



**EMILIO
AGUINALDO
COLLEGE**

STUDENT MANUAL

2021 EDITION



The
EMILIAN
in the
NEW NORMAL

STUDENT MANUAL ACKNOWLEDGEMENT SLIP

This is to acknowledge
the receipt of the Emilio Aguinaldo College
Student Manual 2021 Edition on:

Date Received

I also understand that
as a *bona fide* student of Emilio Aguinaldo College,
I am responsible in reading and understanding all applicable rules
and regulations of the school contained in this manual.

Signature over Printed Name of the Student

Student Identification Card Number

Course and Year Level

Dear student,

Welcome to Emilio Aguinaldo College-Cavite!

Kindly submit this **Student Manual Acknowledgement Slip** to your respective deans after all information and signatures required are completed.

Please bring this manual with you to the Parent-Student Orientation Program scheduled on _____.

-Emilio Aguinaldo College Management

THE EMILIAN DECLARATION

In consideration of my admission to Emilio Aguinaldo College, I hereby agree to recognize, accept, abide by and comply with all its rules and regulations, policies and requirements set forth in the EAC Student Manual, bulletins and other official documents of the institution particularly those pertinent to the use of facilities, payment of fees, conduct and discipline.

I am fully aware that it is the absolute prerogative of the school to accept me or not, and that willful and deliberate disregard of the basic rules of good behavior, decency and morality or failure to disclose relevant facts or deliberate intent to give misleading information in the application for admission constitutes sufficient cause for denial of my admission or discharge from Emilio Aguinaldo College.

I am fully aware that my enrollment is on a semester-to-semester basis only.

I was duly apprised of the tuition fee and other fees I am going to pay during the semester which I found to be fair and reasonable, and I agree that the school has the right to raise its tuition and other fees in accordance with the guidelines set by the Commission on Higher Education.

I am fully aware that installment payments not paid on due dates shall be subject to additional surcharge, based on school guidelines on the issuance of promissory notes.

Finally, I pledge my loyalty to Emilio Aguinaldo College and adherence to the laws of the land.

Printed Name and Signature of Student

FOREWORD


Emilio Aguinaldo College Cavite (EAC-Cavite) Student Manual contains norms and standards that shall be observed by all students who are enrolled in the EAC-Cavite. Admission to the school carries the tacit agreement to abide by the rules and regulations on Conduct and Discipline so as to uphold order and propriety in the campus and give value to the school management and operations.


The academic and fiscal administration of the college is vested on the President of the Emilio Aguinaldo College and staff.


All students at Emilio Aguinaldo College are subject to the academic and administrative authorities. They shall, first, believe in the vision, mission, philosophy, and goals and conform to the policies, rules and regulations set by this College, and help in the implementation of the above.


This Manual is a strong body of the rules and regulations, which goes through constant revision to suit the needs of the ever- changing EAC-Cavite community.


Signed:



KIMBERT M. MACK, MM-PA
Director, Office of Student Affairs
Chair, Student Manual Review Committee

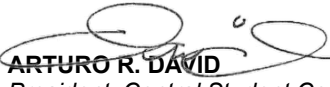

GLENDA V. SANGGALANG, MHPed, PTRP
Dean, School of Physical Therapy
Member, Student Manual Review Committee



HERMAN L. BRIÑAS, M.Ed., LPT, RGC
Director, Center for Counseling, Career and Student Development
Member, Student Manual Review Committee


JESSICA FLOR TORRE, PhD, OD, FPCO
Dean, School of Optometry
Member, Student Manual Review Committee


ATTY. JOSE A. LANDAYAN
College Secretary, Institute of Law and Justice
Consultant, Student Manual Review Committee


ROMEO JOSE B. CAMBAL
President, Central Student Council Board
S.Y. 2020-2021
Student Body Representative, SMRC


ARTURO R. DAVID
President, Central Student Council Board
S.Y. 2019-2020
Student Body Representative, SMRC


STEVE NICOLE D. LOPEÑA
President, Central Student Council Board
S.Y. 2018-2019
Alumni Representative, SMRC

EAC STUDENT MANUAL REVISION TRACKER

Edition	Date of Revision
EAC Student Manual 2010 1 st Edition	May 12, 2010
EAC Student Manual 2014 1 st Edition	June 22, 2014
EAC Student Manual 2014 2 nd Edition	May 5, 2015
EAC Student Manual 2014 3 rd Edition	February 21, 2016
EAC Student Manual 2017 1 st Edition	April 9, 2017
EAC Student Manual 2017 2 nd Edition	May 21, 2018
EAC Student Manual 2017 3 rd Edition	August 11, 2019
EAC Student Manual 2017 4 th Edition (Digital Version)	June 18, 2020
EAC Student Manual 2021 1 st Edition	February 26, 2021
EAC Student Manual 2021 1 st Edition (Digital Version)	July 31, 2021

CHAIRMAN'S MESSAGE

WELCOME!

