approval or excuse from the College officials concerned, then he shall be given a grade of "5" (Not Incomplete) regardless of his average grade computed in accordance with the table of

computation of grades (Refer to Grading Guidelines) if the student's class standing is below average and has not been previously dropped.

An incomplete grade may be removed or completed within one year by any of the following courses of action, depending on the cause, namely:

1. by registration for the subject, or
2. by completing or submitting the required work or by doing some additional work, or
3. by submitting or representing the required or credential, or
4. By taking the Final Examination for the subject without cost if done during regular examination days, if the absence is permitted or excused by the College.

Incomplete grades which are not removed within one year automatically become failing grades. A student may request for a special or make-up examination for subject(s) if:

1. Desiring to remove an incomplete grade caused by lack of permit or examination.
2. he/she cannot in any case make it during the regular examination period due to an ailment or from physical or emotional stress of such nature and extent as to incapacitate him/her from taking an examination or from obtaining a more correct measure of his/her talent or skill under normal circumstances. The right to turn down a request is preserved by the College.

A special or make-up examination may be administered, upon presentation of a permit, by the original teacher of the student if still in-camps or can be located with convenience or, when this cannot be done, by a teacher handling the same subject who may be assigned for the purpose by the Dean/Principal of the College of Department or by a Committee created for such purpose.

A student who fails in the special or make-up examination shall repeat the subject which he/she failed. The completion of removal grade, whether passed or failed, must be accompanied by the examination booklet when the teacher submits it to the Grade Section of the Registrar's Office.

C. Incomplete Grade

An incomplete grade may be assigned by an instructor only if the student's work in the course such as tests, attendance, and recitations has been passing quality but is incomplete because of unforeseen but fully justifiable circumstances may an incomplete grade be assigned to a student who fails to complete most of the course work; he ought to be failed and given a grade of 5.

A student who, prior to final examination, is failing or below average in his work and does not take the final examination or who fails to complete a term paper or laboratory/shop/field work, or similar final assignment, shall be deemed to have given up or withdrawn from the course and shall be given a grade of "DP" or "5" for failing the course.

The College discourages the indiscriminate giving of incomplete grades. A course work must be completed not later than the close of the school year immediately following the one in which the incomplete grade was assigned.

For purposes of application and to avoid confusion, the one-year academic period allowed for completion is interpreted as extending to the end of the regular semester period immediately following the one -year period, as the case may be. Hence, an incomplete grade or work in the first semester of school year 1991-1991 may be completed until the close of the second semester of school year 1991-1992 or an incomplete grade in Summer Term 1990 completed in Summer Term 1991. An incomplete grade in the second semester of school year 1990-1991 has until the second semester of 1991-1992 to be may be completed.

D. Conditional Grade

The Commission on Higher Education prohibits the assigning of conditional or conditioned grades as final ratings to students. A conditioned grade in the grading system of the College is any grade above 3.0 but below 5. Such grades may only be assigned in preliminary and semi-final ratings. Final ratings may either be passing, or failing, or in exceptional cases, incomplete grade.

The indiscriminate assigning of incomplete grade is, however, discouraged.

E. Attendance and Punctuality

Every student is required to attend his classes regularly and punctually. Absence or persistent tardiness for more than 20% of the total number of class meeting (one hour for each meeting) during the entire in any particular subject shall be sufficient reason for disqualifying any student from taking final examination or for dropping without credit or if a student has incurred: More than 3 absences in a 1-unit subject.

More than 5 absences in a 2-unit subject

More than 8 absences in a 3-unit subject

More than 11 absences in a 4-unit subject

More than 14 absences in a 5-unit subject

More than 17 absences in a 6-unit subject

All absences must be accounted for by teacher-in-charge. Whenever a student has been absent for 3 or more consecutive recitations, this fact should be reported to the Head, Principal or Dean, whichever is applicable. Before an absent student is readmitted to his classes, an excuse for an absence or absences will be considered favorable unless the student can show that his absence was unavoidable or necessary.

In case of absence due to sickness, the student must present a written note or certificate from an attending physician stating the nature of the sickness is required to present a note or certificate from other persons qualified to make the certificate stating the cause of the absence.

F. Absence of Student Enjoying Skill Scholarship

Students who are enjoying talent or skill scholarship, among which are varsity athletes and cultural dancers, may be excused from their classes as an exceptional case by their instructors during official games, competitions or performances when a written permit or excuse form the College officials concerned is secured and presented. The excuse shall be for the time missed only.

When their permitted absence coincides with a periodic examination, at their request, they may be allowed by the College to take a special examination to be administered earlier or later than the regular examination date subject compliance with other regulations on examinations.

In this regard, written request must be prepared by a student and submitted to the President or his authorized representative in the Vice President level duly endorsed by the Coach or Director.

G. Leave of Absence

A student desiring to drop/withdraw from or interrupt his studies during or after the school year or semester for a period of a semester of school year or more, as the case may be, should file a petition in writing for leave of absence is good for a maximum of one year unless otherwise, extended at the discretion of the President or his representative in the Vice President level.

If a student is granted leave of absence officially or he drops after the preliminary shall be given a grade of "WP" (Withdraw with Permission, without credit).

A student who withdraws during the semester or school year without a formal leave of absence shall be dropped from the rolls with a grade of "5" or "DP" (Dropped without Permission) in all subjects and he loses his right for further readmission in the College. This readmission rule also applies to a student who drops out after a school term.

Readmission of an unpermitted absent or drop-out or returning transferee is not mandatory on the part of the College. The right to return down a request for readmission is reserved by the College.

A student seeking readmission under this rule shall first apply in writing stating the reasons or justifications through the Dean/ Head/ or Principal for final disposition of the President or his representative in the Vice President level.

H. Absence of Short Duration

Any student who absents himself from a class or classes must obtain a readmission or excuse slip from the Dean/Head/ or Principal to be presented to the instructor/s concerned not later than the second session of the class after the date of the student's return.

Excuses are for the period of time missed only. All works covered by the classes during the absence shall be made-up to the satisfaction of the instructor/s and within a reasonable time.

When the number of hours lost by absence of a student in a school term reaches twenty percent (20%) of the hours of recitation, lecture, laboratory, or any other scheduled work in a subject, he may either be dropped from the class roll or be required by the faculty member to make-up his deficiencies depending on her academic standing at the time.

I. Scholastic Delinquency

Warning

A student is warned by the Head, Principal, Dean or other authorized school officials to improve his work if he fails or gets incomplete grades in two subjects out of a full load of five or more subjects or in at least 1/3 of his current load.

Probation

A student in the warning category who fails to improve his academic status at the end of the school term shall be placed on probation and may be admitted with a reduced load.

Dismissal

A student may be dismissed or dropped from or refused enrollment if:

- a. He fails or is incomplete in four (4) or more subjects out of a full load of five (5) or more subjects.
- b. He, being on probation, fails or is incomplete in two (2) or more subjects.
- c. He, in case, fails or is incomplete in two (2) subjects out of less than five (5) subject loads.

Readmission

A student previously dismissed or barred from enrolment may be readmitted after the lapse of at least one school term upon presentation of satisfactory grade from a reputable school. He may again be dropped or dismissed or barred from enrolment if he fails or is incomplete one or more subjects that he carries in any given school term.

For purpose of computation under this rule, a 5-unit subject shall be considered equivalent to two subjects of three units each. IN the enforcement of this rule, the guidance and Counseling Center shall be fully utilized, if considered necessary.

3. Graduation

A. Graduation Honors

Undergraduate Level

Honors are conferred to graduating students who have required residence, general weighted average, load and behavioral conduct as follow:

Cum Laude (with Honors or May Kasamang Papuri) if they obtain an average grade of not lower than 1.70 in all academic subjects, without a grade lower than 2 in any subjects, and with residence of at least three semesters immediately preceding graduation;

Magna Cum laude (with high honors or May Kasamang Dakilang papuri) if they obtain an average grade of no lower than 1.45 in all academic subjects without a grade lower than 1.75 in any subjects and with residence of at least five (5) semesters immediately preceding graduation;

Summa cum Laude (with Highest Honors or May Kasamang Kataas-taasang Papuri) if they obtain an average grade of not lower than 1.20 in all academic subjects, without grade lower than 1.5 in any subject provided that all units offered for graduation had been earned at this college.

In case of students graduating with honors in courses of less than four (4) years of study, the following honors may be conferred:

With Honors an average grade of no lower than 1.45 without any grade lower than 2.0 with full residence;

With High Honors - an average grade of no lower than 1.20 without any grade lower than 1.5 with full residence.

Full time students graduating with honors must have taken during each semester not less than sixteen (16) units of academic load, or the normal load prescribed in the curriculum in cases where such normal load is less than 16 units of academic subject.

Working students graduating with honors must have taken in each semester not less than twelve (12) units of academic load unless the curricular requirements provide otherwise, especially in the last semester because of academic load unless the curricular requirements provide otherwise, especially in the last semester because of thesis/research. Proof regular work for at least six working hours a day throughout the semester is required. For obvious reasons, self-employment may or may not be considered under this rule.

The graduation committee or council will automatically review cases of the students who obtain disqualifying grades but whose weighted averages fall within the averages for honors for possible appropriate measures including waiver.

In the computation of the final average grades of candidates for honors, all units or credits earned up to the time of filing of application/petition whether offered for graduation or not whether earned in another school, shall be considered submitted.

General average shall mean "general weighted average" and not simple average.

In cases, the moral, character, conduct, integrity and reputation of candidates must be beyond reproach.

The decision of the graduation committee or council on matters of graduation is final and executor and is not contestable in a court of justice.

As a general rule, all units earned in other colleges and offered for graduation shall be evaluated on the basis of the following tables of conversion.

Graduation With Honors

Undergraduate students who complete courses with the following range of weighted general average computed to the second decimal place shall graduate with honors

Summa Cum Laude (With Highest Honors) 1.00 - 1.75

Magna Cum Laude (With Higher Honors) 1.26 – 1.50

Cum Laude (With Honors) 1.51- 2.00

1. Provided further that in case of students graduating with Honors in courses prescribed length of which is four (4) years the English and Latin Honors mentioned above shall be used
2. Students who are Candidates for graduation with honors must have completed in the College at least 80 % of the total number of

academic units required for the graduation and must have established residence at DGDLFCI for atleast two years prior for graduation.

3. Students who are candidates for graduation with honors must have taken during each semester at least 18 units of credits. However, if undergraduate or normal load required in either case mentioned above, provided that the enrollment of a lighter load was due to justifiable causes such as for instance of health or the student / candidate was a working student which reason was certified by the Certified Medical Doctor or by a proper authority at the time the underload was incurred/ applied.

Graduate Level

Generally, no Latin Honors, except rating given privately, may be awarded in the Graduate School. A graduate either passes or fails.

B. Commencement Exercise

The commencement exercise for all graduating students is held every end of the semester. In some instances, commencement exercises for candidates for graduation during the first semester or summer of school term are done on a day during the semestral or summer break.

During the commencement week, separate graduation rates may be scheduled may be scheduled for college, high school, elementary and kindergarten graduates.

All candidates for graduation for the second semester must have their records cleared and their deficiencies completed and made up not later end of the 1st Semester. Those who are candidates for graduation for the first semester or summer term must do so not later than two (2) weeks after the enrolment period. The above dates are also the deadline for submission of petition for graduation which is always available in the office of the Dean of Admissions and Registrar, for college; and Offices of the Principal for high school and elementary.

As decided by the Supreme Court of the Philippines, commencement or graduation exercises are mere rituals or ceremonies. As such participation therein is either a requirement or deficiency as subsequently found by the Commission on Higher Education, DepEd or TESDA. Conferment of a title or degree and for that matter the corresponding diploma or certificate can only be done through a Special Order (S.O) of graduation issued by the said concerned government authority.

Candidates for graduation who are cleared of property, financial liability and academic deficiency are allowed to join the commencement exercises. A degree, title, or certificate may be conferred only on students who have been in residence for at least one school year or two semesters; otherwise, their evidence of completion of their courses shall be limited to the Special Order issued by the Commission of Higher Education or other concerned government agency.

For good reason, such as requirements of a course or department or because of general immaturity, misconduct and the like, the College may refuse to grant a degree or tile not withstanding sufficiency of units earned.

All candidates for graduation should apply for an evaluation of their Academic credits during the school term immediately preceding the semester or summer in which they expect to graduate.

Evaluation forms are available in the office of the Dean of Admission and Registrar.

C. Transcript of Records, Transfer Credentials and Other Certifications

Appropriate application forms (Clearance Slip) are readily available at the Office of the Dean of Admission and Registrar for the issuance of various credential and certifications listed below. No release of the same may be affected by the said office unless the clearance slip is signed by the Accountant, Librarian, Property Custodian, and Dean/Head/Principal. It must be accompanied by a receipt of payments of service fee and the prescribed documentary and science stamps. Among the school credentials are:

- a) Official Transcript of Record
- b) Certificate of Eligibility to Transfer, also known as Honorable Dismissal or Transfer Credential

- c) Certificate of Grade; Enrollment; Graduation; Credits or Units; Academic Honors, Evaluation, etc.

