



**SOUTHERN DE ORO PHILIPPINES COLLEGE**

# **STUDENT HANDBOOK**

# **Student Handbook**

This Student Handbook belongs to:

Name of Student : \_\_\_\_\_

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

Cellphone No. : \_\_\_\_\_

SOUTHERN DE ORO PHILIPPINES COLLEGE

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**SOUTHERN DE ORO PHILIPPINES COLLEGE**  
**Julio Pacana St., Licuan, Cagayan de Oro City**

**PREFACE**

Since its inception, Southern de Oro Philippines College, as a learning institution, has been consistently pursuing the fulfillment of its commitment to develop the youth into responsible, independent, self-reliant and productive individuals with a true sense of Filipino values, culture and consciousness of national unity.

In recent years, the desire to fulfill the same commitment has assumed a much broader perspective than in earlier years, due to the advancement in science, technology and the demand for relevant and quality education of the youth that can provide employment opportunities for global competitiveness.

Such a situation is only possible in an academic community composed of knowledgeable, well-informed and enlightened students. In any educational institution, a well-defined administrative and academic system is deemed vital in the delivery of effective and efficient service.

It is therefore, on this premise that this Student Handbook was conceived, prepared, and, henceforth, issued to the students of Southern de Oro Philippines College in order to provide them with the policies, rules and regulations concerning their conducts/activities within the school campus.

All SPC students are enjoined to read the contents of this handbook.

## **I. INSTITUTIONAL BACKGROUND**

### **A. Brief History of SPC**

The school was established upon the proposal of Engr. Apolinar Y. Garcia and Atty. Claudio M. Aguilar during the meeting of the Board of Directors of then Bermuda Shopping Center now known as Benito-Raymunda Realty Corporation in August 1981. The idea was to develop the conjugal real properties of the late Don Benito R. Garcia and Dona Raymunda Yabut Garcia. The founders wish to contribute their best efforts toward the welfare and benefit of the youth through education.

On October 2, 1981, the school was formally approved by the incorporators, namely: Engr. and Mrs. Apolinar Garcia, Brgy. Captain and Mrs. George Garcia, Mrs. Adelina Nacalaban, Mr. and Mrs. Venusto Y. Garcia, Mr. and Mrs. Alfredo Y. Garcia, Dr. and Mrs. Hernando T. Mejia, Dr. and Mrs. Bernardo Resoso, Atty. and Mrs. Claudio M. Aguilar, and Don Benito R. Garcia.

On October 19, 1981, the school was registered with the Securities and Exchange Commission as Southern Philippines Academy, now Southern de Oro Philippines College, in its Articles of Incorporation under SEC. Reg.No. 101440.

### **B. Location Of SPC**

The college is located at Julio Pacana Street, Cagayan de Oro City. The city is the gateway to Northern Mindanao. It is geographically nestled between the central coastline of Macajalar Bay to the North and the naturally-rich plateaus and mountains of Bukidnon and Lanao del Norte to the South. The municipality of Opol bounds the city on the West while the municipality of Tagoloan, with its heavy industrial activities, is its immediate neighbor to the East. It lies between the latitude 8-14"-00 to 8-31'-5" north and longitude 124-27"-00 and 124-49"-00" east.



### C. School Seal



#### SCHOOL SEAL

The school seal emphasizes the school's thrust to provide quality education and to mold responsible students to effectively contribute to the development of the community and country.

The school colors are primarily Maroon & Gold. Maroon is a symbol of life and vitality, while gold signifies wisdom. Key components of the seal include:

Torch over map - represents enlightenment of students who are assets to national and global goals.

Cross - symbolizes faith in the Almighty and represents strong moral values;

Eagle - The symbol of strength to overcome obstacles and the courage to pursue dreams;

Compass, Anchor and Pen – tools of the trade to empower students to contribute and be responsive to the changing global demands;

The laurel symbolizes victory and triumph especially after a long struggle, getting its roots from ancient history with the laurel representing the highest honor after completion of an endeavor;

The school is guided by the principle of “Service to God and Humanity” which recognizes that all things emanate from a Higher Being and the commitment to uplifting the welfare of others.

## **D. Philosophy Statement, Vision, Mission and Goals**

SOUTHERN DE ORO PHILIPPINES College is a private domestic corporation, non-sectarian and co-educational institution committed to the development of professional excellence and technical knowledge, useful skills and right attitudes through scientific and practical methods for the individual to become responsible, independent, self-reliant and productive.

The College believes in the universality of man and is dedicated to the cause of nation building. Hence, it assumes the responsibility of instilling in the youth a true sense of Filipino values and culture as requisites in attaining national consciousness and unity.

Its academic programs are recognized and designed in accordance with the aims and objectives of the national development goals, the Commission on Higher Education (CHED), Department of Education (DepEd) and the Technical Education and Skills Development Authority (TESDA).

### **PHILOSOPHY STATEMENT**

*The school's philosophy is to develop the youth by providing them educational opportunities through a dynamic and creative learning atmosphere to become confident lifelong learners and productive members of the society.*

### **VISION**

*Center of Excellence in producing global professionals who are deeply rooted in faith, nationalism and humanitarianism.*

### **MISSION**

*Southern de Oro Philippines College commits itself to develop global professionals through lifelong knowledge, skills and attitudes.*

### **SPC GOALS**

1. To deliver quality instruction and research.
2. To forge linkages for relevant individual experience.
3. To promote goodwill through philanthropic program.
4. To cultivate deep appreciation and respect for Filipino Arts and culture as well as environmental preservation.
5. To facilitate spiritually-improved curricular activities.



## CORE VALUES

The graduate of SPC is a developed individual who exemplifies the values of:

1. Faith in God. The SPCian graduate manifests a sense of gratitude for the gift of life. S/he shall:
  - express love for God and display sensitivity and stewardship of God's creation;
  - show reverence for life; and
  - believe in God's guidance and protection in leading SPC towards the attainment of its vision, mission, and goals.
  
2. Loyalty. The SPCian remains dedicated to his/her beliefs and aspirations. S/he shall:
  - put a great deal of effort in the performance of his/her duties and responsibilities;
  - contribute to the workplace and community well-being; and
  - defend the college, the institution, and the country beyond what is expected.
  
3. Discipline. The SPCian lives a life of self-control by fostering prudence in the practice of his/her profession. S/he shall:
  - maintain a good and healthy disposition in life;
  - demonstrate consistently in performing tasks efficiently and effectively; and
  - manifest guardianship over Filipino arts and culture.
  
4. Respect. The SPCian lives a life of uprightness by exercising judgments honorably and ethically. S/he shall:
  - demonstrate nobility in character and trustworthiness;
  - respect differences in opinion and maintains confidentiality; and
  - conduct oneself in a manner that brings honor to the school.
  
5. Service. The SPCian participates in the life of society through guardianship, volunteerism, civic consciousness, and dignity. S/he shall:
  - serve others readily and find fulfillment in responding to the needs of the school and the larger community;
  - offer support in improving the quality of life of the Filipino people by undertaking noble projects; and
  - demonstrate openness towards the appreciation of all forms of humanities and nationalism in general.

## **II. ACADEMIC INFORMATION**

### **A. Academic Year**

Southern de Oro Philippines College follows the recommended framework in determining the academic year, divided in two semesters for Senior High and College, and divided into four quarters for Basic Education (K-10), with one summer where applicable.

### **B. Orientation and General Convocation**

The Guidance Office conducts an orientation activity for freshmen and transferees every first semester. The purpose is to provide the students with essential information on academic policies and campus regulations.

## **III. ACADEMIC POLICIES**

Southern de Oro Philippines College is open to students who are able to meet the academic standards and are willing to abide by the Rules and Regulations of the College.

Subject to specific admission requirements of the various departments, the general admission procedure and requirements shall be as follows:

### **Section 1 ADMISSION POLICIES AND PROCEDURES**

#### **A. Undergraduate and Diploma Programs**

Admission to the different colleges/departments of Southern de Oro Philippines College is open to qualified men and women who are fit and prepared for a college program. The Admission's Office is responsible for the initial screening of enrollees of the school, subject to the final acceptance of the department concerned.



### 1. General enrollment procedure:

1. Submit requirements to Admissions office.
2. Fill-up enrollment form with subjects to be verified by the enrolling officer, or the Registrar department for old students & transferees.
3. Proceed to assessment window and pay a downpayment.
4. Secure Official receipt.

### 2. Admission Requirements for College

An applicant may be registered through the following requirements:

#### a. Freshmen

- Report Card—Form 138 (original & 1 photocopy)
- Certificate of Good Moral Character (original & 1 photocopy)
- 2x2 ID picture—white background (3 copies)
- NSO/PSA birth certificate (3 photocopies)
- Marriage certificate for married female enrollees (3 photocopies)
- Long brown envelopes (2 pcs.)

#### b. Transferees

- TOR (original & 1 photocopy)
- Certificate of Good Moral Character (original & 1 photocopy)
- Honorable Dismissal (original & 1 photocopy)
- 2x2 ID picture—white background (3 copies)
- NSO/PSA birth certificate (3 photocopies)
- Marriage certificate for married female enrollees (3 photocopies)
- Long brown envelopes (2 pcs.)

### 3. Admission Requirements for Basic Education (K-12)

An applicant may be registered through the following requirements:

#### a. Freshmen

- Report Card—Form 138 (original & 2 photocopies)
- Certificate of Good Moral Character (original & 1 photocopy)
- 2x2 ID picture—white background (3 copies)
- NSO/PSA birth certificate (4 photocopies)
- Long brown envelopes (2 pcs.)

#### b. Transferees

- Report Card—Form 138 (original & 2 photocopies)
- Certificate of Good Moral Character (original & 1 photocopy)
- Honorable Dismissal (original & 1 photocopy)
- 2x2 ID picture—white background (3 copies)
- NSO/PSA birth certificate (4 photocopies)
- Long brown envelopes (2 pcs.)