Thank you for choosing Emilio Aguinaldo College. The members of the Board of Directors join me in appreciation of our choice to be part of our journey to help the youth of our country earn an education that will uplift them as individuals and contribute to our society as a whole.

Emilio Aguinaldo College is committed to enable and to empower our dear students to live the values of "VIRTUE, EXCELLENCE, and SERVICE." In return, the students are expected to abide by the rules and policies of this institution. Only in this way can our Mission and Vision be fulfilled.

Together, we move and work hard in the spirit of genuine cooperation and mutual aspect. With God's guidance and inspiration, we shall persevere and succeed.

The doors of Emilio Aguinaldo College are open!

Sgd.

DANILO L. DOLOR

Chairman of the Board

Emilio Aguinaldo Educational Corporation

PRESIDENT'S MESSAGE

Dear Students,

The faculty, staff, and administrators of Emilio Aguinaldo College welcome you to our community of learners. We will guide and support you in your personal transformation to full adulthood.

This Student Manual was prepared as your reference to the rules and values the Emilio Aguinaldo College community of the learners live by. Please take time to read it carefully. It is not meant to be understood and internalized in one reading. Like any reference text, section of it should be re-read as you must navigate the educational maze.

Cross reference advice from friends, upper classmen or other informants with provision contained in this manual. I request that you inform the Office of Student Affairs of any differences between the actual procedures and processes contained in the manual. In this way, we can keep the manual up to date for everyone.

Finally, do not hesitate to request clarification of provisions in this manual when you find confusing. The faculty, staff and administrators are dedicated to serve students and help you all achieve your educational goals.

Sincerely,

Sgd.

JOSE PAULO E. CAMPOS, Ed.D.

President, Emilio Aguinaldo College

EMILIO AGUINALDO EDUCATIONAL CORPORATION BOARD OF DIRECTORS A.Y. 2020-2021

Sgd.

DANILO L. DOLOR

Chairman of the Board Director

Sgd.

JOSE PAULO E. CAMPOS, Ed.D.

President, Emilio Aguinaldo College Director

Sgd.

ATTY. PAULO E. CAMPOS, JR.

Treasurer/ Corporate Secretary Director

Sgd.

ENRIQUE E. CAMPOS, M.D.

Director

Sgd.

MRS. MA. SOLEDAD D.S. DE LEON

Director

Sgd.

LEANDRO M. DE LEON, M.D.