During enrolment periods, no transcript of record will be issued to any student except a certificate of Honorable Dismissal because the office staff is under obligation to observe deadlines on registration and submission of reports to the Commission on Higher Education or other concerned government agencies.

To avoid delay, applicants are advised to file their approved clearance slip, receipt of payment, stamps, at the Office of the Dean of Admissions and Registrar, as follows:

Transcript of Record – at least 14 working days before the same is released

Certification; Permits – at least 7 days before the same are released.

Preparation, verification, or re-checking of record need sample time. The moment a Transfer Credential is released, the student is considered to have formally separated from the College. Re-admission shall be in accordance with existing policies.

No credentials and other student record may be released unless the required admission credentials in their original copies are on file with the Registrar's Office. Students must give preferential attention to availability of admission credentials.

PART III THE LIBRARY

The word library comes from the Medieval Latin "Librarium" which means a place in which books, manuscript, scores and other literary and artistic materials are kept for reference inside the reading room, or for home reading depending on the type of materials.

The materials you can find in the library are not only for the scholars and researchers; they are the best companions for the lonely, for the affluent, for the elite or for the rank & file people. The library is for everyone in search of knowledge and of truth.

One's passport to the library is his desire to dig into the knowledge, the beauty, and the pleasure that abound books.

Reading opens up your eyes to new worlds that are not possible to reach. It puts us in touch with ideas and events throughout the world. It transports us back the past or projects us into the future. Reading may not bring us instant wealth and happiness but we may become a more mature, a more informed and more responsible citizen.

Charles Kingsley said,

"Except a living man, there is nothing more wonderful than a book"

A message to us from the dead from human souls we never saw, who lived, perhaps, thousands of miles away. And yet, they in those little

sheets of paper, speak to us, arouse us, terrify us, comfort us, and open their hearts to us brothers.

Joseph Addison said,

"Books are the legacies that genius leaves to mankind, to be delivered down from generation, as presents to those that are yet unborn."

Dr. Gloria D. LACSON FOUNDATION COLLEGES, INC.

LIBRARY RULES AND REGULATIONS

1. THE LIBRARY PRIVILEGES WILL BE EXTENDED TO THE FOLLOWING UPON PRESENTING THEIR LIBRARY CARDS AND IDENTIFICATION CARDS:

- DGDLCI students
- Administrators
- Faculty and Staff members
- DGDLCI Alumni
- All members of the DGDLCI Board of Trustees
- All others upon payment of 50.00

2. BAG'S COUNTER - BAGGAGES OF CLIENTS MUST BE DEPOSITED HERE BEFORE ENTERING THE LIBRARY.

- It is located at the entrance door of the Library
- The clients must secure number upon deposit of their baggage
- The Library staff assigned in this area must check carefully the books charged out from Circulation desk for home use

3. ALL USERS ARE REQUIRED TO DEPOSIT ALL PERSONAL BELONGINGS, INCLUDING BAGS, BRIEF CASES; BINDERS AT THE BAG'S COUNTER (BRING YOUR WALLETS, CALCULATORS, CELL PHONES AND JEWELRIES WITH YOU). THE LIBRARIANS ARE NOT LIABLE FOR THE LOSS OF ANY OF THESE ITEMS.

4. STUDENTS, FACULTY AND STAFF MUST PRESENT THEIR ID'S AND LIBRARY CARDS IN USING THE LIBRARY.

- Alumni, after securing an endorsement from the Alumni office, the Library will issue an alumni library card (with picture) worth 50.00 for lifetime use.
- All others must present ID's and request letter from their agencies and institutions.

5. PROCEDURES ON HOW TO ACQUIRE A LIBRARY CARD

- Step 1 Fill up the DGDLFCI Library Form No.1 from the Library
- Step 2 Return the form to In-charge
- Step 3 Submit 1 copy of 1x1 picture

6. LIBRARY HOURS

Regular Semester

Mon-Fri 8:00 am to 5:00 pm

Saturday 8:00 am to 4:00 pm

Semestral Break

Mon- Fri 8:00 am to 5:00 pm

Saturday 8:00 am to 4:00 pm

7. RENEWING/RETURNING BOOKS AND OTHER LIBRARY MATERIALS

- Books should be renewed or returned on time at the counter from which they were borrowed.
- Renewal of book loans is allowed except when the material is needed by other library user or when it is overdue.
- Any book/materials may be recalled at any time whenever necessary.
- All overdue books should be returned immediately after recall.

8. FINE FOR OVERDUE BOOKS

A fine of 5.00 per day, excluding Sundays and holidays shall be collected for all overdue circulation materials, except in the Elementary and High School Libraries where fine shall be 1.00 per day. For reserve books, 2.00 or the first hour and 1.00 or the succeeding hours or 10.00 per day.

9. LIBRARY SERVICES:

9.1 CIRCULATION AND RESERVE SECTION

CIRCULATION books are loaned out anytime within office hour for home reading, good for 3 days and can be renewed for another 3 days, if materials are not in demand.

Reserve books – books are placed in reserve by the faculty if the material is limited or in demand. The Librarians has also the option to post materials in reserve. These materials are loaned out on hourly basis.

9.2 REFERENCE SECTION

Reference – materials found in the section are Dictionaries, Encyclopedias, Directories, Atlases, Globe, Maps, Almanacs,

Abstracts, Bibliographies, Handbooks, Manuals, and Yearbooks. This section is an open shelf section. Students are not allowed to bring out the materials for home reading. Photocopying of reference materials are allowed within the library only.

Dictionary a reference book containing words usually alphabetically arranged along with information about their forms, pronunciations, functions, etymologies, meanings, and syntactical idiomatic uses (e.g. Webster 3rd New International Dictionary Unabridged).

Bibliography a list of books or periodical articles, usually on particular subject(e.g. Bibliography of Weed Science)

Almanac a publication containing statistical, tabular, and general information (as on a world events, an individual society, or a religious body) related o a given calendar period, usually a year (e.g. Times Almanac, World Almanac).

Atlas a bound collection of maps, tables, charts, or plates illustrating any subject (e.g. Atlas of the World, Dorling Kindersley World Atlas, Atlas radiographic Anatomy of Dog and Cat.

Map a representation, usually in flat surface, of a geographic area. The geographic area can be on earth (terrestrial or can be celestial body) (e.g. World Map)

Globe a spherical representation or map of the earth, universe, or celestial bodies.

Encyclopedia a work that treats comprehensively all the various branches of knowledge and that is usually composed of individual articles arranged alphabetically (e.g. Colliers Encyclopedia, Encyclopedia American), also a work treating only a particular

branch of knowledge (e.g. Encyclopedia of Global Change, International Encyclopedia of Social Sciences)

Abstract a collection summary or an epitome (as of a book, a scientific article, or on a legal document)

Handbook a concise reference book covering a particular subject or field of knowledge (e.g. Handbook of Applied Hydrology).

Manual a book containing in concise principles, rules, and directions needed for the mastery of an art, science, or skill (e.g. Mango production manual)

Yearbook a book published yearly as a report or summary of the statistics or facts of a year and intended as a reference book (e.g. 2003 Philippine Statistical Yearbook)

Directory an alphabetical or classified list containing the names and addresses of the inhabitants or organizations of locality or the names, locations, and identifying data of a profession or occupation or that are subscribers of a particular service (e.g. PLDT Directory)

9.3 THE FILIPINIANA AND THESES SECTION

This section is called Filipiniana because all library materials found here are on or about the Philippines and books written by Filipinos on different subjects. It is closed shelf system wherein students are assisted by the staff to locate needed materials. Books for room use only. However, books with multiple copies maybe borrowed for overnight use. It can be charged out between 3:00 to 5:45 pm, Monday thru Thursday and 3:00 to 5:00 pm on Friday and Saturday. It must be returned the following day between 8:00-9:00am. Dissertations, Masteral and Undergraduate theses are for room use only., within the Library).

Periodicals and Serials Section – This collection consists of Periodicals in different subject areas, magazines, clippings and newspapers. All collections may be used within the section only.

9.4 GRADUATE STUDIES AND RESEARCH LIBRARY

Books are for Graduate Studies and for research are available in this section.

9.5 GRADE SCHOOL LIBRARY – Books for the secondary level are available in this library.(it is housed at the Basic Education Building, between Grades 7 & 8 Rooms)

9.6 LIBRARY INTERNET – is available for students at the Laboratory (first come first serve basis.)

9.7 AUDIO VISUAL AND ELECTRONIC RESOURCES – available for students use

9.8 VERTICAL FILE – are clippings where newspapers with broad subject areas which are alphabetically arranged in a filing cabinet. Room use only.

9.9 LIBRARY CLEARANCE – faculty, staff and students may avail library clearance from the Library.

9.10 REFERRAL TO OTHER INSTITUTIONS

10. LOST OR DAMAGED BOOKS

1. When a library book is lost, it has to be replaced with the same title of latest edition. If the borrower fails to return a book within one (1) month after due date, the book is considered lost.
2. If a lost book is out of print, the borrower will have to replace it with a copy of another title but comparable in contents,

- value usefulness. If replacement is not available, a clear photocopy is acceptable as a replacement but in two copies.
3. When a damaged book is returned to the library, the borrower will be charged by sot of book repair. A book that cannot be repaired will be replaced by the borrower.

11. UNSETTLED LIBRARY ACCOUNTS

A student who refuses or fail to settle outstanding library accounts shall not be permitted to use library facilities. His/her student ID will not be countersigned unless the account is fully settled.

12. MULTILATING, STEALING OR VANDALISM OF LIBRARY PROPERTIES.

Any person who shall deface, mutilate, steal or appropriate for himself/herself library property shall replace or pay its current replacement value and pay a fine of not less than three hundred peso (300.00) but not more than fifty percent (50%) of the current cost of the books whichever is higher without prejudice to the imposition of disciplinary measures is provided for under the DGDLFCI Student Code of Conduct and Discipline.

13. FALSIFICATION AND USE OF SOMEONE ELSE'S ID

1. Any person who falsifies the identification card of another student shall after due process be suspended from the College for one semester.
2. Any person who uses an identification card not his/her own shall have his/her library privileges suspended from the college for one semester.

14. CONDUCT IN THE LIBRARY

1. Silence in the library
2. Consideration to others
3. Courtesy and proper decorum.
4. Cellphone should be in a silent mode.
5. Smoking, eating, littering and boisterous laughing are strictly prohibited.
6. Any library personnel are authorized to send out of the library anybody who violates these rules and regulations.

15. LIBRARY STAFF

- MS. ZORAIDA E. BARTOLOME
- MR. RENATO S. DIZON
- MS. VANESSA R. TORRES
- MR. ARWIN ROY G. PANGILINAN

16. Library Organizational Committee

- Vice – Chancellor
- Chief Librarian
- Deans of Faculties
- Members
- Faculty Staff
- Students

17. CODES FOR LEVELS OF COLLECTING INTENSITY

The codes defined below are designed for use in identifying both the extent of existing collection in given subject field (collection density) and the extent to current collecting activity in the field (collecting intensity).

1. Research Level.

A collection which includes the major published source materials required for dissertations and independent research, including materials containing research reporting new findings,

scientific experimental results, and other information useful to researchers. It also includes all important references works and a wide selection of specialized monographs, as well as an extensive collection of journals and major indexing abstracting services in the fields.

2. Study Level

A collection which supports undergraduate or graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a range of basic monographs, complete collections of the works of secondary writers, a selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

NOTE: Some college librarians have expressed the need for further refinement of the “Study Level” code for use by libraries without comprehensive or research level collections, to enable them to define their collecting policies explicitly to meet the needs of networks resources planning. We include the following optional sub codes for such institutions.

A. Advanced Study Level.

A collection which is adequate to support the course works of advanced undergraduate and master’s degree programs, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or generalized purposes of less than research intensity. It includes a wide range of basic monographs both current and retrospective, complete collection of works of

more important writers, selections from the works of secondary writers, selection of representative journals, and the reference tools and fundamental bibliographical apparatus pertaining to the subject.

B. Initial Study Level.

A collection is adequate to support undergraduate course. It includes a judicious selection from currently published basic monographs (as represented by Books for College Libraries); a broad selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

3. Basic level.

A selective collection which serves to introduce and define the subject to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies and a few major periodicals in the field.

4. Minimal Level.

A subject area in which few selections are made beyond very basic works.

NOTE: Some subjects may be completely out of scope for a library's collections. These class numbers can be lined out in the analysis, or "O" can be used to indicate "not collected".

PART IV

STUDENT SERVICES

Guidance and Testing Office

The office the Guidance and Testing Center Office is created primarily to enhance the personal and social adjustment of the students. It aims to develop in the individual, awareness and understanding of himself and his environment, in order to unfold his maximum potential.