## Section 2 REGISTRATION

### A. Registration Policies and Procedure

Official registration begins one (1) week before the first day of classes. Registration process and enrollment procedure charts are posted for students' guidance and information. The registration follows right after the admission process for new students. Students are advised to see their respective Department Heads for courses they want to enroll.

Late registration begins one (1) week after the official registration period. As prescribed by the college, students can have the down payment of Php 1,000.00 for tuition and miscellaneous fees.

A student must be officially registered in order to earn credit for the course. This means that he/she has:

- Passed the requirements and valid credentials
- Paid the tuition and other school fees

### B. Student Classification

**Regular Student** is one who is officially registered for formal academic credits and who carries a full load in a semester as specified in the curriculum.

**Irregular Student** is one who is registered for formal academic credits but who carries less than the full load called for the given semester in the curriculum for which he is registered.

**Full-time Student** is one who is registered for formal academic credits and carries at least 80% of the academic load given in the curriculum he is registered.

**Part-time Student** is one who is registered for formal academic credits but carries less than 80% of the academic load given in the curriculum he is registered.

**Freshman** is a student who has finished not more than 25% of the total number of units required in the entire course.

**Sophomore** is a student who has finished at least 26% but not more than 50% of the total number of units required in the entire course.

**Junior** is a student who has finished at least 51% but not more than 75% of the total number of units required in the entire course.

**Senior** is a student who has finished 76% of the total number of units required in the entire course.



### **C. College Identification**

The Guidance Office issues each bonafide SPC student a College ID. Students should report to the office for any loss of the Identification card at once. They may obtain a replacement from the office upon presentation of a sworn affidavit of loss.

### **D. Academic Load**

#### **Undergraduate and Diploma Programs**

1. As a general rule, an undergraduate student may carry subject loads not exceeding the number of units prescribed for each semester per approved curriculum of his/her course. However, an undergraduate student is allowed to have a subject load not less than nine (9) units and not more than thirty-two (32) units for one semester.
2. No undergraduate student may be allowed to enroll in an advanced subject without having satisfactorily passed the prerequisite subjects.
3. Graduating students may be allowed to have a load of 3 to 6 units, depending on the curriculum, in excess of the regular load.
4. In summer term, the normal subject load shall be nine (9) units given in a justifiable case by the Dean/ Program Head.
5. The proper sequence of subjects indicated in the curriculum of the course should be followed.

### **E. Change of Matriculation**

Changing, adding, and dropping of subjects shall be made only with: a) valid reasons, b) compatibility in the period of school calendar, c) consultation of the Academic Director/Supervisor, Deans/ Program Head, or Instructor handling the course.

A form shall be filled-out by the student which can be secured at the Registrar's Office. With the evaluation of the Department Head, students can change their matriculation. The form will be submitted to the Accounting Office for adjustments of fees and is to be returned back to the Registrar's Office for approval.

Change of Matriculation only happens one (1) week after the official registration period. Exceeding process after this period may no longer be allowed for approval.

## **1. Adding and Dropping of Subjects**

- 1.1. An undergraduate student may add or drop subjects within one week after the start of classes.
- 1.2. Dropping of subjects is not being encouraged since this may result to irregular status of students and dropped subjects have the possibility of not being offered in the succeeding semesters, unless legally approved by Department Head or by subject Instructor.
- 1.3. A student who intends to add/drop subject(s) should first file the adding/dropping form with the Registrar's approval and should furnish the Accounting office with a copy of the approved form. Parent's appearance or authentic parent's letter is required for dropping.
- 1.4. A student who drops a subject without the approval of concerned signatories is marked "W" (Unauthorized Withdrawal) and gets a failing grade of 5.0.

## **2. Shifting of Course within the College**

Any undergraduate student may shift to any of the courses offered by the College with the following conditions:

- 2.1. Applicant must meet the requirements of the course, which is to be evaluated by the Dean/Program Head.
- 2.2. He/She has the approval of the Registrar.
- 2.3. Subjects will be credited according to the descriptive title of the course he/she is to enroll.

## **F. Withdrawal from SPC**

"Withdrawal" is dropping back of registration with permission. Students may officially withdraw within two (2) weeks upon the start of classes during a semester and within one (1) week after start of classes during summer. Parent's appearance is required when withdrawing. The students should accomplish the official withdrawal form and submit the same to the Registrar's Office. He/She must surrender his/her school I.D. Card and pay all applicable fees.



## **G. Cross Enrollment**

The total number of units for which a student may register in two or more colleges or schools shall not exceed the maximum allowed by the rules of academic load.

### **From SPC to another institution**

Cross-enrollment maybe allowed only in recognized/accredited institutions. The College gives no credit to any subject taken in another institution unless the enrollee is authorized by the SPC College Registrar to cross-enroll.

A student may cross-enroll a subject in another institution only if said subject is not offered by SPC in the last semester of the final year of his/her course. A student must submit the authorization to the Registrar's Office for the issuance of approval, specifying and describing the subjects, mentioning the authorized school, semester, and school year.

Cross-enrollment of major subject/s in the curriculum is absolutely prohibited. Maximum of six (6) units may be cross-enrolled.

No credits will be given to any unauthorized cross-enrollment for any course taken in other institution.

## **H. Temporary Enrollment**

Temporary enrollment may be allowed on a case-to-case basis subject to the approval of the College Registrar. Transfer credential must be complied within the specific period determined by the College Registrar. Non-compliance with this requirement shall not entitle the student to any credit of the subject enrolled, and any payment made therefore shall be forfeited in favor of the College.

## **I. Transfer of Credential**

A student in good standing may apply for Transfer of Credential at the Registrar's Office. The student's request for transfer of credential may be approved upon:

1. Presentation of written appeal noted by the parent or guardian;
2. Accomplishments of clearance to verify that he/she is cleared of money accountabilities from the college;

3. Payment of Transfer includes the Credential, Transcript, and Certification fees; and
4. Submission of documentary stamps and return of the School ID.

The Transfer of Credential with a copy of Transcript of Records shall be issued following the scheduled dates. A statement about the student's performance may be indicated in the transfer credential. A student who leaves the college because of suspension, dropping, or removal due to disciplinary action shall not be entitled to honorable dismissal. Nevertheless, he will receive his transcript of records or certification of his academic status containing a statement of disciplinary action rendered against him.

### Section 3 GRADING SYSTEM

The school adopts an averaging grading system. At the end of the semester, the term grades are added and divided by four (4) to get the final average grade. The student's grade in every term at all levels is based on formal examinations, quizzes, recitations, assignments and on evidences including the student's general conduct in class.

The following are the basis for the grades per term:

| LECTURE   |             | LABORATORY         |      |
|---|-------------|--------------------|------|
| Performance (Quizzes, Recitation, Demonstration, Research Works, Group Activities, etc. | 40%         | Practical Exam     | 40%  |
| Term Exam   | 40%         | Lab./Work Exercise | 40%  |
| Assignments & Projects  | 20%         | Assignment         | 20%  |
| Total   | <b>100%</b> | Total              | 100% |

#### A. Grade Percentage Equivalent for College

The work of the College students shall be graded at the end of every semester in accordance with the following point system:

| GRADE | PERCENTAGE EQUIVALENT | INDICATION |
|-------|-----------------------|------------|
| 1.0   | 95% - 100%            | Excellent  |
| 1.1   | 94%                   | Very Good  |
| 1.2   | 93%                   |            |
| 1.3   | 92%                   |            |
| 1.4   | 91%                   |            |
| 1.5   | 90%                   |            |



| GRADE | PERCENTAGE EQUIVALENT | INDICATION          |
|-------|-----------------------|---------------------|
| 1.6   | 89%                   | Good                |
| 1.7   | 88%                   |                     |
| 1.8   | 87%                   |                     |
| 1.9   | 86%                   |                     |
| 2.0   | 85%                   |                     |
| 2.1   | 84%                   | Satisfactory        |
| 2.2   | 83%                   |                     |
| 2.3   | 82%                   |                     |
| 2.4   | 81%                   |                     |
| 2.5   | 80%                   |                     |
| 2.6   | 79%                   | Passing             |
| 2.7   | 78%                   |                     |
| 2.8   | 77%                   |                     |
| 2.9   | 76%                   |                     |
| 3.0   | 75%                   |                     |
| 5.0   | Below 75%             | Failure             |
| INC   |                       | Incomplete          |
| W     |                       | Official Withdrawal |
| Dr    |                       | Dropped             |

All undergraduate or Bachelor of Science and Associate students must obtain a CGPA of 3.0 or better to qualify for graduation.

A mark “W” shall be given to students who missed to withdraw his registration officially. In this case, this mark shall be reflected in his transcript of records and shall be stated with disciplinary actions.

A mark of “INC” shall be given to a student who failed to take the final examination due to meritorious cases. INC is not allowed for Preliminary, Midterm and Semi-Final examinations and the student will automatically get a failing mark since he/she misses the exam without any valid reason. “INC” is also given for any unfinished work.

### **B. Removal of INCOMPLETE grades**

Giving of INC is discouraged. However, in extreme cases, it is allowed if the student (a) succumb accident during examination, (b) got sick during examination and (c) suffered the effect of calamity. In any of these cases, the student must submit a certificate as proof. For accident—Police Blotter, for sickness—medical certificate and for calamity—certificate from DSWD or from Barangay. If excused, the instructor shall then submit a duly notarized written request addressed to the Registrar to change the INC with a passing or failing mark.

### **C. Grade Percentage Equivalent for Basic Education**

The work of the K-12 students shall be graded at the end of every semester in accordance with the following point system:

| <b>PERCENTAGE EQUIVALENT</b> | <b>INDICATION</b>         |
|------------------------------|---------------------------|
| 90% - 100%                   | Outstanding               |
| 85% - 89%                    | Very Satisfactory         |
| 80% - 84%                    | Satisfactory              |
| 75% - 79%                    | Fairly Satisfactory       |
| Below 75%                    | Did not meet expectations |

### **D. Grade Percentage Equivalent for Ship's Catering Services NC I**

The work of the Messman students shall be graded at the end of the training in accordance with the following point system:

| <b>PERCENTAGE EQUIVALENT</b> | <b>INDICATION</b> |
|------------------------------|-------------------|
| 80% - 100%                   | Competent         |
| Below 80%                    | Not Competent     |

## **Section 4 RETENTION AND PROMOTION**

The student is retained/ failed in a subject if the following conditions exist;

### **A. For Non-Board Courses;**

The student who gets a grade of 5.0 or below 75% as shown in The Table of Equivalence for the College Grading System, he/she has to enroll the same subject with full payment of the tuition fees.