Director

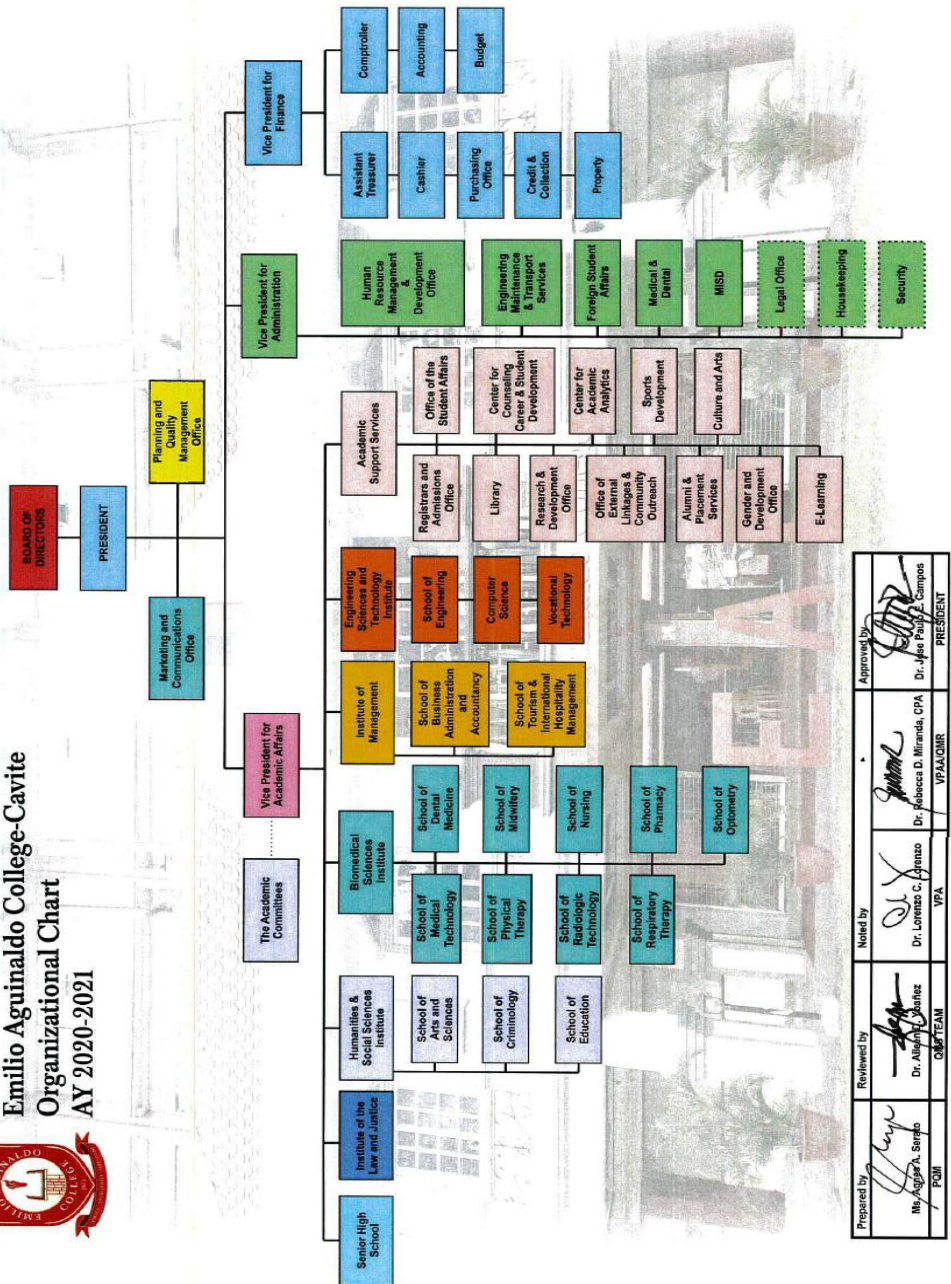
Sgd.

***ASUNCION L. ABAYA-MORIDO, M.D.**

Director



Emilio Aguinaldo College-Cavite Organizational Chart AY 2020-2021



Prepared by <i>[Signature]</i> Ms. Agnes A. Serrano PCQM	Reviewed by <i>[Signature]</i> Dr. Allan R. Quintanilla QM TEAM	Noted by <i>[Signature]</i> Dr. Lorenzo C. Jenson VPA	Approved by <i>[Signature]</i> Dr. Rebecca D. Miranda, CPA VP/ALQUR	Approved by <i>[Signature]</i> Dr. Jose Paul F. Campos PRESIDENT
---	--	--	--	---

Historical Timeline of Emilio Aguinaldo College



Dr. Paulo C. Campos, then President of the University Physicians Services Incorporated (UPSI), acquired the Marian College In Manila. Eventually, the school became **Emilio Aguinaldo College**.

1973



Emilio Aguinaldo College In Bagong Bayan, Dasmariñas Cavite was opened.

1978

1979



General Emilio Aguinaldo Medical School Foundation Inc. (GEAMSFI) was established in Dasmariñas, Cavite, thus giving birth to the Emilio Aguinaldo College- Cavite College of Medicine with Dr. Lourdes E. Campos as Dean.

UPSI formed the Yaman Lahi Foundation, Inc (YLFI) to manage and operate both Manila and Cavite campuses.