Considering that "destiny is not a matter of chance but a matter of choice", the counselor disseminates information, presents alternatives to enable the counselee to make intelligent and wise decisions. The office extends its service not only to the students but also to the faculty and staff as well as to the members of the community. Furthermore, the office assist in the in the selection of personnel through psychological testing and admission of students/pupils through examinations.

The ongoing activities include Counseling, Personality, I.Q. and Aptitude Testing, Group Dynamics Sessions, Career Guidance, Placement Service and Referral Service and Referral Service. Seminars, symposia, lecture-forums on drug addiction, marriage, boy-girl relations, department, pollution, graft and corruption, subversion and leadership are conducted periodically.

Co-Curricular or Extra-Curricular Activities

The College Administration prohibits and does not allow the name of the College or any of its departments or offices to be used, either directly or indirectly, in connection with any co-curricular activities, unless the written consent or approval of the College President or his authorized representatives is first secured.

Covered by such prohibitions are pre-mature and unauthorized collections or fund-raising or donation solicitations. Application in writing for the holding of any such activity must be recommended by the

Dean/Principal and are coursed through the Office of the Director of Student Affairs, in case of social affairs, or the Office of the Vice President of Administration, in case of use of school facilities or premises. Consult said offices concerning other regulations.

No permissions shall be granted to any organizations or body of students to hold a tour or social affairs within two (2) weeks immediately preceding an examination period.

A written permission with waiver from parents must be required of students who are joining educational tours. Authority for the holding of such affairs shall be granted only with the tacit understanding that the person or persons in charge shall submit a complete accounting of income, expenses, and attendance in connection therewith within one (1) week after an activity is held.

Any student or body of students or organizers violating school regulations in this regard shall be subject to disciplinary action.

The College Administration reserves the right to cancel an authority previously granted to hold a tour social affair if it finds out that the financial status of the organization or group sponsoring the activity does not justify the continuance of the same or if any violation of regulation is committed.

Scholarship and Financial Grants and Aids

To encourage scholarship and wholesome extra-curricular or co-curricular activities to further develop the talents and privileges under certain conditions and expectations as follows:

1. Entrance Scholarship

1.1 Honor graduates in Elementary and Secondary Courses

1.1.1 Graduating Class of 100 and below students:

Valedictorian----- 100% exemption from 1yr. or 2 sem.

Salutatorian----- 50% exemption for 1yr. or 2 sem.

1.1.2 Graduating Class of 101 to 150 students:

Valedictorian..... 100% exemption for 1 yr. or 2 sem.

Salutatorian..... 75% exemption for 1 yr. or 2 sem.

First Hon. Mention ... 60% exemption for 1 yr. or 2 sem.

1.1.3 Graduating Class of 151 to 300 students:

Valedictorian..... 100% exemption for 1 yr. or 2 sem.

Salutatorian..... 80% exemption for 1 yr. or 2 sem.

First Hon. Mention... 60% exemption for 1 yr. or 2 sem.

Second Hon. Mention.50% exemption for 1 yr. or 2 sem.

1.1.4 Graduating Class 301 to 540 students:

Valedictorian..... 100% exemption for 1 yr. or 2 sem.

Salutatorian..... 80% exemption for 1 yr. or 2 sem.

First Hon. Mention.... 60% exemption for 1 yr. or 2 sem.

Second Hon. Mention.50% exemption for 1 yr. or 2 sem.

Note: 50% exemption to subsequent honor student for every group of 150 students in excess of 450 students. In elementary grades, Valedictorian and Salutatorian are equivalent to First Honors and Second Honors, respectively.

1.2 Honor Graduates of degree/professional courses:

Summa cum Laude.....100% exemption for 1 yr. or 2 sem.

Magna cum Laude..... 75% exemption for 1 yr. or 2 sem.

Cum Laude 50% exemption for 1 yr. or 2 sem.

1.3 Honor Graduates of courses of less than 4 years of study:

With Highest Honors..... 100% exemption for 1 yr. or 2 sem.

With High Honors..... 40% exemption for 1 yr. or 2 sem.

With Honors..... 30% exemption for 1 yr. or 2 sem.

Requirements: Certificate as to honor and number of graduating classes from.

2. Resident Scholarship

2.1 General weighted average grade applicable to all levels/courses.

Except in Law, a minimum subject load off 16 units or $\frac{3}{4}$ load:

Average grader or 1.25 (93% or 100% exemption for 1yr. in better without a grade below 1.75 or elementary and high school and 1 88%) sem. In collegiate courses.

Average grader of 1.35 (91.5% or 75% exemption for 1yr. in better without a grade below 1.75 or elementary and high school and 1 88% sem. In collegiate courses.

Average grader of 1.50 (90% or 50% exemption for 1yr. in better without a grade below 2.0 or elementary and high school and 1 85%) sem. In collegiate courses

Note: Above rating do not apply to honor students.

2.2 Honor Students by Curriculum year grade level.

2.2.1 Class of 100 and below student:

First Honors..... 100% exemption for 1 yr. or 2 sem.

Second Honors..... 50% exemption for 1 yr. or 2 sem.

2.2.2 Class of 101 to 150 students:

First Honors..... 100% exemption for 1 yr. or 2 sem.

Second Honors..... 75% exemption for 1 yr. or 2 sem.

First hon. Mention... 50% exemption for 1 yr. or 2 sem.

2.2.3 Class of 151 to 300 students:

First Honors..... 100% exemption for 1 yr. or 2 sem.

Second Honors..... 80% exemption for 1 yr. or 2 sem.

First Hon. Mention... 60% exemption for 1 yr. or 2 sem.

Second Hon. Mention. 50% exemption for 1 yr. or 2 sem.

2.2.4 Class of 351 to 340 students:

First Honors..... 100% exemption for 1 yr. or 2 sem.

Second Honors..... 90% exemption for 1 yr. or 2 sem.

First. Hon. Mention.... 80% exemption for 1 yr. or 2 sem.

Second Hon. Mention... 70% exemption for 1 yr. or 2 sem.

Third Hon. Mention..... 60% exemption for 1 yr. or 2 sem.

Fourth Hon. Mention... 50% exemption for 1 yr. or 2 sem.

NOTE: 50% exemption to subsequent honors for every group of 150 students in excess of 450. On case-to-case basis, resident scholarship privilege may be extended to deserving transferees.

Scholar of the Year

Awardee/s.....100% exemption for 1 yr. or 2 sem.

Requirements: Certification as to average grade or honor and enrollment data for the course by curriculum year/grade from the Registrar or Principal.

3. Alumni Scholarship

3.1 Alumni who obtained high ratings (topnotchers) in licensure board examinations and other prestigious national examinations:

First five top places.... 100% exemption for 1 yr. or 2 sem.

Sixth to Tenth places.... 75% exemption for 1 yr. or 2 sem.

Eleventh to Twelfth..... 50% exemption for 1 yr. or 2 sem.

NOTE: National examinees should not be less than 100.

Publication and Campus Journalism

The student official organ, regularly published and edited by their respective editorial boards which are composed of student selected through competitive and qualifying examinations, is the "THE SOWER".

The student paper provides healthy expression and outlet not only of the literary creativity and cultural views of the campus journalists but also of their sentiments on contemporary issues as they make known their thoughts and opinions.

The College also publishes a graduate research journal dedicated to the interest of the academic community. Through this publication, recognition is given to the scholarly efforts of the authors. It gives incentives to the faculty and graduate students to undertake endeavors along scholarly researches.

A yearbook of the Graduates is published and edited annually by the Editorial Staff of the graduating students. Inclusion of the pictures of the candidates of graduation in the annual is optional.

Only those who apply are included.

Discipline

The following offense/actions are strictly prohibited, otherwise, if violated corresponding sanctions of student cases will be instituted.

1. Offenses Involving Persons

- a.** Not wearing prescribed College/Department uniform
- b.** Not wearing School, I.D
- c.** Not appropriate haircut
- d.** Inappropriate dress code
- e.** Wearing earrings for male students

2. Fighting or Violence Resulting to Physical Injuries

- a.** Threat or bullying of classmates
- b.** Fighting/Trouble-maker
- c.** Intimidation or harassment

- 3. Writing or uttering and malicious and libelous or fragrant indecency in language.**
 - a. Rude language**
 - b. Uploading indecent picture or video in the social network and send to others**
 - c. Rumor-mongering and gossiping about classmates or other persons that are malicious**
- 4. Offenses Inventory Property**
 - a. Vandalism or destruction of government/private properties**
 - b. Uprooting, unlawful cutting of trees**
 - c. Picking of fruits and ornamental plants in restricted areas**
 - d. Stealing/pick pocketing and relate offenses**
- 5. Offenses Involving the Community**
 - a. Trespassing/entering the college during weekends/holidays without permission from school authorities**
 - b. Disturbance in places or office or interruption/disturbance of public performance**
 - c. Driving a vehicle causing undue disturbance in the campus**
 - d. Littering within the campus**
 - e. Disrespect to school authorities/visitors**
- 6. Offenses Involving Academic and official Businesses**
 - a. Non- attendance to Monday flag raising ceremonies**
 - b. Cutting classes**

- c. Cheating in quizzes and examinations
- d. Forging, falsifying public documents, copying of reports/projects

RA No. 7277 Magna Carta for Disabled Person

As provided for DGDLFCI acknowledge the importance and significance of the grant of the rights and privileges for disabled person cited RA No. 7277 Magna Carta for disabled Persons.

Chapter II Education, Section 12- Access to Education: the state shall ensure that disabled persons are provided with access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institution to deny a disabled person admission to any course it offers by reason of handicap or disability. The State shall take into consideration the special requirements of disabled persons in the formulation of educational policies and programs. It shall encourage learning institutions to take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements, and other pertinent consideration. The State shall also promote the provision by learning institutions, especially higher learning institutions of auxiliary services that will facilitate the learning process for disabled persons.

Sec. 13. Assistance to Disabled Students. — The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post-secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students

in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.

Sec. 14. Special Education. — The State shall establish, maintain and support complete, adequate and integrated system of special education for the visually impaired, hearing impaired, mentally retarded persons and other types of exceptional children in all regions of the country. Toward this end, the Department of Education, Culture and Sports shall establish, special education classes in public schools in cities, or municipalities. It shall also establish, where viable, Braille and Record Libraries in provinces, cities or municipalities.

Special Education

Special Education is a set of services provided to students who are experiencing exceptional learning needs. The teacher designs a special designed instruction to learners / students identified will disability.

Special education services include learners with the following disabilities; hearing impairments (including deafness). Speech or language impairments including (blindness) emotional disturbance, orthopedic impairments and autism and other health impairment. In case, there is existence of student with disability in the class, the teacher should apply the individualized education program. (IEP), Parents Participation for parental consent for all evaluation and educational placement decisions.

School Visitors

Visitors and guest, including past students or alumni on official business with administrative offices are welcome to the campus during regular school days. They are requested, however, to secure a visitor's pass at the main gate as they enter the campus.

Visiting students and guest are not allowed to sit-in in the classes. They are likewise prohibited from engaging in mass actions; in organizing and holding meetings, in political, promotional and fraternity/sorority - related hazing activities; in distributing handbills, leaflets, brochures, and campaign materials; in selling and soliciting funds and similar activities; in littering an defacing/vandalizing school property, bringing-in prohibited or controlled or pollution-causing items or substance; in smoking; in doing acts of immorality; in disturbing or disrupting classes; in engaging in prohibited games and vices, and misbehavior, among others.

This prohibition also applies to anybody in the campus who is not authorized to do so in writing by the Administration.

College Awards

To encourage excellence and superior performance, the College sets a recognition day to present awards in the form of plaques, gold medals, and certificates. The awards are given during commencement week. Among the yearly awards include.

Scholar-of-the-year-Award. Consisting of a gold medal and a certificate, this prize is presented to students, graduating or not, who best satisfy the following conditions.

- a) Highest academic standing of not less than magna cum laude.
- b) Good moral character
- c) Preferable with outstanding performances in extra-curricular activities
- d) Resident of at least two semester or one year.

Awardees are entitled to two semesters or one school year of full tuition scholarship grant.

Athlete-of-the-year-Award. This consists of a plaque suitably engraved and a gold medal. The bases of selection are the following.

- a) Best record in athletics, and must have been champion in regional and/or national levels of competition or must have broken a regional or national record.
- b) good moral character

- c) Residence of at least two (2) semesters or one school year full tuition scholarship.

Special Athletic Award. These consist of a gold medal and a certificate. It is given to an outstanding athlete in an event or a game of sports and must have been champion at least a regional level competition.

Leader-of-the-Year-Award. It consists of a gold medal and a certificate. Its bases are:

- a) best record of leadership in campus or communist-oriented activities
- b) good moral character
- c) no failing grades
- d) Residence of at least two semester or one school year.