### **B. For Board Courses**

Academic retention policy varies from one board course program to another per deliberation and recommendation by the Program Dean and approved by the Academic Director.

## **Section 5 ATTENDANCE**

The rules on attendance:

1. 20% of the total number of hours required in a class meeting.  
(For a class meeting once a week, maximum of 3 absences in a semester)
2. Whenever a student has incurred absences of more than 20% of the total class meetings, student must submit excuse letter signed by his or her parents/guardian and medical certificate to be considered for such absences.

On Tardiness - a student is considered late if he/she arrives within 15 minutes after the scheduled start of classes regardless of the number of class hours. Repeated tardiness on 3 consecutive meetings is considered one absence.



Failure to abide with the rules on attendance will be subject to disciplinary action.

## **Section 6 EXAMINATIONS**

Regular achievement examinations such as prelim, midterm, semi-finals, and final examination are given every semester for Senior High School and College. For Basic Education (K-10), quarterly examinations are given every school year. Schedules are indicated in the Academic calendar. The maximum period for each examination shall be four hours.

Procedure of examinations:

1. Before every term examination, secure assessment slips from the Accounting Office and present the same to the Cashier as basis for payment.
2. Secure an official receipt and examination permit.
3. Show exam permit to subject instructors upon taking the exam.

For reasons approved by the College Registrar, a student who fails to take the examination as scheduled may be given a special examination two (2) weeks after the regular schedule. Failure to take the special examination after the two-week period without valid reason, or should the student miss an exam after having been issued an exam permit will automatically result to a grade of 5.0. Examination missed will form part of the total computation of the student's grade for that period.

## **Section 7 GRADUATION POLICIES**

### **A. Graduation Requirements**

No student shall be recommended for graduation unless he has satisfied academic and other requirements prescribed for graduation.

A candidate for graduation is required to apply for evaluation of his/her records at the beginning of the semester in the school year prior to his/her graduation. Upon fulfilling all the requirements prescribed in the curriculum, the student may be recommended for graduation by the Registrar based on the following conditions:

1. He/She must have completed the prescribed academic requirements of the course such as:
  - 1.1 **P.E.** and **NSTP** requirements
  - 1.2 **Work experience (On-The-Job Training)**
  - 1.3 **Thesis (Undergraduate)** and **Practicum Report**
2. Has met the residence requirement for at least the last curriculum year of the course in the College which is to confer the degree; and

3. The student or candidate must have been cleared of all money and property accountabilities;
4. Must have no pending disciplinary case

The Registrar, in consultation with the Dean/Program head shall inquire into the academic records of each candidate with a view of ascertaining if he has fulfilled all the requirements which would qualify him to be a candidate for graduation. The purpose of this evaluation is to determine deficiencies that the students should attend to in order to graduate on time.

## **Section 9 HONORS AND AWARDS**

### ***Academic and Non-Academic Awards***

#### **A. Academic Awards**

##### **1. Semestral Honors**

**Dean's List** – The Dean's List is a list of students who have excelled academically in a semester, have not been involved in any disciplinary case and must have a regular load. Irregular students may qualify for Dean's List with a minimum load of 21 units. The Dean's List is posted at the end of each semester.

| <b><u>Honors*</u></b> | <b><u>Requirement</u></b>                    | <b><u>Min. General Average</u></b> | <b><u>Award</u></b> |
|-----------------------|--|------------------------------------|---------------------|
| Dean's Lister         | No grade below 2.0;<br>No INC in any subject | 1.5                                | Certificate         |

\*NSTP is not included in the minimum grade requirement and not included in the computation of the general average for all academic honors or distinctions. Students vying for honors, must however, not incur an INC in NSTP.

##### **2. Graduation with Honors**

Students who completed their courses with the following averages, computed based units shall graduate with honors.

| <b><u>Honor</u></b> | <b><u>Requirement</u></b>                    | <b><u>General Average</u></b> | <b><u>Award</u></b> |
|---------------------|--|-------------------------------|---------------------|
| Summa cum Laude     | No grade below 2.0;<br>No INC in any subject | 1.25                          | Gold Medal          |
| Magna cum Laude     | No grade below 2.0;<br>No INC in any subject | 1.3 - 1.4                     | Silver Medal        |
| Cum Laude           | No grade below 2.0;<br>No INC in any subject | 1.5                           | Bronze Medal        |



Students who are candidates for graduation with honors must have completed the college course within the time-frame prescribed for the program and must have full residency in SPC for the duration of the course.

In the computation of the final average of students who are candidates with honors, only those of good moral character with no disciplinary case and those who meet the grade requirements indicated above with subjects taken only once in SPC and must carry the prescribed total no. of units specified in the curriculum as full load per semester will be considered.

### 3. Graduation with Honors for 2-year Associate Programs

In cases of students graduating with honors in courses wherein the prescribed length is two (2) years for the Associate programs, the English equivalent namely "First Honors", "Second Honors", and "Third Honors" shall be used.

| <u>Academic Distinction</u> | <u>Requirement</u>                           | <u>General Average</u> | <u>Award</u> |
|-----------------------------|--|------------------------|--------------|
| First Honors                | No grade below 2.0;<br>No INC in any subject | 1.25                   | Gold Medal   |
| Second Honors               | No grade below 2.0;<br>No INC in any subject | 1.3 - 1.4              | Silver Medal |
| Third Honors                | No grade below 2.0;<br>No INC in any subject | 1.5                    | Bronze Medal |

### 4. Graduation with Honors for Certificate Programs (less than 2 years)

Students who are graduating with honors for certificate programs (less than 2 years, the English equivalent namely "With Honors" shall be used.

| <u>Academic Distinction</u> | <u>Requirement</u>                           | <u>General Average</u> | <u>Award</u> |
|-----------------------------|--|------------------------|--------------|
| With Honors                 | No grade below 2.0;<br>No INC in any subject | At least 1.5           | Certificate  |

## 5. Academic Excellence Criteria for Basic Education

| <u>Academic Distinction</u> | <u>Requirement</u>  | <u>General Weighted Average</u> |
|-----------------------------|---|---------------------------------|
| With Highest Honors         | No grades below 85% in any subject;<br>Not enrolled in summer classes | 98% - 100%                      |
| With High Honors            | No grades below 85% in any subject;<br>Not enrolled in summer classes | 95% - 97%                       |
| With Honors                 | No grades below 85% in any subject;<br>Not enrolled in summer classes | 90% - 94%                       |

### B. Non-Academic Awards

These awards are given to an individual or group of individuals for contributions of an idea or performance that is considered beneficial to the college as a whole and the community.

#### Categories of the Awards

- 1. Leadership Award** is given to a graduating student who has exhibited exceptional leadership skills and dedicated performance as a leader of a school or campus-wide organization and activities.

#### Qualifications

The Leadership Award is given to a graduating student who meets the following criteria:

- 1.1. Must be an active officer of any recognized student organization in SPC for at least two (2) consecutive years prior to graduation.
- 1.2. Must have exhibited exemplary service and commitment to SPC and the community.
- 1.3. Must be of good moral character with no record of disciplinary case in SPC.
- 1.4. No record of misconduct or disciplinary case outside the campus.
- 1.5. Must not have incurred a grade of 5.0 in any subject.
- 1.6. Only one (1) recipient to receive Gold medal.



**2. Loyalty Award** is given to SPC graduating students with consistent dedicated performance and uninterrupted residence in SPC to receive a Certificate of Loyalty.

**Qualifications**

- a. College Loyalty awardees must have completed all levels in SPC from Grade 1 Elementary or 1<sup>st</sup> year High School to last term in College

**Requirements**

- a. The Department Dean/ Program Head must make the nomination.
- b. Submit the following supporting documents:
  - i. Recommendation of nominal bodies.
  - ii. Certification that the nominee has no pending case at the time of nomination.
  - iii. Supporting documents accomplished like certification by authorized officers or documentations.

The various non-academic awards will be determined by the Deans, Academic Supervisor/Academic Director, Vice-President for Administration, and Chief Operating Officer following a point system arrangement.

**C. Awards Rites**

The various honors and awards shall be given to respective awardees during the commencement exercises to be held in the selected venue.

**D. Commencement Exercises**

Attendance at general commencement exercises is compulsory.

Graduating students who cannot participate in the general commencement exercises due to meritorious reasons must write a petition to be recorded by the Registrar. Graduating students who are absent from the general commencement exercises shall acquire their diploma, certifications, transcript of records from the Registrar's Office provided they have complied with the provisions mentioned on Attendance and upon presentation of the receipt of payment of the graduation fee and other school fees.

The names of students elected to honor and awards shall be included in the commencement exercises.

## IV. FINANCIAL POLICIES

### Section 1 Scholarships & Tuition Discounts

SPC awards a wide range of scholarships to qualified students such as Academic Scholarships for High School Valedictorian, Salutatorian, Entrance Scholarship, Sibling Discounts, Alumni Discounts, Athletic Scholarships, Student Assistants scholars, Government Scholarship including CHED, TESDA, DepEd, District scholars and all other government scholarships. SPC also recognizes valid private institution scholarships and educational plans.

Scholarships are administered and monitored by the Endorsing and Approving Officers. Discounts are non-cumulative. Should the student be entitled to 2 or more discounts, the highest applicable discount shall be awarded.

#### Types of Scholarships

##### 1. Academic scholarship

- a. Valedictorian Scholarship.** This scholarship is given to students who graduated as Valedictorian from any high school with at least 100 graduates in the batch.

**BENEFIT:**

100% free of the tuition fees

**ELIGIBILITY:**

The student graduated Valedictorian from any high school with at least 100 graduating students in his/her batch.