1980



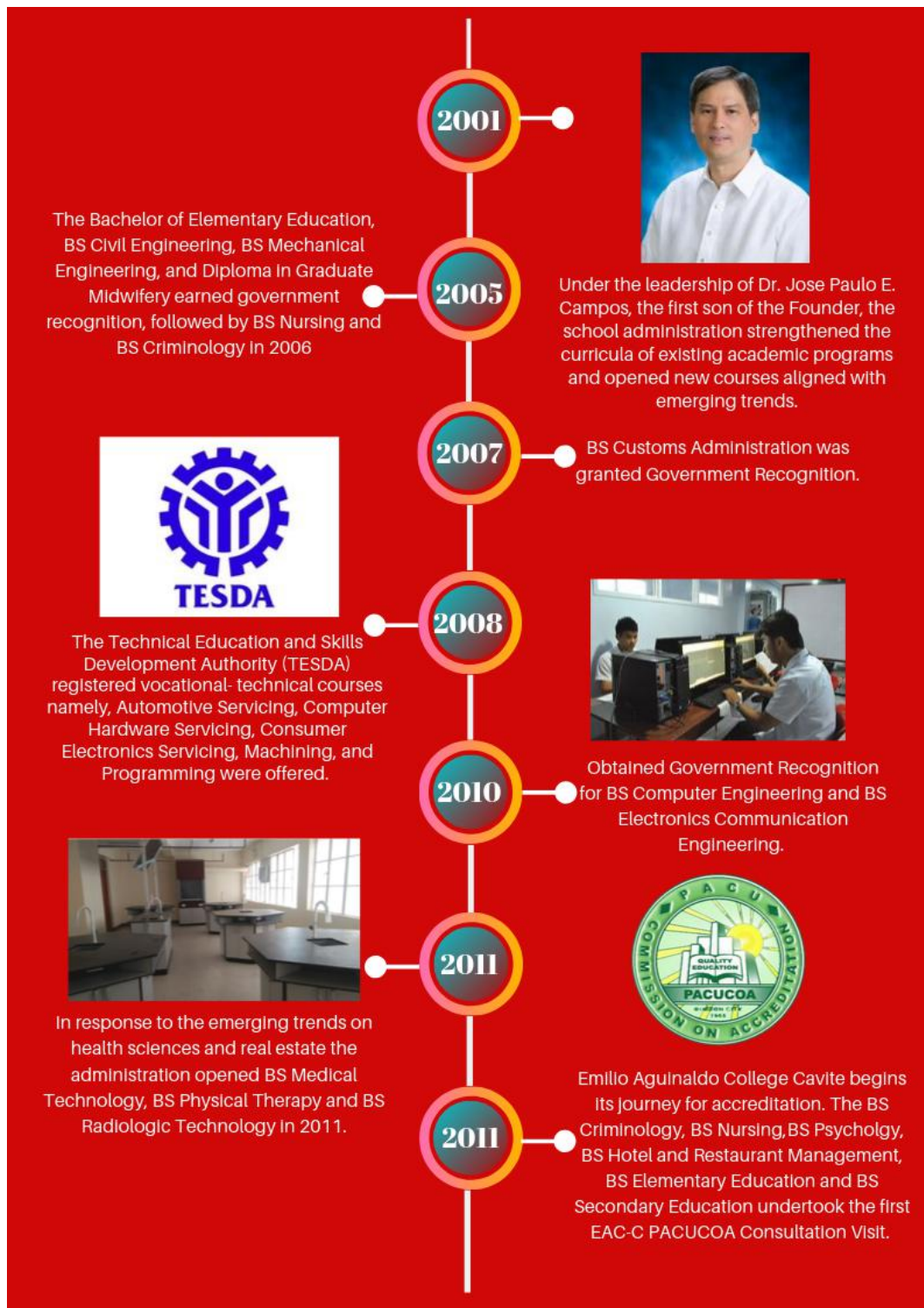
Brother Andrew Gonzales of the De La Salle University (DLSU) expressed the University's interest in acquiring the EAC-College of Medicine and the University Medical Center (UMC). Since his UPSI colleagues were not interested in managing the facility and his children were not ready to take over, Dr. Campos decided to transfer the ownership and responsibility to this worthy and credible institution.

1986



EAC-Cavite reopened as a vocational-technical school, the Dasmariñas Technological Center, in a lot along Congressional Avenue (now Gov. Mangubat Avenue).

1996





Doctor of Dental Medicine and BS Real Estate Management were granted Government Permit to operate.