Special Leadership Awards. Prizes in the form of gold medals and certificates are given to the students who have shown outstanding leadership in leading students' organizations in pursuing their laudable projects.

Parents-of-the-Year Award. This consists of a plaque and a gold medal of each parent. Among its bases are:

- a) must have sent all their children to the College
- b) their children must have excelled in academic proficiency, or licensure examinations, or professional practice
- c) good moral character

Alumnus/Alumnae-of-the-Year-Award. An award of a plaque and a gold medal is presented to a graduate of the College who satisfy the following criteria:

- a) must have sent all their children to the College
- b) their children must have excelled in academic proficiency, or licensure examinations, or professional practice
- c) good moral character

Special Alumni Loyalty Award. Gold medals and certificates are given to graduating students who have finished at least three (3) courses in the college provided, that either a full six-year elementary course or a full secondary course is included.

Other Awards. The College also presents awards and prizes to outstanding students who have achieved excellence in campus journalism and other literary events to outstanding athletic teams, campus organizations. Ideal employee or model teacher, model citizens of the community, and other persons deserving to be so honored.

These awards are apart from the various honors that the pre-elementary, elementary and secondary departments are presenting to their awardees.

Computer Center

In a move to be a part with the present-day need for modernization in terms of upgrading education and school operation through computer technology, the College has put up a computer center equipped with computer machines despite their staggering costs. There are not many schools in the country especially those located outside Metro Manila, that ever venture in this investment which is easily one of the most expensive laboratory equipment that could be made available to the students in the provinces.

The computer machines enable the College to computerize its primary operations one along enrollment, scheduling, and accounting functions while at the same time turning out full-trained computer professionals for domestic and foreign consumption. Through the center data processing service is being extended to researcher as well as business concerns in the community.

Speech Clinic

Classes in oral English and public speaking are held in the new speech clinics. These speech clinics, which have ample number of booths, are equipped with modern audio facilities, recording and amplifying machines, with professionally prepared tapes. They serve to improve oral communication skill of students enrolled in such classes as well as other individuals in the College.

Cultural Development Affairs

To bring the College closer to the people and to transmit to them Filipino cultural heritage, a cultural development office has been created. Since, then the development office has been seriously indulged in continuing research on Filipino folklores, custom and traditions. Folksongs, dances and costumes.

The College has enlisted the services of a known and established dance troupe and dramatic guild that has performed to both national and selected foreign audiences in places such as the Folks Arts Theatre, Nayong Pilipino, Luneta and Philippine Trade Center at Metro Manila. The dance Valley Region, Ilocos region and Central Luzon Region under the auspices of the Marian Counselors of Christ.

Spiritual Life

The College endeavors to provide every opportunity as it encourages students, faculty and non-academic personnel to fulfill their respective religious obligations and to grow in the knowledge and love of God. Ecumenical policy is, however, adhered to with reverence.

Security Service

The school maintains in its campus a security force to ensure maximum safety of students, faculty and employees and security of school property.

Security personnel are posted at all gates while others make their roving rounds within the premises in all hours.

The security force has been effective in protecting students from harm whether from among them or from outsiders whose entrance to the campus is limited.

The security force is being assisted in its task by a number of military servicemen and peace.

Health Service

The primary aim of the Health Service is to promote conditions of sound physical health.

The College maintains a Medical and Dental Clinic whose facilities and services are available to the entire school population. Doctor's dentist, nurses and clinic aides are on regular shifts from 7:00 a.m. to 9:00p.m. six days weekly except Sundays and Holidays (non- school days) for examinations, diagnosis, and treatment. Professional fees and medicines are provided free of charge.

Under the healthcare program of the clinic, pre-elementary, elementary and high school students receive routine physical examination at least once every year. This is intended to discover organic and functional defects which may reduce the student's effectiveness in their studies and to give medical advice as may be necessary for their proper correction and for proper placement in physical education classes.

An integral part of the medical and dental services is the Family Planning Clinic with complete force. The College is classified as one of the few institutions, business firms and school included, in the Central Luzon Region that has been given the responsibility of putting up a family planning clinic of its own with specially trained doctors to serve not only in -campus persons off-campus as part of the extension service of the school.

Part V

Student Governance Constitution of the Supreme Student Government Of Dr. Gloria D. Lacson Foundation Colleges Inc.

PREAMBLE

We, the students of the Dr. Gloria D. Lacson Foundation Colleges, Inc., desirous of establishing a student government that will unite the whole DGDLCI studentry, promotes student privileges, rights and welfare, and fosters a closer relationship among the students and the other sectors of society in order to instill national consciousness for the advancement of the Filipino people, do hereby ordain and promulgate this constitution.

ARTICLE I

GENERAL PROVISIONS

Section 1. This Constitution shall be known as the “Constitution of the Supreme Student Government of the Dr. Gloria D. Lacson Foundation Colleges, Inc.”

Section 2. This Constitution shall govern the College Student Government of the Dr. Gloria D. Lacson Foundation Colleges Inc.

Section 3. For purpose of this Constitution, unless the context indicates otherwise.

- a. “College” signifies the Dr. Gloria D. Lacson Foundation Colleges Inc.
- b. “College Student Council” or Local Council” means the duly constituted Central student organization of a unit that offers at least a bachelor’s degree program.
- c. “College authorities” signifies the duly constituted authorities or officials of the Dr. Gloria D. Lacson Foundation College, Inc. system insofar as the DGDLFCI is concerned or affected.
- d. “College Representative” or “Representative” or Local Representative” means a representative of the constituents of a college to the Supreme Student Government.
- e. “Permanent vacancy” exists when the office of a SSG or Council officer or member has been vacated by reason of death, resignation, impeachment, expulsion from the College, or a permanent illness preventing him/her from performing the functions of the office.
- f. “Temporary vacancy” exists when the office of a SSG or Council officer or member has been vacated by reason of temporary mental or physical incapacity, detention, or any other reason that

leaves the possibility of his/her resuming his/her duties before the expiration of his/her term.

ARTICLE II

DECLARATION OF PRINCIPLES AND OBJECTIVES

Section 1. The Supreme Student Government believes in the following:

- a. That accesses to education should be afforded to everyone;
- b. That education should develop man's physical, mental, social, cultural, and spiritual potential to the full, in order to realize a human and humane existence for all;
- c. That education should enhance critical thought and the ability to make informed judgment, free of dogma and myths.

Section 2. All officially enrolled students of DGDLFCI shall ipso facto be members of DGDLFCI Student body.

Section 3. The DGDLFCI Student body be governed by republican principles where sovereignty resides in the members and all authority emanates from them.

Section 4. The DGDLFCI student body recognizes and supports the academic community for its benefits and welfare.

Section 5. Every recognized students' organization should be guaranteed the widest participation in the governance of its members to ensure their fullest development.

Section 6. The student government recognizes the vital role of gender and development students in the governance of the studentry.

ARTICLE III

BILL OF RIGHTS OF STUDENTS

Section 1. Every student shall have the right to:

- a. Enjoy freedom of expression;
- b. Exercise freedom of religious worship and spiritual practice;
- c. Have his transcript processed and the confidentiality of his records maintained;
- d. Exercise his right under the 1987 Philippine Constitution and Education Act of 1982.

Section 2. Students shall, individually or collectively, be entitled to:

- a. Have their grievances heard and speedily addressed;
- b. Organize and assemble for purposes not contrary to law and regulations;

- c. Present their views to appropriate bodies before any policy or decision affecting their rights, interest and welfare is adopted.

Section 3. No Students shall be subjected to exploitation, involuntary servitude or cruel or unusual punishment.

Section 4. No. students shall be subjected to disciplinary action without due process of law.

ARTICLE IV

DUTIES AND OBLIGATIONS OF STUDENTS

Section 1. It is the obligation of every student to:

- a. Observe at all times, the laws of the Philippines and the rules and regulations of Dr. Gloria D. Lacson Foundation Colleges, Inc.;
- b. Assist the school authorities in disseminating among the students, and educating them on the rules and regulations on students conduct and discipline;
- c. Help engender an academic atmosphere conducive to harmony among the various constituencies of the Dr. Gloria D. Lacson Foundation Colleges, Inc.;
- d. Exercise his rights/ responsibility.

ARTICLE V

THE SUPREME STUDENT GOVERNMENT

A. Common Provisions

Section 1. There shall be only one Supreme Student Government, herein after referred to as SSG, DGDLFCI.

Section 2. Policies, rules, regulations, and programs approved by the Student Council shall uphold pertinent policies, where inconsistencies exist, those approved by the SSG will prevail.

Section 3. The DGDLFCI local Student Council shall be, subjected to the preceding section, be autonomous in the management of its own internal affairs and in the implementation of respective programs and activities.

Section 4. The term of the office of the SSG, and College Council officers, will be for one year starting at noon of August and to end at noon one year thereafter.

B. The Legislative Branch

Section 5. The Legislative power of the SSG is vested on the College Student Assembly, herein after referred to as the Assembly, except to the extent reserved the student by the provision on initiative and referendum.

Section 6. The Assembly shall have a Minority Floor Leader who is representative of the Political Party with least number of seats won.

Section 7. No assemblyman shall hold any other office in any political unit of the SSG, non-political organization or the official student publication(The Sower) of the DGDLFCI.

Section 8. Exceptions shall be made for those who are representing the various sectors who can retain the position in the sector which they represent.

Section 9. In all the sessions of the Assembly, all members shall be given privilege of immunity.

Section 10. A Simple majority is 50%+1 of all actual members of the Assembly.

Section 11. No bill shall be passed concerning the students unless public hearings in all colleges/departments shall have been conducted.

Section 12. No law shall be passed authorizing the transfer of certain budget appropriation; however, the SSG President, be authorized to augment any item in the general appropriation for their respective offices from saving in other items of their respective appropriations. Otherwise through the deliberation of the Supreme Student Government.

Section 13. The Assembly may determine the rules of its proceedings, penalize its members for disorderly behavior or negligence of duty, and with concurrence of 2/3 of all its members, suspend or expel a member. A penalty of suspension when imposed shall not exceed one (1) month. Respondents in such proceeding, shall have no right to vote.

Section 14. The Assembly shall have an automatic 10% share of the total SSG fund to be appropriated by the SSG.

C. Judicial Branch

Section 15. The judicial power shall be vested in one Supreme Student Judicial Court.

Judicial power includes the duty to settle actual controversies involving student's rights, which are legally demandable and enforceable, and to determine whether or not there has been a grade abuse of discretion.

Section 16. The assembly shall have the power to define, prescribe, and apportion the jurisdiction of the Supreme Student Judicial Court.

Section 17. The Supreme Student Judicial Court shall have the following powers:

- a. All cases in which the Constitutionality or validity of any law, order, instruction or regulation is in question.
- b. All cases in which only an error or question of law involved.

Section 18. Every constituted Supreme Student Judicial Division shall exercise the powers and perform the function as follows:

- a. To receive complaints from any student against another or group of students;

- b. To initiate proceedings in order to resolve any case peaceably if possible;
- c. To conduct preliminary proceedings for the purpose of ascertaining facts;
- d. To submit a report of their accomplishments to the SSG and OSA as required.

ARTICLE VI

POWER AND DUTIES OF THE SUPREME STUDENT GOVERNMENT

Section 1. The SSG shall, subject to existing rules and regulations:

- a. Adopt its own internal rules of government;
- b. Organize, coordinate and direct student activities at DGDLFCI designed to improve students' general welfare.
- c. Represent the studentry in all major policy making bodies of the College.
- d. Advise, inform and make recommendations to the college President on student matters, affairs and activities;
- e. Draft, amend and revise the DGDLFCI Election Code in congruence with election provisions in the Constitution and

which shall govern the rules and regulations of the elections of the student political organizations at DGDLFCI.

- f. Represent the DGDLFCI studentry in external student activities;
- g. Have such additional powers as DGDLFCI authorities may from time-to-time grant or delegate consistent with its stated powers, responsibilities and objectives.

Section 2. It shall be the duty of the SSG at all times to:

- a. Depend and promote the rights and general welfare of the DGDLFCI studentry;
- b. Serve as an active forum for students' sentiments;
- c. Develop a college spirit among the ranks of DGDLFCI students;
- d. Uphold the ideals of the college geared towards ensuring a well-rounded intellectual, social, cultural, civic and physical development of every DGDLFCI student;
- e. Develop social awareness, instill national consciousness and promote nationalism among DGDLFCI students;
- f. Unite with various sectors of the society in the pursuit of common interest, particularly in the establishment of a just and humane society;

- g. Develop responsible studentry that will put educational opportunity to optimal use and look after the unity and welfare of the whole DGDLFCI studentry;
- h. Develop a sense of service and responsibility among DGDLFCI students for the welfare of the society; and
- i. Seek and engender educational reform along humanistic, nationalistic and scientific methods, for the full development of students' potential, to respond to the social realities and to contribute to the promotion of academic freedom.