**REQUIREMENTS:**

The student must submit the following documents to the Scholarship In-Charge on or before the start of the First Semester enrolment:

1. Certification that he/she is the valedictorian in his/her batch;
2. Form 137;
3. Certificate of Good Moral Character
4. NSO Birth Certificate

**MAINTENANCE:**

1. The student must be part of the Dean's List.
2. The student must not have a mark of Incomplete, dropped, or failed
3. The student must carry a full load requirement of the program.
4. The student must not have any disciplinary sanction.

- b. Salutatorian Scholarship.** This scholarship is given to students who graduated as Salutatorian from any high school with at least 100 graduates in the batch.

**BENEFIT:**

50% free of the tuition fees

**ELIGIBILITY:**

The student who graduated Salutatorian from any high school with at least 100 graduating students in his/her batch.

**REQUIREMENTS:**

The student must submit the following documents to the Scholarship in-charge on or before the start of 1<sup>st</sup> Semester enrolment:

1. Certificate that he/she is the salutatorian in his/her batch;
2. Form 137;
3. Certificate of Good Moral Character
4. NSO Birth Certificate

**MAINTENANCE:**

1. The student must be part of the Dean's List.
2. The student must not have a mark of Incomplete, Dropped, or Failed
3. The student must have a full load.
4. The student must not have any disciplinary sanction.

**c. With Honors Scholarship.** This scholarship is given to students who graduated with honors from any high school with at least 100 graduates in the batch.

**BENEFIT:**

25% free of the tuition fees.

**ELIGIBILITY:**

The student who graduated with honors from any high school with at least 100 graduating students in his/her batch.

**REQUIREMENTS:**

The student must submit the following documents to the Scholarship in charge on or before the start of 1<sup>st</sup> Semester enrolment:

1. Certification that he/she is with honors in his/her batch;
2. Form 137.
3. Certificate of Good Moral Character
4. NSO Birth Certificate

**MAINTENANCE:**

1. The student must be part of the Dean's List.
2. The student must not have a mark of Incomplete, Dropped, or Failed
3. The student must have a full load.
4. The student must not have any disciplinary sanction.

## 2. NON-ACADEMIC SCHOLARSHIP

**a. Scholarships from External Sponsors.** External Sponsors refer to government agencies, non-government organizations, private institutions and individuals who provide scholarship assistance/ grants to students enrolled in the school.

1. The student scholar/grantee, in addition to the specific requirements of their respective sponsors, must fully comply with the following conditions:
  - 1.1. admission requirements of SPC;
  - 1.2. carry the full-load requirement of the program during the semester; and
  - 1.3. maintain a GPA of at least 2.00 with no grade lower than 2.50 in any subject for the semester.

*Note: In case the scholarship sponsor requires a higher GPA, the said requirement shall prevail.*

2. Responsibilities of Scholar/Grantee. The scholar/ grantee shall be responsible for the following:
  - 2.1. maintain the minimum GPA required by if any by their respective scholarship/educational assistance programs;
  - 2.2. submit a copy of his/her grades within 3 weeks after every semester to his/her scholarship sponsor; and
  - 2.3. complete all subject requirements within the semester in order not to receive an incomplete (INC) grade, which can serve as basis for the discontinuance of the scholarship/educational assistance/grant.

**b. Athletic Scholarship.** This scholarship is exclusively available to students who are part of the basketball team.

**BENEFIT:**

50% to 100% of tuition, as recommended by the Head Coach

**ELIGIBILITY:**

The student must be recommended by the head coach of the basketball team

**REQUIREMENTS:**

1. Certificate of Recommendation by the Head Coach
2. Certificate of Good Moral Character
3. No record on monitoring

**MAINTENANCE:**

1. No failing grade, of good moral conduct, must not have been suspended during the previous term for disciplinary Reasons
2. Fit to play, recommended by Head Coach
3. Renewable depending on performance evaluation by the Head Coach



### **c. Children/Sibling of Alumni Scholarship.**

#### **BENEFIT:**

10% of tuition is free

#### **ELIGIBILITY:**

The student must be a child or sibling of an SPC Alumnus/Alumna

#### **REQUIREMENTS:**

1. Transcript of Records or Diploma of Parents/ or Sibling
2. NSO Birth Certificate (of the enrollee)

### **Section 2 Payment of Tuition and Other Fees**

Only the School Cashier is authorized to receive payment. Students are encouraged to pay their tuition early to avoid the queue at the Cashier during periodical examinations.

On-date local checks payable to Southern de Oro Philippines College are accepted except the following:

1. During final examination
2. as payment for immediate request to secure credentials
3. if account has previous record of dishonored check

A payment through bank deposit to the account of Southern de Oro Philippines College is also available. Overseas deposits are likewise accepted provided that proof of deposit is faxed or emailed to SPC for verification prior to issuance of Official Receipt.

### **A. Penalties**

In case of withdrawal from SPC, the following guidelines apply in the computation of penalties:

1. Registration fee is non-refundable.
2. Parent's appearance is required.
3. All refunds will be in check payments issued to the parent / guardian of the student declared in the student's record.
4. Withdrawal penalties follow the schedule below:

Before the start of classes – the following conditions will be applied:

Within 1 week from start of classes – 10% of the total amount due for the term

Within 2 weeks from start of classes – 20% of the total amount due for the term

Within 3 weeks from start of classes – 30% of the total amount due for the term

After the 3<sup>rd</sup> week from start of classes - payment of total amount due for the term

Filing of withdrawal for any reason must be done in writing to be submitted to the College Registrar. If the filing of withdrawal was done any time after the preliminary examination, failing marks will automatically be reflected on the student's permanent records for all subjects enrolled.

### **B. Examination permits**

1. Examination permits are required for all College students during periodical examinations (prelims– finals).
2. Those who are unable to secure an exam permit will not be allowed to take the examination.
3. A late exam permit may be secured from the Finance Office upon the submission of a late exam application bearing the approval of the teacher. In the case of a late exam because of non-payment, the late exam permit will be issued after payment or the approval of a payment scheme arrangement.
4. Those who fail to take the scheduled special examination within the prescribed period will get a zero score for the missed exam. Examination permits are required for the final examinations. However, the grades of students who have outstanding financial or property obligations to the school are withheld by the Registrar's Office.

## **VI. ALUMNI PRIVILEGES**

### **(1) ALUMNI**

As a valued SPC alumni member, you are entitled to join all SPC alumni activities such as annual homecomings and fellowships. You can also organize your own batch gatherings by simply coordinating with SPC's internal Alumni officers.

### **(2) 30% DISCOUNT ON ENROLLMENT**

As a token of our gratitude for your continuous trust in SPC, all graduates are given a privilege of 30% enrolment discount on tuition fees to all academic programs and immediately applicable on the school year after graduation. The discount is granted to anybody whoever the graduate student endorses as the recipient.



### **(3) RECOGNITION OF TOP BOARD PASSERS**

To give recognition to SPC graduates with an outstanding performance and included in the top 10 PRC Licensure board exam passers, SPC will refund all tuition fees paid by the student. On top of which, SPC will grant a testimonial dinner, award a plaque of recognition and refund of the fees incurred during the last board review taken if any.

### **(4) ALUMNI ACHIEVEMENT AWARDS**

SPC Alumni exhibiting an exemplary achievement in their chosen profession are also given due recognition through the following awards:

- Alumni Achievement Award in the Private Sector
- Alumni Achievement Award in the Government Service
- Alumni Achievement Award in Entrepreneurship

## **VII. CODE OF CONDUCT AND DISCIPLINE**

### **Section 1 Guide to Student Discipline**

When individuals enroll as students, they agree to abide by the school's rules and regulations. It becomes the students' duty to observe and maintain honest and peaceful behavior at all times. Students are expected to be courteous and to treat everyone in the campus with respect and fairness. Students are expected to conduct themselves in a manner that promotes a wholesome atmosphere that is conducive to learning. If a student breaches any of the school rules and regulations, the College is entitled to take disciplinary action with academic due process.

The aim of these rules and regulations is to ensure that a suitable academic environment in the College is maintained. They require reasonable behavior and consideration for others and are intended to assist students in having a fulfilling and rewarding time at the College.

The College rules and regulations on discipline are intended to foster efficient pursuit of studies, to develop character and to promote common courtesy. Thus, self-discipline is of vital importance to any academic community and is the concern of each department.

All students shall refrain from any conduct that is liable to infringe the rights of others. Disciplinary administrative measures are imposed upon erring students commensurate to the nature and gravity of the committed violation of the school rules and regulations.

## **A. Cyber-bullying**

Cyber-bullying is any conduct that is defined in Section 2 of this Act which is made through electronic devices such as but not limited to texting, instant messaging, chatting, Internet and social networking websites. For purposes of this Act, the phrase "acts of bullying" shall include the acts enumerated under Section 2 and Cyber-bullying as defined under this Section.

SPC fully supports the Anti-Bullying School Policy Act and any endorsement or amendment thereto. Incidents of bullying and harassment not only to student-minors but bullying on any member of the College, whether in-campus bullying, out of campus or online bullying are unacceptable and strictly prohibited. Acts of bullying should be immediately reported to the Dean of Student Affairs and/or the Guidance Office. Violations of this policy are subject to disciplinary action following the procedure on offenses.

## **B. Dress Code Policy**

1. Students are required to wear the prescribed uniform while in campus during weekdays (except Wednesday)
2. For female students, complete uniform means the required blouse and skirt/slacks and black closed shoes. The skirt/slacks are the prescribed maroon color and it should be 2-3 inches below the knee. Male students are required to wear khaki slacks, white polo shirt and black shoes as their uniform.
3. All students must wear their ID while in campus and in the classroom. The ID is strictly non-transferable. Lending one's ID will make the lender and the borrower subject to disciplinary action.
4. Loss of an ID should be reported to the Dean of the Student Affairs Office who will issue the student an admission slip. Students who have lost their ID should follow the steps below:
  - 4.1 If the ID is not found after a week of disappearance, you are advised to secure a new ID;
  - 4.2 Within the one-week loss of your ID, you are to secure an affidavit of loss;
  - 4.3 Once you have the affidavit of loss, present it to the DSA for it to be notified to the Cashier's Office;
  - 4.4 Pay to the Cashier's Office the amount for re-ID;
  - 4.5 Present the receipt together with the affidavit of loss to the Property Office for picture taking and for the release of ID.
5. New students are required to wear the prescribed complete uniform two weeks after classes have begun for the school year. Old students must wear the prescribed complete uniform as soon as the school year begins.