2012



The Bulwagang Aguinaldo- the exact replica of the Aguinaldo Shrine, as well as the Student Activity Center and the new Skills Laboratories for the allied health sciences programs were Inaugurated.

2012

EAC-Cavite recognized the exemplary abilities of students in the academic, athletic and artistic realms through its scholarship grants. It has strengthened its provision for merit scholarship, talent scholarship, varsity scholarship, and student assistantship program. Pioneer discounts and student referral programs were also instituted in the campus.

2012



In its quest to achieve excellent standards in higher education, EAC Cavite was granted Candidate Status by the Philippine Association of Colleges and Universities- Commission on Accreditation (PACUCOA) in four (4) degree programs: BS Nursing, BS Psychology, BS Criminology and BS Hotel and Restaurant Management.

2012



The BS Business Administration, BS Elementary Education and BS Secondary Education were granted Candidate Status by PACUCOA.

2015



BS Hotel and Restaurant Management, BS Criminology, BS Nursing and BS Psychology were granted Level I Formal Accreditation by PACUCOA.

2015



The BS Radiologic Technology and the BS Medical Technology programs were granted Candidate Status; BS Business Administration and Accountancy, Bachelor of Elementary Education, Bachelor of Secondary Education were granted, Level I Formal Accreditation Status; and, BS Criminology and BS Nursing were granted the Level II Reaccredited Status.

2016



The Senior High School was established.

2018



Inauguration of Institute of the Law and Justice.

2018



Emilio Aguinaldo College passed the International Organization for Standardization (ISO) 9001:2015 Stage 1 Initial Audit of the Certifying Body-Worldwide Quality Assurance (WQA).

2018



EAC-Cavite offered five (5) New Academic Programs:

1. BS in Pharmacy;
2. BS in Optometry;
3. Bachelor of Laws and Letters;
4. BS in Medical Biology; and
5. BS in Respiratory Therapy

2018



The BS Hotel and Restaurant Management Program was granted Level II Reaccredited Status.

2019



The Professional Regulation Commission CPD Council for Professional Teachers awarded Emilio Aguinaldo College a Professional Development Center Certificate of Accreditation.

2019

PHILOSOPHY

Emilio Aguinaldo College is a private, non-sectarian, co- educational institution of learning that fosters equal and fair opportunities of education, the total development of a person, and one's national identity while conscious of his/her role in the global community.

VISION

Emilio Aguinaldo College envisions itself as an internationally recognized autonomous academic institution rooted in its nationalist tradition that consistently pursues advancement and welfare of humanity.

MISSION

Emilio Aguinaldo College provides an outcomes-based education with relevant curricula geared towards excellent research, active industry cooperation and sustainable community extension.

CORE VALUES

Virtue, Excellence, Service

EDUCATIONAL OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

1. Offer opportunities for quality and relevant education to all.
2. Cultivate the intellectual, spiritual, moral, social, and physical aspects of a person.
3. Instill appreciation of pride for one's national identity.
4. Produce graduates of global quality equipped with competencies in their fields of expertise.

QUALITY POLICY

Emilio Aguinaldo College commits to the continuous improvement of quality standards with emphasis on instruction, research and community service to benefit its stakeholders.

QUALITY OBJECTIVES

The objectives of Emilio Aguinaldo College are to:

1. Adhere to all statutory and regulatory standards.
2. Provide consistent quality services to students, parents, and other stakeholders; and
3. Respond to periodic system of review for continual improvement on quality standards.

TABLE OF CONTENTS

Topic	Page
Foreword	1
EAC Student Manual Revision Tracker	2
Chairman's Message	3
President's Message	4
EAEC Board of Directors	5
EACC Organizational Chart	6
Historical Timeline of EAC	7
Philosophy, Mission, Vision, Core Values, Educational Objectives, Quality Policy and Quality Objectives	11
Table of Contents	12
General Policy on Admission and Retention	13
General Directives	22
Official Communications	30
Financial Aid and Scholarships	31
College Enrollment and Registration	46
Payments, Record and Adjustments of Tuition, Miscellaneous and Other School Fees	50
Online Teaching and Learning	53
EAC Social Media Policy	57
Attendance and Examinations	66
Grading System	69
Rules of Conduct and Discipline	73
Student Due Process	80
Student Life	84
Student Support Services	98
National Service Training Program	112
Awards and Recognition	114
Graduation	119
References	121
Appendices	123-156

ARTICLE 1

GENERAL POLICY ON ADMISSION AND RETENTION

Emilio Aguinaldo College reserves the right to admit local and foreign nationals who graduated from the general academic secondary curriculum and are interested to enroll in the College. As a rule, the College shall exercise the right to decline or withdraw any application to the college should the student fail to comply with the set of standards required for admission or engages in behavior that brings into question his or her honesty, maturity or moral character.