ARTICLE VII

IMPEACHMENT AND DISCIPLINE OF SSG MEMBERS

Section 1.

- a. If a SSG member fails to attend four consecutive regular sessions without informing the body of his status or the reasons why he has not been attending or working, he shall automatically be dropped from the roll. He shall henceforth cease to be a member of the SSG.
- b. If the dropped SSG member wishes to return, he should explain and justify his side. With the affirmative vote of two-thirds of all the members, he can be reinstated into the SSG.

Section 2. Any member of the SSG may be impeached or suspended, as determined by the SSG, for any of the following causes:

- a. Any willful violation of this Constitution;
- b. Gross neglect of duty;
- c. Any misbehavior during any SSG session;
- d. Any other form of misconduct which undermines the integrity of the SSG.

Section 3. For purpose of impeachment, an affirmative vote of at least two-thirds of all the SSG members shall be required.

Section 4. For purpose of suspension, an affirmative vote of at least two-thirds of those present, there being a quorum, at the disciplinary proceedings at which the penalty is being determined, shall be required; provided that (a) the members in attendance shall constitute a quorum, and (b) the period of suspension shall not exceed 60 days.

Section 5. The respondent/s shall have no right to vote in any of the disciplinary proceedings.

ARTICLE VIII

COLLEGE/DEPARTMENT STUDENT COUNCILS

Section 1. The Student Councils, or student body organizations in colleges or department, shall be autonomous –in the management of their respective programs and activities.

Section 2. Policies, rules, procedures, source of funds and programs/ projects adopted shall be approved by the Supreme Student Government.

ARTICLE XI

ELECTORAL BOARD

Section 1. Prior to the expiration of the term of office of the incumbent officers and members of the Supreme Student Government, in a meeting to be called for the purpose, an Electoral Board shall be constituted to implement the Election Code for the election of the next succeeding sets of SSG officers and members.

Section 2. The Electoral Board shall be the highest governing body in all matters pertaining to student elections at DGDLFCI.

Section 3. The Electoral Board shall be composed of the Chairman and three Members.

Section 4. The OSA Dean, College Deans, the Department Heads, shall be ex-officio Members of the Electoral Board.

Section 5. An Election Committee shall be created in all courses of DGDLFCI to supervise all manners of elections within the College.

Section 6. In case of conflict of interest as when the member of the Electoral Board or Election Committee is a candidate, the members of the Board of Advisers shall recommend a qualified substitute subject to the approval of the members of the Electoral Board or Election Committee.

ARTICLE XII

GENERAL PROVISIONS

Section 1. The Seal of the SSG. The clasped hands represent the unity of the students and the college. The eye represents the Supreme Student Government promoting the general welfare of the students, symbolized by the figures. The wheel represents the wheel of progress and institutional objectives. The color shall be green and yellow.

Section 2. This Constitution shall be promulgated in English and translated in Filipino.

Oath of office of SSG Representatives

“I do solemnly swear (or affirm) that I will faithfully and conscientiously fulfill my duties as _____ (state position) of the _____ (state office), preserve and defend the Supreme Student Government Constitution, execute its laws, do justice to every member, and consecrate myself to the service of the DGDLFCI. So, help me God

ARTICLE XIII

AMENDMENTS OR REVISIONS

Section 1. Any amendment to, or revision of this Constitution may be proposed by:

- a. The Assembly, upon a vote of three-fourth of all its members,
or
- b. A constitutional convention.

Section 2. Amendments to this constitution may likewise be directly proposed by the student through initiatives upon the petition of at least twelve per centum of the total number of students. No amendments under this Article shall be authorized within two years following the ratification of this constitution than once every two years thereafter.

Section 3. Any Amendment to, or revision of, this Constitution shall be valid ratified by a majority of the votes cast in a plebiscite.

ARTICLE XIV

TRANSITORY PROVISION

Section 1. REPEALING CLAUSE. Any part or provisions of this Constitution that are found contrary to or inconsistent with the Philippine Constitution, or with other existing laws of the land and of the rules and regulations of the Dr. Gloria D. Lacson Foundation College, Inc. are deemed null and void.

Section 2. All existing policies, memoranda, office Orders and other pertinent documents of the SSG inconsistent with this Constitution shall remain operative until amended, repealed, rescinded or revoked.

Section 3. The new structure of the Supreme Student Government as herein provided shall be effective on the first election of all officers of the SSG under this Constitution to be held on every second week of _____ and one year thereafter.

Section 4. Unless otherwise provided by the Assembly, the president may constitute the College Commission to be composed of the head of all College Student Councils comprising the College area.

ARTICLE XV

EFFECTIVITY

Section 1. This constitution shall take effect upon the approval of the College President and its ratification in a College-wide plebiscite called for this purpose, by a major vote of all votes cast by students qualified to vote under the College Election Code.

DGDLFCI STUDENT ELECTION CODE

Article I

PRELIMINARY MATTER

Section 1. This document shall be known as the DGDLFCI Student Election Code.

Section 2. This code shall apply to and govern all student elections in all levels.

Article II

ELECTORAL BOARD

Section 1. Prior to the expiration of terms of the incumbent officers of the DGDLFCI-CSG Officers, in a meeting to be called not later than the last week of January, an electoral board shall be constituted to implement the Election Code for the purpose of electing the succeeding sets of SSG Department/College Student Officers.

Section 2. The Electoral Board shall be the highest governing body in all matters pertaining DGDLFCI-SSG Election. It shall constitute the election committee, board of inspectors and the board of canvassers.

Section 3. The Electoral Board shall be composed of the chairman and three or more members.

Section 4. The members of the SSG Board of Advisers shall act as ex-officio members of the electoral board without the right to vote

Section 5. An Election Committee shall be constituted in each of the departments/colleges, the task of which is to supervise all matters pertaining to elections in their respective departments/colleges.

Section 6. The Board of Election Inspectors shall be formed and the number of which shall correspond to the number of existing student councils. Each board shall be headed by the chairman with two members.

Section 7. The Board of Canvassers shall be formed and the primary responsibility of which is to take charge of the counting of election returns and to decide on matters pertaining to election procedures.

Section 8. In case of vacancy in the Electoral Board or Election Committee, the SSG Board of Advisers shall recommend qualified substitute subject to the approval of the members of the Electoral Board or Election Committee concerned.

Article III

ELECTIONS

Section 1. The following are the positions to be contested.

SSG

LOCAL STUDENT COUNCIL

President

Chairman

Vice President

Vice Chairman

Secretary

Secretary

Auditor

Auditor

Representative/s

Representative/s

Business Manager

Business Manager

Section 2. The SSG Representative/s and all other officers for student councils shall be elected by direct vote of the students in their respective departments/colleges.

Section 3. The number of Representative/s shall be determined by a pro rata of trustee for every 50 student's members of each council.

Section 4. The Representative/s to the SSG Legislative Body and all other council officers shall be elected every _____ of _____ of every academic year in accordance with the rules promulgated by the DGDLFCI-SSG Constitution and By-Laws. Elected and qualified officers shall resume office on the date of the start of 1st semester following the election until their successors have been elected and qualified.

Section 5. To qualify as candidates for positions in the SSG and College Student Councils, they shall meet the following requirements:

President/Vice President

A.1 At least two years of residency in the College upon assumption to office;

A.2. Must be of Good Moral Character;

A.3 Must not be a graduating student in his/her course and/or field of specialization;

A.4. Enrolled in at least 12 units in a single particular course during the semester preceding the election;

A.5 Be academically good in standing at least 2.5 general weighted average, 4.0, or failing grade and with at least 2.5 general weighted average in the semester preceding the election;

A.6 not have been found guilty in any disciplinary case or any act involving moral turpitude.

President, Vice President, Secretary, Treasurer, Auditor, Business Manager and representative/s

B.1. At least one year residency upon assumption of office in the College

B.2. be academically good in standing without incomplete, 4.0, or failing grade and with at least 2.5 general weighted average in the semester preceding the election;

B.3. Must be of Good Moral Character;

B.4. Not a graduating student in his/her course and/or field of specialization;

B.5. Not have been found guilty of any disciplinary case or any act involving moral turpitude.

Students who are aspiring for President, Vice President, and Representative/s, but are holding any position in any Political/Non-

Political Student Organization or Editorial Staff in the DGDLFCI Publication must submit resignation duly approved by the authorities concerned.

Section 6. The Student Body is composed of 6 councils, namely: Graduate Studies, College of Education, College of Criminology, College of Radiologic Technology, College of Accountancy and Business Management, College of Computer Science,

Section 7. Students who are aspiring for any position must file their CERTIFICATE OF CANDIDACY on any day from the commencement of the election period but not later than the day before the beginning of the campaign period. The DGDLFCI Electoral Board through its chairman shall determine their eligibility to run for any position.

Section 8. All students officially enrolled at DGDLFCI and have duly paid their membership fee during the 2nd semester of the current school year and whose names are found in the master list of students are qualified to vote.

Section 9. Bloc voting is not allowed. The name of the candidates must be written on the ballot.

Section 10. Candidates, except when to vote, are prohibited from staying within ten (10) meters radius from election precincts during election.

Section 11. No candidate is allowed to campaign outside the campaign period.

Section 12. Speeches/Talks of any candidate during the election campaign should include his program of Government/ activities to be followed/performed in case he/she is elected. The Electoral Board reserves the right to stop/apprehend any candidate resorting to personal attacking. This may be a ground for disqualification.

Section 13. Destroying of any lawful campaign materials is strictly prohibited.

- A.** The Electoral Board shall determine the specific areas where campaign posters can be placed. Use of adhesive scotch tape, masking tape and the like, that would leave marks on the painted walls is prohibited. Bulletin boards, grills on stairs and the like may be used as designated areas.
- B.** The size of posters must not exceed 2 feet by 4 feet for the individual candidate and 4feet by 10 for the complete list of names of the candidates belonging to the same party.
- C.** Use of other election propaganda that would destroy the school property and cleanliness of the campus is prohibited. The Electoral Board is vested with power and authority to remove all unlawful propaganda materials which do not comply with the prescription herein mentioned.
- D.** Expensive propaganda materials are hereby discouraged.

Section 14. A plurality of votes cast shall determine the election winners. In case of a tie, drawing lots shall be undertaken to determine the winners.

Section 15. All election protests in writing shall be filed with the Chairman of the Electoral Board, and shall decide the issues within 24 hours upon receipt thereof.

Section 16. The returns of every election for all positions shall be transmitted to the Electoral Board not later than 24 hours from the day of the election in each college.

Section 17. The candidate having the highest number of votes shall be proclaimed winner. Formal proclamation shall be held at 7:00 in the morning on the first Monday following the day of election.

Article IV

STUDENT VOTING PROCEDURE

Section 1. In the afternoon of the day before election, the Election Committee of every college/department shall prepare the voting places and the needed materials for election.

Section 2. At 7:30AM on the Election Day, the Chairman of the Board of Election Inspectors will receive from the Electoral Board the ballot boxes,

official ballots, list of official candidates to be placed in conspicuous place within the voting precinct, master list of students and other forms needed.

Section 3. The Board of Election Inspector shall open the ballot box and the chairman will show to all present that the same is empty.

Section 4. The Board of Election Inspector shall then lock the ballot box.

Section 5. The Precinct Chairman shall show to the public and watchers present that the ballot box are intact and there are no writings or marks thereon.

Section 6. Casting of votes will start at 7:30AM and terminate at exactly 4:00PM. Exemption for the evening classes of which casting shall begin at 4:00PM and will terminate at exactly 6:00PM.

Section 7. Students whose names are included in the Master list of Students and who on the Election Day personally appear before the precinct with his ID card shall be allowed to cast their vote.

Section 8. Any student voter whose name does not appear in the Master List of students may be allowed to vote upon presentation of certificate of enrollment issued by the Office of the Registrar.

Section 9. The Precinct Chairman shall check with the Master List the name of students seeking vote. He shall then announce the voter's name and the voter shall sign on the voter's form

Section 10. The Precinct Chairman shall detach one official ballot from the pad starting from the lowest serial number. Before the chairman delivers the official ballot to the voter, he shall first write the serial number of the ballot opposite the name of the voter.

Section 11. If the voter so requests, the poll clerk shall demonstrate how to fill-out the ballot but without writing thereon. The instruction must not be done inside the voting center.

Section 12. The voters shall be reminded to read carefully the instruction on the ballots, fill up the ballots secretly inside the voting booth then return it properly, and drop inside the ballot box.

Section 13. They must be warned not to use any other ballots, not to show the contents of his ballots to anybody, and not to put any distinctive mark thereon, not to erase, deface or tear the name.

Section 14. After receiving the official ballots, the voter shall occupy unoccupied chair in the voting precinct and fill up the ballots secretly, using ball pen or fountain pen. Use of pencils makes the ballot/s spoiled.

Section 15. Upon dropping of ballots in the ballot box, the voter shall then leave the voting precinct and if he refuses, the Marshall should be called upon to bring him outside the voting center.