6. Excessive accessories like necklace, rings, dangling, earrings, bracelets/bangles should not be worn with the uniform. Any accessory for males is not allowed.
7. Fancy hairstyles, heavy make-up and loud colored nail polish for female students are not allowed.
8. Long hair and earrings for male students are strictly prohibited. Haircut for male should not reach the collar and the ears. Tattoos are not allowed. Sporting long-mustache and/or beard are not allowed as well.
9. The school uniform should not be worn during out-of-school activities such as discos, parties, movies and dating.
10. The P.E. uniform is worn only during the students' P.E. classes.
11. Students are given the liberty to wear "civilian" on Wednesdays and Saturdays to dress to their individual tastes but they are reminded to adhere to the conventions of proper grooming.
  - a. **Male students** are prohibited from wearing the following while inside the campus:
    1. Sleeveless shirts;
    2. Torn and tattered jeans;
    3. Short pants/ walking shorts; and
    4. Rubber slippers and sandals.
    5. Earrings
    6. Unnatural hair colors (blue, violet, yellow, red and the like)
  - b. **Female Students** are prohibited from wearing the following while inside the campus:
    1. Tube/ spaghetti strap / halter / backless blouses;
    2. Torn and tattered jeans;
    3. Short pants;
    4. Micro miniskirts;
    5. See-through attire;
    6. Plunging neckline blouses;
    7. Midriff blouses; and
    8. Rubber slippers.
    9. Unnatural hair colors (blue, violet, yellow, red and the like)

**c. Campus Behavior**

Every student is expected to act as a mature individual at all times, whether on or off campus, showing respect for proper authority, other students and for the good name of the school. To ensure a favorable atmosphere to the formation of men and women, and to maintain demand necessary for the common good, students are expected to adhere to the following norms:

**d. Gender Sensitivity**

SPC promotes gender awareness and gender sensitivity in teaching, research and community extension. The integration of

gender concepts and issues is expressed in the curriculum and translated to classrooms instruction. Studies and activities are conducted to equip students with skills necessary for the development of their potentials.

### **Social Norms**

1. Students should observe politeness, respect, and proper etiquette.
2. Boisterous conduct like whistling, running or any action by students, which tend to distract other students from ongoing activities in class, is to be avoided.
3. Loitering is prohibited in areas/corridors fronting classrooms and offices during class hours and/or when meetings are in session.
4. Silence should be observed.
5. Dating or Public Display of Affection (kissing, petting, necking, etc.) in the learning commons, canteen, classroom, corridor, covered walk or any place on the campus is strictly prohibited.
6. Smoking, drinking and gambling are not allowed when the student is inside the campus, as well as when he/she is 20 meters away from the school campus and even when he/she is in school uniform outside the campus.
7. All cellular phones and other similar gadgets belonging to the students should be switched off or shifted to silent mode during class hours when inside classrooms, libraries and laboratories. Texting or making calls during class is strictly prohibited except in cases of emergencies.
8. Students have the responsibility of keeping the rooms and laboratories clean and order, observe proper disposal of garbage and arrange tables, chairs and return laboratory equipment when borrowed.
9. Students should switch off lights, fans and air conditioning units when not in use. Turn off faucets in laboratories or report any water leakage to the Property Custodian.
10. Students should not vandalize or cause damage to chairs, tables, fans, laboratory equipment and other school property.
11. Eating and drinking are not allowed inside the classroom, libraries and laboratories.
12. Students should show respect by sitting in an upright position and conducting themselves in an appropriate manner conducive to learning. Faculty members may send the student out of the classroom for misconduct after due warning.
13. Spitting on floors, corridors and other acts which may result in the unsanitary, dirty or disorderly condition of the campus are strictly prohibited.



14. Chewing gums during class hours is not allowed.
15. Students should follow proper use of comfort rooms and drinking/washing facilities by flushing toilet bowls, turning off water faucets after use, throwing tissue and trash in the garbage bin.
16. Students shall be held accountable for any offense committed by persons or outsiders who enter the campus on their behalf.

#### **e. Discipline**

Reports and/or complaints regarding the behavior of students and/or violation of rules and regulations are presented to the Dean of Students Affairs and the grievance committee, who will look into the case (matter) and decide on the action to be taken with the observance of due process.

The grievance committee is composed of the: Director for Academics, Academic Supervisor, Guidance Counselor, Department Head and Dean of Student Affairs.

Decisions and recommendations made will be presented to the Office of the Chief Operating Officer. Major cases involving dismissal or non-readmission are also referred to the latter for final approval, after which, parents/guardians are informed.

#### **1. Major Offense**

- 1.1 illegal use, possession and/or distribution of narcotic or dangerous drugs;
- 1.2 dishonesty such as cheating during exams and/or quizzes or plagiarism in connection with any academic work;
- 1.3 forgery or misuse of records or credentials;
- 1.4 unlawful possession and use of explosive or deadly weapons;
- 1.5 theft
- 1.6 infliction of physical or moral harm on persons such as assault, slander, grave acts or disrespect within and outside the institution;
- 1.7 violation of any valid order, rules and regulations validly promulgated by competent authority in the institution;
- 1.8 abusive language or discourtesy towards school officials, faculty, staff, and/or students;
- 1.9 smoking, drinking and/or possession of cigarettes, hard drinks, within the school campus or when one is in uniform or during any official school activity;
- 1.10 engaging in any form of gambling;

1.11 bullying in any form (physical, verbal, cyber, etc.)

## **2. Minor Offense**

All offenses that are not included as major offenses shall be considered minor offenses like:

- 2.1 entering the faculty room or any office without the permission;
- 2.2 loitering, making noise along the corridors;
- 2.3 habitual tardiness
- 2.4 not wearing of school ID inside the campus
- 2.5 wearing of non-prescribed school uniform; and
- 2.6 creating noise while in the Learning Commons.
- 2.7 uttering bad words

**NOTE:** The school reserves the right to determine the sanction of a misconduct committed by a student. Parents/guardians shall be notified accordingly.

## **3. Due Process**

Due Process is provided for in Section 1, Article III (Bill of Rights), 1987 Constitution, which states that no person shall be deprived of life, liberty or property without due process.

This process has to be observed before sanctions are imposed on schools, personnel or students. This process has a two-fold aspect; namely:

- a. Procedural due process which refers to the method or manner by which the law is enforced. It must be a procedure “which hears before it condemns, which preceded upon inquiry, and renders judgment only after trial;” and
- b. Substantive due process which requires that the law itself and not merely the procedures by which the law shall be enforced is fair, reasonable and just. (Ref.: Hector De Leon, Philippine Constitutional Law, 1991 as cited by Sarmiento, U. (2000))

Procedural due process involving students requires the following:

- 3.1 The student must be informed in writing of the nature and cause of the accusation against him;
- 3.2 The student shall have the right to answer the charges against him, with assistance of counsel, if desired;
- 3.3 The student shall be informed of the evidence against him;
- 3.4 The student shall have the right to adduce evidence in his own behalf;



3.5 The evidence must be duly considered by the investigating committee or official designated by the school authorities to hear and decide the case. (Section 76, Manual of Regulations for Private Schools)

#### 4. Sanctions

##### 4.1 Major Offense

First Offense -Suspension

Second Offense -Exclusion

##### 4.2 Minor Offense

First Offense -First Warning

Second Offense -Second Warning and Conference with Parents

Third Offense -Suspension

Fourth Offense -Exclusion

**Warning:** The school gives proper and timely warning to the student violators.

**Suspension:** The school may suspend erring student during the school year to a minimum of 3 days of the prescribed school days and a maximum period not exceeding 20 days of the prescribed school days.

**Exclusion:** The school will not allow the student to enroll in SPC but he/she can enroll in another school.

Other offenses not indicated in this handbook will have to be dealt with sanctions upon the discernment of the Committee on Discipline.

## VIII. STUDENT SERVICES

### A. Guidance Services

1. Individual Inventory
2. Testing
3. Information and Educational Services
4. Counseling
5. Referral
6. Career Counseling and Follow up
7. Students with Special Needs

The Guidance Office addresses the physical emotional and psychological conditions or learning disabilities of special group of students such the PWO, solo parents and senior citizens by creating relevant programs, collaborating efforts to enforce the referral systems, continuing post enrolment interviews, follow- ups and monitoring to identify and assist their special needs in their integration into the mainstream of the society.

**1. Counseling Services** – Assists students for their personal, social, emotional, career and spiritual development and adjustment. The Guidance Counselor maintains student's individual inventory which aims to gather necessary information about educational and family background, test results, interview notes/anecdotal records which are filed in individual folders to help monitor the student's development. The Guidance Office also provides lectures, symposia and workshops on key topics such as Drug Awareness, Personality and Career Development, Time Management, etc.

- a. **Testing Services** - To facilitate students' admission to SPC. To diagnose strengths and weaknesses in different subject areas and identify the students who may need special educational assistance. Types of exam administered include OTIS LENNON School Ability Test (OLSAT) and English test.
- b. **Information and Orientation Services** - Facilitates semestral orientation program for new students and transferees on institutional mission, vision and goals, academic policies, rules and regulations, student conduct and discipline, student programs, services and facilities and other information necessary for student development.
- c. **Student's Appraisal** - Runs a well-planned assessment program for the students with appropriate standardized psychological tests administered, scored and interpreted by qualified personnel. The test results are interpreted to students, teachers and concerned individuals e.g. parents.
- d. **Career and Job Placement Services** - Assists students for vocational and occupational fitness and employment. The students are informed of job fair and job hiring or recruitment.