Section 16. At 4:00PM on Election Day, all voters who have not yet cast but are within 30 meters radius from voting center should be allowed to

vote. Exemption for the evening classes of which casting shall begin at 4:00 pm and will terminate at exactly 6:00PM.

Article V

PROCEDURES IN CANVASSING OF BALLOTS

Section 1. At the end of the balloting, all Board of Election Inspectors should submit the ballot boxes and the documents to the Electoral Board.

Section 2. The canvassing of votes shall simultaneously start at 6:00PM. Exemption for the evening classes of which casting shall begin at 4:00PM and will terminate at exactly 6:00PM.

Section 3. The Precinct Chairman shall accept the duly appointed watcher through written appointments made by the candidates and allow them to stay behind where they could see the names of candidates written on the ballots being read by the Chairman. Each political party is entitled to one watcher per voting precinct.

Section 4. The Precinct Chairman who holds the key to the padlock of the ballot box opens the ballot box in the presence of the members of the Board of Election Inspectors. The ballots shall be arranged and counted. If there are excess numbers of ballots as compared to the number of voters, the ballots shall be returned inside the ballot box and shake adequately so as to disarrange the ballots inside. The Chairman without looking shall

draw out ballots inside the box equal to the number of excess ballots cast. The excess ballots will be considered as spoiled ballots.

Section 5. The Precinct Chairman shall read aloud the names of candidates written on each ballot while a member of board of canvasser assigned by the Chairman makes a tally on the chalkboard, and the other member tally on form. In case the number of tallied scores on the chalkboard, and the tally form are not the same, the tally score on the chalkboard shall prevail.

Section 6. The precinct Team accomplishes in three copies the statement of results to Board of Election Inspectors duly signed and forwarded the same immediately canvass all votes cast in all voting centers and proclaim the winning candidates.

Section 7. All ballot boxes fully locked containing official ballots and other election paraphernalia are then submitted to the Electoral Board.

Section 8. The Precinct Chairman and Board of Canvassers are authorized by the Electoral Board to decide after consulting with the Board Advisers, cases arising from balloting and canvassing of ballots that are not covered by these procedures.

Section 9. The Electoral Board from time to time as the need arises may promulgate additional rules which it deems necessary for an honest and credible student electoral exercise.

Article VI

APPLICABILITY

Section 1. This Code shall apply and serve as guide in the conduct of DGDLFCI-SSG elections to be held on 17th day of April. Provisions in the Student Handbook and SSG Constitution and By Laws which are related to election of Student Officers and are not inconsistent with this Code shall be imposed.

ADOPTED by the ELECTORAL Board this _____
day of _____ 2024.

Part VII

Implementation of Important Policies

1. Conduct of Drug Testing Of Students

In accordance with CHED Memorandum Order (CMO) No. 18, S. of 2018, the implementing guidelines for the conduct of drug testing of students in all higher education Institutions (HEIs), Dr. Gloria D. Lacson Foundation Colleges, Inc. adopts the following policies which have to be observed by all concerned effective

First semester of A.Y. 2023-2024.

1. All new students shall undergo mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements.

2. Old students are enjoined to participate in the conduct of mandatory random drug testing, with notice to the parents. (Section 36 of RA9165).

- 2.1 The Random Drug Testing under Dangerous Drug Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes and shall guarantee and respect the personal privacy and dignity of the students. The drug test result shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

3. The College recognizes the academic freedom, particularly in implementing a policy on mandatory drug testing for the students.

- 3.1 In keeping with the dangerous drug abuse prevention programs of the government, the Local Government Units (LGUs), the Philippine National Police (PNP), or any authorized law enforcement agency may carry out any legitimate drug – related operation within the school premises, provided that the same shall be coordinated to the concerned HEI prior to the conduct thereof.

4. Students are directed by the College for the conduct of drug testing to only DOH - accredited drug facility, physician or private medical practitioners.

5. The conduct of mandatory random drug testing of students must have the prior approval of the College Board of trustees and have passed through the necessary consultation process.

6. In the exercise of the academic freedom, In the College, these policies on mandatory drug testing for new students and random drug testing for old school's admission and retention policies, after observance of consultation and other similar requirements.

6.1 In case the drug test yielded positive results, the College is not barred from admitting the student- applicant, unless, there is a valid reason not to admit such student on grounds other than the positive findings as a result of drug test;

6.2 The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some violations of the College's internal rules and regulations;

6.3 If the student is found to be drug dependent, the appropriate sanction, intervention, and or rehabilitation shall be imposed in accordance with the school's rules and regulations.

7. The College shall guarantee the strict confidentiality and integrity of drug test results.

7.1 Any member of the faculty, administrator, or employee of the College who violates the rules of confidentiality of the result of drug

test shall, in addition to the sanctions provided in the College policy, be liable under section 72 of RA No. 9165 and other applicable laws.

8. The College through the Drug Free Committee (DFC) shall formulate its internal drug testing rules, which shall provide among others, the drug education/awareness, prevention and control initiatives.

8.1 The College through the Drug Free Committee (DFC) shall monitor its students to protect them from engaging in dangerous drug-related activities as well as those undergoing interventions, treatment or rehabilitation. The DFC shall have the following responsibilities:

8.1.1 The College shall compose the Selection Board for the conduct of the drug testing in the campus, with representation from the students, faculty and parents as members;

8.1.2 The Selection Board shall coordinate with the concerned agencies to access official list of DOH – accredited drug facilities, physicians or private medical practitioners duly accredited to administer drug testing, and to establish appropriate institution- level interventions if needed;

8.1.3 Ensure the confidentiality and integrity of the drug test results and handle the reportorial requirements and any relevant information for submission to the CHEDRO;

8.1.4 Recommend to the College's Board of Trustees the appropriate interventions, depending on the results of the drug testing;

8.2. The DFC and the Guidance Counselor of the College shall be trained for the purpose of enhancing the skills in handling problems on dangerous drug abuse.

9. The Head of the College in collaboration with the concerned CHEDRO shall ensure and oversee the implementation of Mandatory Random Drug Testing in accordance with these policies.

10. In relation to CMO No. 18, S. 2018, all fees shall be in accordance with DOH and DDB rules and regulations;

10.1. The fee for drug testing prior to admission will be borne by the student-applicant. The student – applicant may choose to be tested in any DOH- accredited drug facility or in any authorized facility of the College if, any;

10.2. In cases of drug testing DOH accredited College clinic, the testing fee, in accordance with the DDB Regulation No. 1 s.2004 entitled “Drug Test Fee for Government owned and Private Drug Testing Laboratories Accredited by the DOH” and DDB Regulation No. 09, s. 2007 “Amending Board Regulation no. 01s. 2004

1. Disaster Risk Reduction and Management

Risk reduction deals with disasters that focused on emergency responses. The fact that disasters are not natural, it is only by reducing and managing conditions of hazards, exposure and vulnerability could prevent losses and alleviate the impacts of disaster.

To make more violent condition of hazards, exposure and vulnerability, addressing the risk drivers will reduce disaster, lessen the impact of climate change and consequently maintain the sustainability of development.

Disaster Risk Reduction and Management this includes strategies designed to

- Avoid the construction of new risk
- Address pre-existing and risk
- Share and spread risk to present disaster

Implementation of activities include associated activities like:

- Identification and measuring disaster risk.
- Education and knowledge development
- Informing people about their risk (awareness raising)
- Incorporating DRM into national planning and investment
- Strengthening institutional and legislative arrangements
- Providing financial protection for people and businesses at risk (finance and contingency planning)
- Integrating DRR across multiple sectors, including health, environment etc.

2. Safe Spaces Act

The Safe Spaces Act refers to RA #11313 otherwise known as an Act Defining Gender Based Sexual Harassment in Streets, Public Spaces,

Online, Workplaces and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties.

As an educational Institution DGDLCI shall adhere and implement the Policies which states- It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation building and ensure the fundamental equality before the law of woman and men. The state also recognizes that both men and woman must have equality, security and safety not only in private but also on the street's public spaces, online, emphasizes education and training institutions.

In adherence, DGDLCI acknowledges the veracity of the law as salient which stipulator

Section 4. Gender Based Streets and Public Spaces Sexual Harassment. – The crimes of gender based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks and Section.

Section 5. Gender – Based Sexual Harassment in Streets and Public Spaces Committed by Minors- in case the offenses is committed by a minor, Department of Social Welfare and Development (DSWD) shall take necessary disciplinary measures as provided for under Republic Act No. 9344, otherwise known as the “ Juvenile Justice and Welfare Act of 2006

3. Anti-Hazing Act of 2018

In recognition to the mandate of RA No. 2018, the DGDLFCI shall adhere and take cognizance of the Law for safety precautions for consideration and basis of information and appropriate actions.

1. Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member.
2. This includes any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.
3. Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into fraternity, sorority, and organization as a full-fledged member. It includes ceremonies practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

Sec. 2. Prohibition on Hazing. - All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities

and organizations that are not school – based, as community – based and other similar fraternities, sororities and organizations.

Sec. 3. Regulation of School – Based Initiation rites. Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, that a written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to scheduled initiation date;

- a) The initiation rites shall not last more than three (3) days;
- b) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;
- c) The application shall be under oath with a declaration that it has been posted in the official school bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and
- d) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.
- e) The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, and organization shall be promulgated by the appropriate school official not later than sixty (60) days

Sec. 5. Monitoring of Initiation Rites. – The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school

representatives to see to it that no hazing is conducted during the initiation rites and to document the entire proceedings. Thereafter, said representatives who were present.

4. R.A. No. 10627 Anti-Bullying Act

As provided for the DGDLCI will adopt the Anti- Bullying Act otherwise known as RA #10627 an act requiring all Elementary and Secondary School to adopt policies to prevent and address the Acts of Bullying in their Institution.

In adherence DGDLC shall comply the following provisions:

1. Prohibit Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by a school.
2. Prohibit Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school.
3. Prohibit Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying) Identify the range of disciplinary administrative actions that may be taken

against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense.

4. Prohibit in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program.
5. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation.
6. Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home.
7. All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

6. Anti – violence Against Women and Their Children and for other Purposes

As provided for, the state and DGDLFCI shall value the Dignity of women and children and guarantees full respect for human rights. The state also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Further the state shall exert efforts to address violence committed against women and children in keeping with the fundamental

freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

Section 5. Stipulates the nature of the Law Entitled, Acts of Violence against Women's and their Children for Consideration and for appropriate action of any violation or occurrence of:

- a) Causing physical harm to the woman or her child;
- b) Threatening to cause the woman or her child physical harm;
- c) Attempting to cause the woman on her child physical harm;
- d) Placing the women or her child in fear of imminent physical harm;
- e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from conduct which the woman or her child has the right to engage in;
- f) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;
- g) Engaging in purposeful, knowing, or reckless conduct, personally or through another that alarms or causes substantial emotional or psychological distress to the woman or her child. But not be limited to,
 - 1) Stalking or following the woman or her child in public or private places;
 - 2) Peering in the window or lingering outside the residence of the woman or her child;

- 3) Entering or remaining in the dwelling or no property of the woman or her child against her/his will;
 - 4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
 - 5) Engaging in any form of harassment or violence;
- h) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children of access to the woman's child/children.

7. Gender and Development

Pursuant to its mandate as a Responsible Agency to implement the Magna Carta for Women (MCW) directed by CHED, the institutionalization of the required policies, standards and guidelines to build internal capacities of external clientele and stake holders in mainstreaming Gender and Development(GAD) within the various functions of higher education and in accordance with the function of the State to “Exercise reasonable supervision and regulation of all educational institutions” (1987 Philippine Constitution, Article XIV, Section 4) the college adopts and implements the principle of equality between men and women enshrined in the Philippines Constitution mandated by the Commission on Higher Education.

Gender mainstreaming is one of the major strategies in educating and informing various sectors of society on the need to recognize and respect rights of women and men. Educating more women translate to additional socio-economic gains that benefit the entire societies, including increased economic productivity, higher family incomes, more informed members of society, and respect for the rights of the women.

Gender mainstreaming as implemented by the College focused not only on individuals' development but also of the national upliftment, facilitating the skills, knowledge and expertise of the individuals towards economic and social development.

The Office for the Gender and Development Program is manned under the Office of the President thru the Office of the Vice President for Academic Affairs and supported by focal GAD Persons from different Colleges/where its mandate is gender equality in the tri-logical functions of higher education:

1. Curriculum Development
2. Gender-responsive research programs; and
3. Gender-responsive extension programs;

The GAD Head plans, supervises, administers coordinates and evaluates all GAD Programs and activities mandated by Magna Carta for Women and directed by CHED As per RA 9710.

- A. Access to the following services shall be ensured:
- 1) Maternal care to include pre- and post-natal services to address pregnancy and infant health and nutrition;
 - 2) Promotion of breastfeeding;
 - 3) Responsible, ethical, legal, safe, and effective methods of family planning;
 - 4) Family and State collaboration in youth sexuality education and health services without prejudice to the primary right and duty of parents to educate their children;
 - 5) Prevention and management of reproductive tract infections, including sexually transmitted diseases, HIV, and AIDS;
 - 6) Prevention and management of reproductive tract cancers like breast and cervical cancers, and other gynecological conditions and disorders;
 - 7) Prevention of abortion and management of pregnancy-related complications;
 - 8) In cases of violence against women and children, women and children's victims and survivors shall be provided with comprehensive health services that include psychosocial, therapeutic, medical, and legal interventions and assistance towards healing, recovery, and empowerment;

- 9) Prevention and management of infertility and sexual dysfunction pursuant to ethical norms and medical standards;
- 10) Care of the elderly women beyond their child-bearing years; and
- 11) Management, treatment, and intervention of mental health problems of women and girls.

B. In addition, healthy lifestyle activities are encouraged and promoted through programs and projects as strategies in the prevention of diseases.

Comprehensive Health Information and Education. — The State shall provide women in all sectors with appropriate, timely, complete, and accurate information and education on all the above-stated aspects of women's health in government education and training programs, with due regard to the following:

- 1) The natural and primary right and duty of parents in the rearing of the youth and the development of moral character and the right of children to be brought up in an atmosphere of morality and rectitude for the enrichment and strengthening of character;
- 2) The formation of a person's sexuality that affirms human dignity; and
- 3) Ethical, legal, safe, and effective family planning methods including fertility awareness.

C. Special Leave Benefits for Women

A woman employee having rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months shall be entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.

8. RA No.11861 – Expanded Solo Parent Act

As provided for the State to promote a just and dynamic social order that ensures the prosperity and independence of the nation and free the people full employment, a rising standard of living and an improved quality of life. The state shall also promote social justice in all phases of national development, value the dignity of every human person and guarantee full respect for human rights.

Particularly DGDLFCI adheres to Section 9. Educational Benefits. – the DepEd, CHED, and TESDA shall provide Scholarship programs for solo parents and a full scholarship for one (1) child of a solo parent in institutions of basic, higher and technical vocational skills education: *Provided*, that the said solo parent or child of a solo parent has all qualifications set for the scholarship programs of the DepEd, CHED, or TESDA: *Provided*, further, that the other children, if any, of a solo parent shall be given priority in the education programs under Republic Act No. 10687, otherwise known as the ‘Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act’, Republic Act No. 10931 otherwise known as the Universal Access to Quality Tertiary Education Act’, and other laws relating to education programs of the government. Non – formal education programs appropriate for solo parents and their children may likewise be provided.

For purpose of this section, the children must be dependent on the solo parent for support, unmarried, unemployed and twenty two (22) years or below.

9. STUDENT CODE OF CONDUCT AND DISCIPLINE INTRODUCTION

The governance of the Student Conduct and Discipline Code is adjunct to Part V Student Governance of the Dr. Gloria D. Lacson Foundation College Inc. Student Handbook. The governance rests on the office of the Vice President of the Academic Affairs who is guided by ordinances and resolution that concern with wide activities associated to Conduct and Behavior of the College.

Student discipline refers to general behavior where every student shall observe the laws or the rules and regulations of the school and the standard of the good society; shall be courteous and considered on all occasions as befitting men and women of refinement and good breeding; and shall act with fairness, tolerance, moderation, and respect for the opinions and feelings of others, bearing in mind that education stands for broadmindedness and for appreciation and understanding of principles and values.

Students discipline also refers to prohibited activities where in any student activity which partakes of the nature of subversion or insurgency, or which is deemed to be unlawful under existing legislation are strictly prohibited and disallowed. The violator as well as the offices of the student organization, including the faculty adviser/s if warranted by the circumstances of each case, shall be held administratively liable for the

illegal activity of the organization without prejudice to criminal prosecution if the evidences so warrant.

A. PRELIMINARY MATTERS

1. All matters pertaining to student conduct and discipline.
On matters pertaining to rules of discipline within the jurisdiction of the Academic Council shall be reconciled accordingly through an adopted system of approval by said Council with prejudice to consultation among students represented by their leaders.
2. At all times, every student must promote and maintain the peace and tranquility of the institution by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with the fellow students, the teaching and academic staff and other school personnel.
3. The investigation, disposition and corresponding sanctions of student disciplinary cases shall follow the proceedings set through a proper forum established for the purpose.
4. All officials, faculty, staff and security force of the College are mandated to enforce and supervise overall compliance to the provision stated in the mandated in their respective areas of responsibilities. All student officers, particularly the sergeant-at-arms or similarly designated officers, may be called upon to assist in the enforcement of the rules of discipline whenever feasible and/or relevant.

5. The disciplining authority who is the president of the Colleges shall mete out the punishment recommended by the respectively constituted bodies in accordance with due process.
6. In meeting out the punishment, the same penalties shall be imposed in similar offenses and only one penalty shall be imposed in each case. A progressive system of punishment shall be maintained.
7. Every respondent shall enjoy the following specific rights:
 - a. To be subjected to any disciplinary penalty only after the requirements of due process have been fully complied with;
 - b. To be penalized only on the basis of substantial evidence(s), the burden of proof being with the person filing the charge;
 - c. To be penalized on the basis of evidence (s) introduced at the proceedings or of which the respondent had been properly apprised and given the opportunity to rebut the same;
 - d. To enjoy, pending final decision on the charges, all his rights and privileges as a student, subject to the power of concerned authorities or bodies on preventive suspension of the respondent for more than fifteen (15) days where suspension is necessary to maintain the security of the Colleges;
 - e. To defend himself/ herself personally or by the counsel, or by representative by his own choice. If the respondent desires, but is unable to secure the services of counsel, he shall manifest the fact at least two (2) days before the date of hearing, and require the

Investigating Forum to designate a counsel for him from among the faculty members and staff of the Colleges.

B. NORMS OF CONDUCT

1. Every student must be imbued with patriotism and nationalism, love of humanity, respect for human rights, civic conscience, ethical and moral values, moral character and self-discipline in keeping with the mandates of the educational system under the Philippine Constitution as well as mandates of Dr. Gloria D. Lacson Foundation Colleges Inc.
2. For the guidance of all concerned, the following norms of conduct and discipline are hereby promulgated namely:

Moral Character - Student is imbued with moral character if among other qualities;

- a. He/ She has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the College Ethic Norms of Right Reason and accepted values and approved levels of conduct in the society where he lives;
- b. He/ She is honest to himself, accepting his shortcomings, striving to improve and change;
- c. He/ She is fair and just in his dealing with his fellowmen;
- d. He/ She lives by the precept of love, justice, compassion and concern for others; and

- e. He/ She respects the rights of others, as he would want his own rights to be respected.

Personal/ Self-Discipline - A student is imbued with personal/ self-discipline, if among others:

- a. He/ She devotes himself to fulfillment of his obligations and considers his rights as means to or reward for the same;
- b. He/ She learns to forget the enjoyment of certain rights and privileges for the good of the society or that other more needy may be benefited;
- c. He/ She resolves his problems and conflicts without prejudicing others;
- d. He/ She is tolerant of others, and humble to accept what is better than this;
- e. He/ She develops temperance and propriety in words and in action, especially against vices, e.g., gambling, drinking, drugs, sexual excesses and aberrations, etc. and
- f. Right reason guides and controls his/her life, actions and emotions.

Civic Conscience, Nationalism and Patriotism, if among others:

- a. He/ She devotes himself to the progress and development of the Philippines;
- b. He/ She puts the welfare of the entire country above his personal, family and regional interest;
- c. He/ She respects and obeys all duly constituted authorities and laws, rules and regulations;

- d. He/ She settles all disputes, problems, and conflicts through the channels provided by law and society; and
- e. He/ She strives to bring about necessary changes through peaceful means.

C. GROUNDS FOR DISCIPLINARY ACTION

A. Dishonesty such as the following or any similar act:

- a. Intellectual dishonesty such as plagiarism;
- b. Cheating in examination and/or quizzes or any other similar acts such as the following
 - Unauthorized possession of notes or any material relative to the examination;
 - Deliberately looking at a neighbor's examination papers;
 - Copying from or allowing another to copy from one's examination papers;
 - Having somebody else to take the examination for another (in which case both shall be liable hereunder);
 - Talking with another without permission during the examination;
 - Passing as one's work any assigned report, term paper case analysis, reaction paper and the like, which are just copied from other's work.
 - Using, passing notes/ message thru cellphone.

B. Stealing or any attempt thereof;

C. Oppression such as the following or similar act:

1. Threatening another with infliction upon his person, honor or property;

2. Fighting or resorting to physical force or violence to settle disputes provided that the party who acted in self-defense shall be exempted from the punishment;
3. Direct attack upon any student, member of the faculty, administration or non-teaching staff or any other person;
4. Willful suppression of another person's duly constituted rights.

D. Neglect of duty as student officer or any similar act such as the following:

1. Unjustifiable frequent absences in authorized meetings of student officers;
2. Negligence in instilling discipline and order in the student organization where he leads; and
3. Failure in the fulfillment of his functions as a leader as provided for in the student organization's constitution and by-laws.

E. Misconduct such as the following or any similar act;

1. Deliberate disruption of the academic function or a school activity which tends to create disorder. Breach of peace or serious disturbance not necessarily connected with any academic function or school activity, or any act that incites the above;
2. Carrying or possession of firearms, or unauthorized carrying of deadly weapons; (e.g. lead pipes, ice pick or blades more than 24 inches long and explosives (firecrackers, pyrotechnics within the premises of the school);
3. Unauthorized or illegal possession or use of prohibited drugs or chemicals, such as LSD, marijuana, heroin, rugby or shabu and hallucinogens or substances in any form as listed by the Dangerous Drug

Board within the school premises; or the possession of any regulated drugs without proper prescription;

4. Unauthorized possession and/or drinking of alcoholic or any intoxicating beverages within the school buildings and the immediate premises; or entering or being in the school premises and off-campus instructional activities in a state of intoxication; and

5. Willful disregard or violation of established policies and regulations; and

6. Malicious/unfounded accusations against any member of the Academic Community.

F. Disgraceful, immoral, fraudulent and/or unlawful conduct or any/similar acts

Such as the following;

1. Acts of lewdness, commission of any act of immorality or the display or distribution of pornographic materials within the school;

2. Illicit relation;

3. Indecent or indiscreet acts of intimacy done in public places;

4. Impersonating or giving fictitious names with malicious intent;

5. Intentionally making a false statement of any material fact, or practicing or attempting to practice any deception or fraud for such purposes;

6. Acts of bribery to corrupt the standards of the institution;

7. Falsification of official documents such as forging or classifying and/ or tampering with academic or official records or documents of any kind.

G. Unauthorized solicitation of funds or promoting the sale of tickets in behalf of Private enterprises that are intended for charitable or public welfare purposes and even in latter cases;

H. Gambling of any form within the premises of the institution;

I. Willful refusal to pay debts;

J. Insubordination such as;

1. Willful disobedience to any just order of any person in authority within the Colleges premises including related school activities held in off-campus; and
2. Any other similar acts.

K. Conduct prejudicial to the best interest of the Colleges such as:

1. Vandalism or destruction of school property or any negligent act that results in damage of school properties;
2. Acts that bring the name of the institution or any of its members into Disrepute such as public malicious imputation of crime or a vice or defect, Real or imaginary or any act, omission, condition, status or circumstances Which tends to cause dishonor, discredit, or contempt to the name of the College;
3. Smoking within the campus;
4. Littering or scattering of trash;
5. Cutting/uprooting/stoning/picking of fruits and ornamental plants and unauthorized fishing within the College jurisdiction;
6. Climbing or jumping over the boundary fence of the College, and
7. Any similar acts.

L. Abuse of authority, rights, and privileges such as:

1. Appropriating school properties for personal use;
2. Committing indecent and unlawful acts in the exercise of his rights or privileges;

3. Unauthorized extension of time and use of facilities in conducting student's activities and abuse of authority or privileges granted leading to nuisance;
4. Conducting illegal assemblies such as fraternities, sororities assembly
5. Any other similar related activities.

D. STUDENT JUDICIAL COUNCIL

1. ***Composition.*** There shall be a Student Judicial Council (SJC) composed of five members, one of whom shall act as chairman. All members of the Student Judicial Council must be bona fide students duly appointed by the College President upon recommendation of the College Student Government or its equivalent through the Head of Student Affairs.

In accordance with the unique mix of students in the Colleges there may be created Student Judicial Divisions (SJDS) which shall have the same composition as the Campus Student Judicial Council and which shall also be appointed by the College President upon recommendation of the Supreme Student Government or its equivalent through the Dean of Student Affairs.