## **2. Students with Special Needs**

The Guidance office addresses the physical, emotional and psychological conditions or learning disabilities of special group of students such the



PWD, solo parents and senior citizens by creating relevant programs, collaborating efforts to enforce the referral systems, continuing post enrolment interviews, follow-ups and monitoring to identify and assist their special needs in their integration into the mainstream of the society. Ramp and elevator are provided. (RA 7227)

### **3. Intervention Program**

Provides access to external agencies which are deemed appropriate for referrals in the conduct of the school's intervention programs.

### **B. Health services**

The school clinic has a full-time nurse who provides free medical consultation for common ailments with free medicines available for fever, colds, LBM, abdominal pain, headache and toothache.

#### **1. Services Offered:**

- 1.1 Medical consultation for free from a Physician for major medical problems every Tuesday, Thursday and Friday (08:00A.M.-09:00 A.M.)
- 1.2 Dental Services for free every Tuesday, Thursday and Friday from 08:00 A.M.– 09:00 A.M.;
  - 1.2.1 Extract one (1) decayed tooth/semester for College
  - 1.2.2 Extract one (1) decayed tooth/year for Elementary, Junior High School & Senior High School
  - 1.2.3 Elementary students must secure their parents' consent.
- 1.3 Facilitate programs, lectures, symposia in parallel and coordination with local and National Health Service Center (City Health Office, Barangay Center and Department of Health).
- 1.4 Pregnancy, sexually transmitted diseases and substance abuse counseling in coordination with the Guidance Counselor.
- 1.5 Make nursing care plans; assessment, planning, intervention and evaluation to each student and staff admitted at the clinic.
- 1.6 Maintain clinic equipment and assess need of consumable supplies.

### **C. Library Services**

The College Library plays an indispensable role in the learning process of students. It is the center of information of any educational institution. SPC acquires books and library materials regularly to keep its collection updated. Students are encouraged to check the list of new acquisitions which are posted on the Library Bulletin Board. The Library adopts the Open Shelf System where students are free to browse the books on the shelves. The Library is also equipped with internet connectivity and has computer units available for research.

**Library General Rules and Regulations:**

1. Students must present their current identification cards to gain access in the library. Identification cards will be required in the borrowing of books and other library materials.
2. Bags, envelopes and other large hand-carried items must be deposited in the library shelf provided. Valuable items such as wallets, cellphones, laptops and similar gadgets should not be left unattended and must not include in the items deposited in the counter. The Library will not be held responsible for the loss of personal items.
3. Cellular phones and gadgets must be turned off, turned to mute or vibrate mode.
4. All students inside the library must observe silence. Noisy/unruly students will be asked to leave the library.
5. Eating, drinking and playing of games in the library are strictly prohibited.
6. All books to be borrowed and returned must be presented at the Circulation Desk for proper recording. Fines are imposed if books and library materials are not returned on time. The Table of Fines are posted at the Library Bulletin Board. Book losses are paid at current cost of books.
7. Reference books, periodicals and pamphlets are to be read/used by the students within the library only.
8. Unauthorized removal, vandalism, defacement, mutilation and misuse of library materials and property shall lead to suspension plus payment of corresponding charges.

**D. Information Technology (IT) Services**

To keep the students well-informed with information technology and the internet, the school has provided internet facilities for students use.

The facility is equipped with high-end computers for the exclusive use of the students.

**NOTE:** Computer teachers will orient the students with the guidelines in the use of the Computer Laboratory.

**Guidelines in the use of Laboratories**

1. Students are not allowed to enter the Computer Laboratory (CL) without their Instructor/Facilitator. The Instructor/Facilitator should be the first person to come in and the last one to leave the laboratory.
2. The Instructor/Facilitator shall closely monitor the conduct of their students while they are inside the laboratory. The



Instructor/Facilitator shall not be allowed to leave the class during his assigned laboratory hours. In the extreme event that the Instructor/Facilitator must leave the class for valid reasons, he must inform either his O.I.C. or I.T.S.

3. At the start of any semester, the Instructor shall prepare and submit a Seat Plan indicating the seating arrangement of students in the laboratory during his class. The Seat Plan must be acknowledged by the students by signing it. After the first week of classes, the accomplished Seat Plan shall be submitted to the I.T.S. Office. The Seat Plan shall be binding and shall remain effective for the entire duration of the semester. In cases of theft, vandalism, or any other form of abuse, the Seat Plan may be used to identify students who are accountable.
4. Before and after any laboratory class, the Instructor shall check all compute units, network devices and other IT resources inside the laboratory. He shall acknowledge these IT resources from the I.T.S. personnel. In addition, the instructor must sign these IT resources at the end of every laboratory class. A logbook shall be provided for these purposes.
5. Students must check the computer unit and its devices before using it. The student must immediately inform his/her Instructor if the assigned PC is not working or in cases where the student discovers that there are missing computer peripherals (mouse, keyboard, etc.). The Instructor should immediately report the incident to the I.T.S. Department or the Student Assistant present in the said class.
6. Computer games, in any form, and pornographic sites are strictly prohibited inside the laboratories.
7. If a printer is available inside the laboratory, printing of manuscripts, business letters, banners, personal documents and research works are not allowed in the laboratory. Only the printing of program listings is allowed using the laboratory printer.
8. If the computer laboratory is to be used for thesis presentation, special training sessions, tutorials, case study sessions or for other purposes outside the regular offerings of the school, a formal written request must be submitted to I.T.S. Department duly endorsed by the College Dean. The turnover of IT equipment is to be observed as indicated in item #4 above.
9. Students shall not be allowed to bring in any other desktop computer unit and/or peripherals inside the laboratory. In cases where there is a need to bring in computer equipment or peripherals, appropriate permission from the I.T.S. Department must be secured.

10. No student or personnel shall be allowed to attach or detach any peripheral to and from any IT equipment or device without explicit permission from the IT Department.
11. Internet connection, by default, shall be turned off in the Computer Laboratories. Faculty members who will require internet use during their class and/or for the subject he is handling must request the I.T.S. Department to turn the internet on. This request must be approved by his Dean.
12. Students shall properly turn-off their computer units and arrange the computer peripherals (mouse and keyboard) after use. Chairs must be returned properly to their original places and orderly dismissal must be observed by the instructor and the class.
13. Theft, vandalism, or abuse in any form is a grave offense and shall be dealt with accordingly. Willful violations of the above provisions shall

**4. Identification Cards.** For the security of all persons within the campus and for easy identification of SPC students from visitors, the school implements a 'No ID, No Entry' policy. All students are required to wear the prescribed school ID upon entry in the school gate and must not be removed while inside the campus.

- a. An identification card is issued to all students upon enrollment.
- b. The identification card must be produced on demand when asked by instructors, security guards or any school personnel
- c. IDs must be returned to the Registrar's office if a student withdraws his enrollment.
- d. If the ID is lost, a corresponding replacement fee will be charged.

**5. SPC Uniform.** Students are required to wear the prescribed school uniform. Students not in proper uniform are not allowed to enter the class except for a justifiable ground. Instructors may refuse entry of students who repeatedly do not wear the prescribed uniform without a valid reason. The student who is not in uniform shall be asked to secure clearance from the Property Custodian if the student has not yet received his/her ordered uniform. For other reasons, the student should secure clearance from the department head and shall not be permitted to enter the classroom without clearance from said office.

Proper haircut should be observed as prescribed by the department in which the student belongs. The school prohibits male students from sporting long hair particularly in the Criminology program which form part of student discipline and training for their future profession. The instructor may refuse entry to students who do not follow haircut policy after being



given ample time to comply. Wearing of earrings for males is also not allowed in the campus.

On designated wash days or when the student has no class for the day and wishes to enter the campus to research or transact businesses with the Registrar, Accounting or his/her department, he/she is authorized to wear civilian clothes provided that the same is not offensive or vulgar. Wearing of ID remains a mandatory requirement. Likewise, wearing of NSTP or P.E. uniform is a requirement in NSTP or P.E. class.

Students with practicum can wear the prescribed OJT uniform of their department provided however that the school uniform is still required on days without practicum or during classes.

Students should wear the school uniform with dignity and pride. The uniform represents the school and students should exercise discretion in the wearing of uniform outside school premises.

**6. Campus Operating Hours.** SPC opens at 6:00 am and closes at 9:00 pm on school days. Administrative offices are open from 8:00 am to 5:00 pm from Monday to Friday. Registrar's Office, Admissions Office, Library and Cashier are open from Monday to Saturday. During regular, special and school-designated holidays, students are not allowed to loiter in the campus unless with official transaction.

**7. Loss of Personal Property.** Loss of personal property should be immediately reported to the Property Center. Students are advised not to bring valuable items inside the campus or during school activities. Personal belongings such as wallets, cellular phones, laptops and anything of value should not be left unattended in any area of the school. The College shall not be responsible for lost items inside the campus or during school activities outside the campus. Lost and found items may be claimed at the Property Center.

**8. Property Center.** The Property Center coordinates and schedules the use of all school facilities. Bookings for the use of equipment, covered court and rooms should be made in advance and must have the endorsement of both the faculty in-charge and the department dean. Books and uniforms are released at the Property Center upon presentation of the official receipt.

## **IX. STUDENT ORGANIZATIONS**

### **A. The College recognizes school organizations as:**

1. opportunities for putting into practice what was learned in the classrooms;
2. means for developing/enhancing one's talents according to the student's individual interest;
3. channels for wholesome recreation and social involvement; and
4. opportunities for leadership formation.