2. ***The Judicial Council*** or division shall exercise the powers and perform the functions as follows:

- a. To receive complaints from any student against another student or group of students;
- b. To conduct preliminary proceedings for the purpose of ascertaining facts;
- c. To initiate conciliatory proceedings in order to terminate the case peaceably if possible;
- d. To elevate the case to the higher body should a conciliatory proceeding fail;

3. ***Jurisdiction.*** The following shall be the respective exclusive Jurisdictions of the Student.

Judicial Council or Division:

4. ***Term.*** The Student Judicial Council or Division shall have a term of one year to commence from the date of appointment and to end when their replacements shall have been appointed.

5. ***Vacancy.*** In case of a vacancy, the replacement shall be immediately appointed in accordance with the pertinent provision.

6. ***Procedure in filing complaints with the SJC*** a. A complaint may commence by filing six copies of a letter of complaint or its equivalent thereof against the respondent, specifying the acts of commission constituting the ground/s for disciplinary action.

a. The chairman shall send a notice to the adverse party.

b. Attaching thereto a copy of the complaint and its enclosures, if any, and requiring the respondent to answer within 72 hours from receipt thereof.

c. Upon the receipt of the answer, the chairman shall furnish a copy to the complainant, giving the latter three days to file a reply.

d. After three days, whether a reply has been received or not, the chairman shall convene the SJC to conduct the fact-finding proceedings, provided, however, that said proceedings shall be terminated within 10 days from the starting date and provided, further, that conciliatory proceedings shall be initiated within this period.

e. In case conciliation is achieved, a compromise agreement shall be prepared and duly signed by the parties. The SJC upon receipt thereof shall not be later than three days, order the dismissal of the case, immediately furnishing copies thereof to the parties concerned. Said order shall be entered in the Book of Decisions specifying there

in the date entry, the nature of the complaint, the complainant/s and respondent's substance of the order, and the date the order was made.

f. should the conciliation proceeding fail, the SJC shall then prepare a report of the proceeding and the fact of not achieving conciliation and elevate the case to the Student Discipline Board not later than 10 days from the last day of the conciliatory Proceeding.

7. *Bar to file a similar complaint.* Once a compromise agreement has been signed and an order by the SJC recorded in the Book of Decisions, any complaint having the same substance and parties shall be entertained.

E. STUDENT DISCIPLINE BOARD

1. *Composition.* The Student Discipline Board shall be composed of five (5) members who shall be appointed by the President of the College with one (1) representative each from the Academic College. There shall be an arbitrator who must be a lawyer. In case, there is no lawyer someone with sufficient legal background may be appointed. There shall be a secretary who must be computer literate to take down the proceeding. A Chairman who shall preside during the hearing and deliberation shall head the Board.

2. *Jurisdiction.* The Student Discipline Board shall have jurisdiction over all complaints of a student against another or those of any member of the academic community as defined under the Education Act of 1982, against a student or a group of students involving any of the grounds for disciplinary action provided however, that the complainant/s, if a student, shall undergo the procedures as provided herein. If the complainant against a student is not a student, that is, another member of the academic community, his/her complaint shall be within the jurisdiction of the Student Discipline Board.

3. Powers and Functions of the Board. The Board shall exercise the powers and perform the functions as follows:

- a. To receive complaints of a student/s or any member of the academic community against another students for the the commission of an act covered by any of the grounds for disciplinary action as provided for.
- b. To conduct a formal investigation of the complaint filed and to render a just and impartial decision relative thereto;
- c. To conduct summary proceedings of the complaint that are covered by the rules and regulations set form.
- d. To submit a report of their accomplishments as may be required.

4. The Powers and Function of the Arbiter. It shall be the duty of the Arbiter to see to it that the hearings and proceedings are conducted in an orderly manner and that due process is properly observed. The arbiter shall have the power to enforce rules of procedure and shall have the power to rule the admissibility of evidence presented as well as on the propriety of questions propounded.

5. Procedure in Filing Complaints with the Board. The following procedures shall govern the hearing of the complaint filed with the Board:

- a. The complainant shall submit sworn statements covering his testimony and those of his witnesses together with his documentary evidence. If on the basis of such papers a prima facie case is found not to exist, the Board shall recommend its dismissal to the College President.
- b. If a prim a facie case exists, the chairman of the Board shall notify the respondent in writing of the charges against the latter, to which shall be attached copies of the complaint, sworn statements and other documents submitted, and the respondents shall be allowed no less than seventy-two (72) hours after receipt of the complaint to answer the charges in writing under oath, together with the

supporting sworn statements and documents, in which he shall indicate whether or not he lets a formal investigation. If the answer is found satisfactory, the Disciplinary Authority shall dismiss the case.

c. Although a respondent does not request a formal investigation, one shall nevertheless be conducted when (from the allegations of the complaint and the answer of the respondent, including the supporting documents) the merits of the case cannot be decided judiciously without conducting such investigation.

d. The investigation shall be held not earlier than five (5) days but not later than ten (10) days.

e. The investigation shall be conducted only to ascertain the truth And without necessarily adhering to technical rules applicable in judicial proceedings.

6. Summary Proceedings. No formal investigation is necessary and the respondent maybe immediately penalized in any of the following situations:

a. When the violator/offender is caught in flagrante delicto by any reason in authority;

b. When the evidence of guilt is very strong;

c. When the violator/offender is a habitual violator/offender that is he had been punished for at least three times by the authorized official as shown in his record.

d. When the respondents freely admits his guilt in writing during a preliminary inquiry and states that the formal investigation be dispensed with when any of the above situation exists, the Student Discipline Board shall note the surrounding facts in the records and shall recommend to the Disciplinary Authority within 24 hours.

7. Any decision, rendered whether as a result of a formal investigation or summary proceedings, shall be written stating the grounds for which the disciplinary penalty is imposed. When no one appealed within the prescribed period, the penalty shall be final and executor.

F. ACADEMIC COUNCIL COMMITTEE ON DISCIPLINE

1 . *Composition.* There shall be constituted an Academic Council Committee on Discipline composed of the following members: three (3) faculty members from the Academic Council and one (1) student officer who is a regular member of the Academic Council. One of the three faculty members who will be designated as Secretary shall have no right to vote.

- a.** To review the records of the case forwarded to it by the Student Discipline Board;
- b.** To affirm/reverse the decision of the Student Discipline Board;
- c.** To reduce or increase penalty recommended by the Student Discipline Board as it deems proper and just; and
- d.** To render a report of its accomplishments as it may be required.

2. *Jurisdiction.* Any decision made by the Student Discipline Board involving complaints against students is within the jurisdiction of the committee.

3. *Procedures for Review.*

- a.** Any decision made by the Student Discipline Board shall be automatically reviewed by the Committee. The records of the case shall be forwarded to the Committee/s by the SDB not later than three days after a written decision has been made.

b. Within three (3) days upon receipt of the records of the case, the Committee shall convene and render a decision within five (5) days from the start of the review.

c. The written decision of the Committee shall be forwarded to the Disciplinary Authority not later than three days after the date when the decision was rendered. All parties concerned shall provide a copy of the decision.

4. Appeal from the Decision of the Committee.

a. Any part not satisfied with the decision rendered may file a motion for reconsideration stating the grounds therefore within three (3) days upon receipt thereof, otherwise the decision of the Committee shall become final and executory.

b. Once the motion for reconsideration is denied, the party filing said motion should have the right to appeal to the Disciplining Authority within three (3) days from receipt of the denial.

c. The Disciplinary Authority who shall render a decision within three (3) days from the receipt shall review the appeal finally. When the decision of the Committee is given due course, a motion for reconsideration may be filed with the student-respondent within three (3) days from receipt of the decision. If the motion for reconsideration is denied, the decision shall become final and executory upon the issuance of the order by the Disciplining Authority. If the decision is reversed, the Committee may file a Motion for reconsideration within three (3) days from receipt of the decision. Once the motion by the Committee is given due course, the Disciplining Authority may affirm the decision provided, however, that he might modify the penalty imposed in the decision as he deems proper and just. Once the motion by the Committee is denied the student shall be immediately exonerated.

d. The Disciplining Authority shall automatically execute the penalty imposed by sending copies of the order of execution to concerned offices, to the respondent and to his parents/ legal counsel.

5. A respondent exonerated by the Disciplining Authority or other bodies under this Chapter shall have immediately restored his rights and privileges and the charged erased from his records. Once the decision is affirmed penalizing the respondent's folio and shall form part of his records. Likewise, decisions taken by any official under No. 6 Section E on Summary Proceedings shall be filed in the student's folio.

G. PENALTIES AND OPERATIVE EFFECTS

1. The penalties that maybe imposed are classified as major and minor penalties. Major penalties shall consist of suspension, dismissal or dropping, or expulsion from the Institution. Minor penalties shall consist of warning, reprimand, summon with parents/guardian or written apology from the offender.

2. Suspension as a penalty can range from a minimum of one week to a maximum of two semesters. The following rules shall govern the penalty of suspension.

a. During the period of suspension, the student shall be deemed divested of his privileges as a student of the institution and shall not be allowed to enter the premises of the campus of the College nor use of any facilities of the college. His/her ID issued by any office of the College shall be confiscated and deposited to the Office of the Dean of Student Affairs upon execution of order. Discipline officers of their equivalent shall be properly notified of students being served with penalty of suspension.

- b.** After serving the period of suspension, the student shall be issued an order lifting the penalty and subsequently clearing him of the penalty thereof. Once cleared, his privileges as a student are restored and the Dean of Student Affairs returns his ID to him/her.
- 3.** The penalty of dropping shall consist of either dropping from the College or dropping from the subject. Dropping from the College shall consist of the total ban of the student from enrolling in any course offered by the institution. Dropping from the subject shall consist of dropping him from the subject without prejudice to his enrolling in the same subject but in another semester/year as the case maybe. The Registrar shall be duly notified of this penalty imposed on the student.
- 4.** Expulsion shall carry with it the total ban of the student from enrolling in any course offered by any educational institution in the country within a period of one year from the date the order became final and executory. The Registrar shall be correspondingly notified of the student/s who is/are meted with this penalty.
- 5.** Aggregating, mitigating, and alternative circumstances of any kind as provided by law in the commission of the act/s shall be considered in the imposition of the penalty.
- 6.** The nature and extent of participation of the respondent in the offense charged shall be considered in the imposition of the penalty.
- 7.** The penalties of warning, reprimand and written apology shall be executed strictly in accordance with the decision of the case.

Discipline

The following offense/actions are strictly prohibited, otherwise, if violated corresponding sanctions of student cases will be instituted.

1. Offenses Involving Persons

- a.** Not wearing prescribed College/Department uniform
- b.** Not wearing School, I.D

- c. Not appropriate haircut
- d. Inappropriate dress code
- e. Wearing earrings for male students

2. Fighting or Violence Resulting to Physical Injuries

- a. Threat or bullying of classmates
- b. Fighting/Trouble-maker.
- c. Intimidation or harassment

3. Writing or uttering and malicious and libelous or fragrant indecency in language.

- a. Rude language
- b. Uploading indecent picture or video in the social network and send to others
- c. Rumor-mongering and gossiping about classmates or other persons that are malicious

4. Offenses Inventory Property

- a. Vandalism or destruction of government/private properties
- b. Uprooting, unlawful cutting of trees
- c. Picking of fruits and ornamental plants in restricted areas
- d. Stealing/pick pocketing and relate offenses

5. Offenses Involving the Community

- a. Trespassing/entering the college during weekends/holidays without permission from school authorities
- b. Disturbance in places or office or interruption/disturbance of public performance

- c. Driving a vehicle causing undue disturbance in the campus
- d. Littering within the campus
- e. Disrespect to school authorities/visitors

6. Offenses Involving Academic and official Businesses

- a. Non- attendance to Monday flag raising ceremonies
- b. Cutting classes
- c. Cheating in quizzes and examinations
- d. Forging, falsifying public documents, copying of reports/projects

COURSE OFFERINGS

GRADUATE COURSES

MASTER OF ARTS IN EDUCATION (MAED)

Majors: Educational Management, Guidance and Counseling, English, Filipino, Mathematics

MASTER OF ARTS IN NURSING (MAN)

Major: Administration of Nursing Schools and Services

DOCTOR OF PHILOSOPHY (In Educational Management)

DEGREE COURSES

Bachelor of Secondary Education

Major: English, Filipino, Mathematics

Bachelor of Elementary Education

Bachelor of Science in Accountancy

Bachelor of Science in Business Administration
Major: Marketing Management

Bachelor of Science in Criminology

Bachelor of Science in Computer Science

Bachelor of Science in Nursing

Bachelor of Science in Radiologic Technology

NON-DEGREE COURSES

Caregiving NC II

Diploma in Midwifery

INTEGRATED BASIC EDUCATION COURSES

Pre-Elementary - (Nursery-Kindergarten-Preparatory)

Complete with Music and Computer Education

Grade School - Complete with Music and Computer Education

Junior High School - Complete with Computer Education

Senior High School- ABM, STEM, HUMSS