### **B. Student Organizations are classified as follows:**

1. Student Government – shall comprise of the Central Student Government, and each College Council
2. General Campus Organization – shall include co-curricular and is composed of extra-curricular organizations or councils. Memberships of all bona-fide students of SPC whose general objectives are focused towards the Campus Ministry, Sports Club, Math Club, English Club, Dance Troupe, SPCian Gazettes, Dramatics, etc.
3. Local Campus Organization – shall comprise of organizations, societies and clubs which are composed of bona-fide students of SPC and whose general objectives include community services sponsored by either the national or international associations.
4. The following rules must be observed by all organizations: At the beginning of the school year, all student organizations recognized and approved by the College shall submit their list of officers and their respective positions for the school year with specimen signatures of all officers – List to be submitted within seven (7) days from last day of elections for Student Government organization and within seven (7) days from last day of recruitment campaign for General and Local campus organizations, and such other documents as may be
  - a. required by the College. The SAO shall maintain an up-to-date record of each organization.
  - b. The application for recognition of a subject area/discipline such as English Club, Mathematics Club, Psychology Club, etc. shall include the following:
    1. Clearance from the department chairperson or Dean;
    2. A statement of objectives and/or constitution and by-laws;
    3. Certification from the College Registrar that the members of the organization are bona- fide and full-time college students.



- c. Any organization formed or organized without the required approval of the school administration shall be considered illegal, unauthorized, and required to immediately stop its operation. Such unauthorized or unrecognized organization shall not be allowed to carry the name of the school or use its facilities.
- d. No student shall print or use the name of the school in any off-campus activity which might bring embarrassment or dishonor to the school.
- e. Induction of officers may be held only after the organization has been officially approved and this must take place within the college premises and in the presence of the faculty moderator.
- f. Formation of fraternity/sorority is strictly prohibited. Hazing is not allowed in any organization.
- g. The officers of the student organization concerned shall be jointly and severally responsible for any damage to the college property or facilities arising from the use thereof by the organization.
- h. Before any fund-raising campaign or solicitation of financial or material assistance can be made, written permission from the Dean of the Student Affairs must first be secured. No individual student or organization shall be allowed to use the name and seal of the College unless permission to this effect is granted. This applies to solicitation letters, printed programs, invitations, announcements, etc.
- i. No announcements, posters, or similar notices related to any extra-curricular activities shall be posted within the school premises except on a bulletin board, and, only after such posting has been marked approved by the DSAO and Academic Supervisor and upon the endorsement of the Faculty member and department Dean in charge of the activity. Failure to follow the same shall authorize any person to remove said announcements, posters or notices. Neither shall any student be allowed to address a class for the same purpose without the approval of the department Dean.
- j. Organizational plans and programs for the current school year must be submitted to the Student Affairs Office at the start of the school year with progress accomplishment report on activities undertaken by the organization to be submitted at the end of every semester.
- k. Any student activity which partakes of the nature of subversion or insurgency, or which is deemed to be unlawful under existing legislations or under College rules and regulations, shall be strictly prohibited/disallowed. The violators as well as

the officers of the student organization including the advisers, if warranted by the circumstances of each case, shall be held administratively liable for the illegal activity of the organization.

- l. Students may join such organizations provided they are registered and recognized by the College, and that the student can handle the responsibilities resulting from his/her membership without compromising academic standing. The College through the Dean and Academic Supervisor reserves the right to suspend a student's membership in any organization pending improvement of the student's academic performance.
- m. Student activities are strictly prohibited during examination week.

### **C. Minimum Qualifications for a CSG Officer**

Filing of candidacy for Central Student Government (CSG) officer or student governor is usually done in the month of July. This is to give opportunity for new students to run and/or vote for their officers. The Student Affairs Office pre-screens applicants based on the following minimum requirements:

1. Must be of good moral character with no record of misconduct in SPC and in previous school certified by the Guidance Counselor
2. Must have no failing mark or INC in any subject certified by the College Registrar
3. Must not be a working student.
4. Must not be a student assistant.

Should a student be elected into position without the required clearance from the Guidance and Registrar certifying compliance to the minimum requirements above shall render the appointment invalid and shall be replaced with a student who received the next highest vote.

### **D. School Publications**

1. The official publications of the school are:
  - a. SPCian Gazette
  - b. Yearbook
2. The SPCian Gazette and the Yearbook operate in accordance with the Campus Journalism Act of 1991 which promulgates the rules and regulations for its effective implementation.
3. The editorial board and staff members shall be composed of students who passed the school's placement examination intended for this purpose, and with no record of misconduct in SPC and in previous school as certified by the Guidance Office.

**E. National Service Training Program (NSTP)**

An act establishing the National Service Training Program (NSTP) for college level students, amending for the purpose of Republic Act 7077 (AFP Reservist Act of 1991, an act providing for the organization, administration, training, maintenance and utilization of the citizen armed force of the Armed Forces of the Philippines and for other purposes) and the Presidential Decree No. 1706 (compulsory national service for Filipino citizens and amending certain sections of commonwealth act number one, as amended, otherwise known as the “national defense act” for the purpose), and for other purposes.

**F. Campus Ministries**

Encourage students to be God-centered and lead them to undertake activities that help develop spiritually.

**G. Respect to Religion**

Affords students with due respect in the exercise of their individual religious beliefs for them to develop the sense of peace and unity among believers of various faith.

**X. SAFETY & SECURITY INSTITUTIONAL POLICIES**

Students must be fully vaccinated

**A. COVID Preventive/Control Measures Before Entry to Buildings or Workplaces**

1. Take body temperature.
2. Disinfect hands by using alcohol/sanitizer.
3. Step on the footbath provided at the gate.
4. Observe physical distancing at all-times.
5. Follow visual reminders of distancing requirements, hand washing and hand sanitation, including marking of areas for common spaces.
6. Students must maintain consistent cohorts to minimize contact and the possibility of virus transmission.
7. Observe the individual health protocols prescribed by the school.
8. Signages are in place as reminders to everyone.
9. Dispose waste properly. Trash cans are available for this purpose.
10. Do not enter the campus if you feel unwell.

## **B. Individual Health Protocols**

1. Wash hands frequently at the designated wash areas.
2. Disinfect tools and equipment in between work shifts.
3. When sneezing and coughing, use tissue or the inner portion of the elbow to cover nose and mouth. Be sure that proper distance is maintained. Do not cover the mouth with the hand.
4. Clean hands by using alcohol-based hand rub or by proper handwashing with soap and water.
5. Wear face masks at all times. Both nose and mouth must be covered.
6. Dispose tissues and non-reusable masks after use properly.
7. Allot a specific period for regular and thorough handwashing with soap and water, subject to the strict observance of physical distancing.

## **STAGGERED BREAKTIME PERIOD**

1. Staggered breaktime is observed to lessen the number of students in common areas. Students are not allowed to leave the campus between classes to take a break. Each student is permitted one (1) entry and one (1) exit a day.
2. Physical distancing shall be implemented in eating communal areas.
3. Students are only allowed to stay in eating communal areas for a limited period and are reminded to observe the proper wash protocols and disposal of waste.
4. Students must maintain social distancing while lining up to return to class and sanitize or wash hands.

*Note: Policies are subject to change depending on the local alert level classification and/or new guidelines issued by regulating agencies.*

## **INTERVENTION: INSTRUCTIONAL RECOVERY**

1. Meetings should be held virtually until large in-person gatherings are deemed safe by health authorities.
2. Clubs must collaborate with and seek approval from campus administrators prior to any event that is planned on campus.
3. When possible, to limit large gatherings, stream campus activities for parents and stakeholders to view remotely.
4. No in-person indoor student assemblies will be held until further notice is provided based on current health conditions related to COVID-19.



## **Library Services**

1. Students shall sanitize their hands before entering the library.
2. Time-in and time-out of library users shall be recorded to facilitate contact tracing. Physical distancing of at least 1.5 meters be observed.
3. “No Talking Policy” shall be observed.
4. When books are borrowed, a drop box is provided outside the library for their return. They are cleaned and sanitized before they are included in the circulation. Shared computer units shall be cleaned and sanitized before and after use.
5. Students/Faculty/Staff are encouraged to use the online library services instead of going to the library. PHL CHED CONNECT is available for free access to instructional and learning materials.
6. Visual reminders are added and furniture rearranged to help students maintain social distancing while in the library.

## **On Leaving Campus**

Students are advised not to loiter and leave the campus immediately after their classes.

## **During Outbreak of Communicable Disease**

1. If traveled to a country with confirmed cases of a life-threatening communicable disease, exercise self-quarantine for 14 days (or the suggested period by authorities) from the date of arrival before returning to the SPC. Inform the unit head (for personnel) or Student Affairs Office (for students).
2. Contain the disease by exercising proper hygiene (using mask, covering nose and mouth when sneezing and washing of hands).
3. If experiencing symptoms of the disease, immediately consult a doctor.

## **Re-Admission to School**

The school will re-admit without prejudice or discrimination recovered COVID–19 students to join the classes or personnel to report to office once a certificate of the 14-day quarantine completion is presented to ensure that the medical condition of concerned individuals is clear of contamination.

## APPENDICES

### APPENDIX A

#### **The Comprehensive Dangerous Drugs Act of 2002 Republic Act No. 9165, Article IV, Section 44:**

***Heads, Supervisors, and Teachers of Schools.*** For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities. Failure to do so in either case, within a reasonable period of one (1 week) from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

### APPENDIX B

#### **The National Environmental Awareness and Education Act of 2008 Republic Act No. 9512, Section 3 – 5**

***Scope of Environmental Education.*** The Department of Education (DepEd), the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), in coordination with the Department of Environment and Natural Resources (DENR), the Department of Science and Technology (DOST) and other relevant agencies, shall integrate environmental education in its school curricula at all levels, whether public or private, including in barangay daycare, preschool, non-formal, technical vocational, professional level, indigenous learning and out-of-school youth courses or programs.



Environmental education shall encompass environmental concepts and principles, environmental laws, the state of international and local environment, local environmental best practices, the threats of environmental degradation and its impact on human well-being, the responsibility of the citizenry to the environment and the value of conservation, protection and rehabilitation of natural resources and the environment in the context of sustainable development. It shall cover both theoretical and practicum modules comprising activities, projects, programs including, but not limited to, tree planting; waste minimization, segregation, recycling and composting; freshwater and marine conservation; forest management and conservation; relevant livelihood opportunities and economic benefits and other such programs and undertakings to aid the implementation of the different environmental protection law.

**2.1 Environmental Education and Activities as Part of National Service Training Program.** The CHED and the TESDA shall include environmental education and awareness programs and activities in the National Service Training Program under Republic Act No. 9163, as part of the Civic Welfare Training Service component required for all baccalaureate degree courses and vocational courses with a curriculum of at least two (2) years.

**2.2 Declaration of Environmental Awareness Month.** Pursuant to the policy set forth in this Act, the month of November of every year shall be known as the "Environmental Awareness Month" throughout the Philippines.

## APPENDIX C

### The Anti-Sexual Harassment Act of 1995 Republic Act No. 7877, Section 3

**Work, Education or Training-Related, Sexual Harassment Defined.** Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach/trainer, or anyone who has the authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

**3.1 In an education or training environment, sexual harassment is committed:**

**3.1.1** against one who is under the care, custody or supervision of the offender;

- 3.1.2** against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- 3.1.3** when the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
- 3.1.4** when the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another, without which it would not have been committed, shall also be held liable under this Act.

### **3.2 SEXUAL HARASSMENT MAY TAKE PLACE:**

- 3.2.1** In the premises of the workplace or office or of the College;
- 3.2.2** In any place where parties were found as a result of work or education or training responsibilities or relations;
- 3.2.3** At work or education or training-related social functions;
- 3.2.4** While on official business outside the office or college or during work or college or training-related travel;
- 3.2.5** At official conferences, fora, symposia, or training sessions; or
- 3.2.6** By telephone, cellular phone, fax machine or electronic mail.

### **3.3 FORMS OF SEXUAL HARASSMENT**

The following are illustrative forms of sexual harassment:

- 3.3.1** Physical
- 3.3.2** Malicious touching
- 3.3.3** Overt sexual advances
- 3.3.4** Gestures with lewd insinuations
- 3.3.5** Verbal, such as but not limited to, requests or demands for sexual favors and lurid remarks;
- 3.3.6** Use of objects, pictures or graphics, letters or written notes with sexual underpinnings;
- 3.3.7** Other forms analogous to the foregoing

### **3.4 PERSONS LIABLE FOR SEXUAL HARASSMENT**

Any college official or employee, regardless of sex, is liable for sexual harassment when they:

- 3.4.1** Directly participates in the execution of any act of sexual harassment as defined in these rules;
- 3.4.2** Induce or direct another or others to commit sexual harassment as defined in these rules;



- 3.4.3** Cooperate in the commission of sexual harassment by another through an act without which the sexual harassment would not have accomplished;
- 3.4.4** Cooperate in the commission of sexual harassment by another through previous simultaneous acts.

## **APPENDIX D**

### **Anti-Bullying Act REPUBLIC ACT NO. 10627, Section 2**

“Bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b. Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d. Cyber-bullying or any bullying done through the use of technology or any electronic means.

## APPENDIX E

### **The Anti-Violence Women and their Children act of 2004 Republic Act No. 9262**

**Section 1. Short Title.** - This act shall be known as the “**Anti-Violence Against Women and Their Children Act of 2004.**”

**Section 2. Declaration of Policy** - It is hereby declared that the state values the dignity of women and children and guarantees full respect for human rights. The state also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security. Towards this end, the state shall exerts efforts to address violence committees 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 rights of the child and other international human rights instruments of which the Philippines is a party.

(a) “**Violence against women and their children**” refers to any act or a series of acts committed by any person against a woman who is his wife, or against a woman with whom the person has a had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical , sexual, psychological harm or suffering, or economic abuse including threats of such act, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts;

A. “**Physical Violence**” refers to act that include bodily or physical harm;

B. “**Sexual Violence**” refers to act which is sexual in nature, committed against woman or her child. It includes, but not limited to;



- a). Rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent act and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;
  - b). Acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;
  - c). Prostituting the woman or child.
- C. "Psychological Violence" refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to puberty, public ridicule or humiliation, repeated verbal abuse and marital infidelity. It includes causing or allowing the victim to witness the physical, sexual or psychological abuse of a member of the family to which the victim belongs, or to witness pornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.

## APPENDIX F

### **The Philippines Aids Prevention and Control Act 1998 Republic Act No. 8504**

An act promulgating policies and prescribing measures for the prevention and control of HIV/AIDS information and educational program. Established a comprehensive HIV/AIDS monitoring system. Strengthening the Philippine national aids council. And for other purposes.

**Section 1. Title—** this act shall be known as the “Philippine AIDS Prevention and Control Act of 1998.”

**Section 2. Declaration of Policies—** Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries for which there is no known cure. The gravity of the AIDS threat demands strong state action today, thus:

- A. the state shall promote public awareness about the causes, modes of transmission, consequences, means of prevention and control of HIV/AIDS through a comprehensive nationwide educational and information campaign organized and conducted by the state. Such campaigns shall promote value formation and employ scientifically proven approaches, focus on the family as a basic social unit, and be carried out in all schools and training centers, workplace, and communities. This program shall involve affected individuals and groups, including people living with HIV/AIDS.
- B. the state shall extend to every person suspended or known to be infected with HIV/AIDS full protection of his/her human rights and civil liberties. Towards this end.
  - 1. compulsory HIV testing shall be considered unlawful unless otherwise provided in this Act:
  - 2. the right to privacy of individuals with HIV shall be guaranteed;
  - 3. discrimination, in all forms and subtleties, against individuals with HIV or persons perceived or suspend of having HIV shall be considered inimical to individual and national interest; and
  - 4. provision of basic health and social services for individuals with HIV shall be assured.



- C. The state shall promote utmost safety and universal precautions in practices and procedures that carry the risk of HIV transmission.
- D. The state shall positively address and seek to eradicate that aggravate the spread of HIV infection, including but not limited to, poverty, gender inequality, prostitution, marginalization, drug abuse and ignorance.

## APPENDIX G

### The Anti - Hazing Law Republic Act No. 8049

**Section 2.** No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

**Section 3.** The head of the school or organization or their representative must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

**Section 4.** If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

- A. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

- B. When the recruit, neophyte or applicant having undergone hazing will be committed on his person, is prevented from quitting;
- C. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- D. When the hazing is committed outside of the school or institution; or
- E. When the victim is below twelve (12) years of age at the time of the hazing.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

## **APPENDIX H**

### **The Special Protection of Children Against Abuse, Exploitation and Discrimination Republic Act No. 7610**

**Section 1. Title** - This act shall be known as the "Special Protection of Children Against Abuse Exploitation and Discrimination Act."



**Section 2. Declaration of State Policy and Principle.** - It is hereby declared to be the policy of the state to provide special protection to children from all forms of abuse, neglect, cruelty, exploitation and discrimination and other conditions, prejudicial to their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The state shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person having care and custody of the same.

It shall be the policy of the state to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.

The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention on the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

“Comprehensive program against child abuse, exploitation and discrimination” refers to the coordinated program of services and facilities to protect children against:

1. Child Prostitution and other sexual abuse;
2. Child Trafficking;
3. Obscene publications and indecent shows;
4. Other facts of abuses; and
5. Circumstance which threaten or endanger the survival and normal development of children.

## APPENDIX I

### **The Act Institutionalizing a Strategy for Rural Development, Strengthening Volunteerism and for Other Purposes Republic Act No. 9418**

**Section 1. Title** - This act shall be known and cited as the “Volunteer Act of 2007”.

**Section 2. Declaration of Policy** - It shall be the policy of the state to promote the participation of the various sectors of the Filipino society. And as necessary, international and foreign volunteer organizations in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and international understanding. The inculcation of volunteerism as a way of life shall rekindle in every Filipino the time - honored tradition of bayanihan to foster social justice, solidarity and sustainable development.

#### **Section 5. Role and Modalities of Volunteerism in the Private Sector -**

A. Volunteerism in the academe includes, but is not limited to, provision of technical assistance and sharing of technology within the academic circle, target communities and other clientele and the upgrading of the quality of education and curriculum methodologies while providing career enhancement and exposure to the volunteers;

B. Volunteerism in the corporate sector as an expression of corporate social responsibility and citizenship, refers to activities recognized by the company, where employees give their time, skills and resources in the services of the company's internal and/or external communities. These volunteering activities include, but are not limited to, employee giving of material resources to specific causes; employee-led fund-raising; one-time outreach activities; environmental campaign; medical and health related advocacies; knowledge and change management; scholarship programs; and sharing of expertise, particularly of business and developmental skills through mentoring, tutoring, training, business, consulting/advising and rendering of pro bono services on a case-to-case basis; and

C. Volunteerism by not-for-profit organizations includes. But is not limited to, provision of complementary services delivery and human resource development in underserved communities as well as advocacy and articulation of the cause of the disadvantaged and vulnerable groups.



## APPENDIX J

### **Gender and Development Republic Act No. 7192 Enacted in 1992**

This principle of equality between men and women is enshrined in the Philippines Constitutions, to wit; The State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men (1987 Philippine Constitution. Article II, Section 14) The Women in Development and Nation Building Act of (Republic Act No. 7192 enacted in 1992 reiterates the principle of gender equality and directs all government departments and agencies to “review and revise all their regulations to remove gender bias therein” (Section 2)).

- Observe the Principles of Equality between men and women.
- Develops and promotes gender sensitive curriculum.
- Develops gender fair instructional materials.
- Ensures that educational institutions implement a capacity building program on gender, peace and human rights education for their officials, faculty and non-teaching staff and personnel, promote partnership between and among players of the school.
- Provides scholarship programs for marginalized women and girls.





### **SPC HYMN**

SPC our Beloved Alma Mater  
With ardent faith our grateful hearts are lifted  
Echoing songs with gladness  
In our hearts it ever fondly blazes  
We'll stick to her high ideals  
We will be truly firm and loyal  
Her fame will speak without a fear  
SPC Alma Mater ever dear  
Her dreams forever shall live  
Loyal sons and daughters to give  
Be it humble or be it filled with pride  
Our love everlasting will abide  
This is what we meant to repay  
For here and there everything we can say  
Alma Mater hail to thee ever lovely dearest  
Southern Philippines College.