The Institution shall offer every opportunity to applicants regardless of nationality, gender, religious belief, political affinity, and economic status to be able to pursue a degree program or course of study in the tertiary education that will empower the person to live a productive life in the society.

Emilio Aguinaldo College shall adopt an egalitarian philosophy in the process of admitting new students to the College and shall likewise adhere itself to an “open admission, selective retention policy.” A highly selective process shall be employed in the retention of students and shall be implemented accordingly based on the standard of the school to ensure that quality education is given due emphasis.

Section 1

Classification of Students

- 1.1** In terms of year level standing, students in the College are classified as freshman, sophomore, junior or senior.

Classification of Students	Operative Definition
Freshman	Student who is in the first year of his/her curriculum, or who has not finished the prescribed courses/subjects of the first year of his/her curriculum.
Sophomore	Student who is in the second year of his/her curriculum, or who has satisfactorily completed the prescribed courses/subjects of the first year of his/her curriculum.
Junior	Student who is in the third year of his/her curriculum, or who has satisfactorily completed the prescribed courses/subjects of the first and second years of his/her curriculum.
Senior	Student who is in the fourth year of his/her

	curriculum, or who has satisfactorily completed the prescribed courses/subjects of the first, second and third years of his/her curriculum.
<i>* For Dentistry and Optometry Junior Clinicians Senior Clinicians</i>	

1.2 In terms of admission/enrollment, students are also classified as new, continuing, transferee, returnee, degree holder (taking a second program), cross-enrollee, enrollee to supplemental subject, regular and irregular.

1.3

Classification of Students	Operative Definition
New Student	Refers to individuals who graduated from the secondary curriculum and pursues a program in the College.
Continuing Student	Refers to individuals who graduated from the secondary curriculum, completed his/her studies for a semester in the College and re-enrolls in the succeeding semester.
Transferee	<p>Refers to individuals in the undergraduate level of the tertiary curriculum from other institutions who desires to continue his/her studies in Emilio Aguinaldo College.</p> <p>A learner who has completed the secondary level curriculum or has enrolled in a 2-3 year technical- vocational program before proceeding to college.</p>
Returnee	Refers to individuals who went on a leave of absence from the College and has returned to enroll and complete the program.
Cross-Enrollee	Student from other college, school or university who desires to enroll in a specific course currently offered in EAC which is requisite for the completion of a program.
Degree holder	Applicant who has completed a degree program and seeks admission to the College for the purpose of enrolling and completing another program.
Enrollee to Supplemental/	Student enrolling certain unit(s) from the

Subjects (Uniters)	core course of supplemental program in compliance with the entry requirements of another course academic program or other regulatory concerns.
Regular student	Student who is registered for formal academic credits and who carries the full load required in a given semester by his/her curriculum.
Irregular student	Student who is registered for formal academic credits and who carries less than the full load required in a given semester by his/her curriculum.

Section 2

Admission Requirements and Procedures

The requirement for eligibility for admission of a student to any program shall be graduation from secondary level program recognized by the Department of Education.

2.1. Freshman

- 2.1.1 The Admissions Office issues an Application Form to be filled out by the applicant.
- 2.1.2 The Admissions Office issues a payment slip/Entrance Exam Eligibility Permit and directs the applicant to the Cashier's Office for payment of Entrance Test Fee.
- 2.1.3 The Cashier issues official receipt for the payment and directs the applicant to the Center for Counseling, Career and Student Services, to take the entrance test as scheduled. The Center for Counseling, Career and Student Services forwards the results of the entrance test to the Admissions Office after two hours.
- 2.1.4 The Admissions Office informs the applicant of the Entrance Test Result and issues a Notice of Admission indicating the list of admission requirements.

For Senior High School Graduates	
a)	Duly Accomplished Application Form
b)	High School Report Card or Form 138 (Original copy)
c)	Certificate of Good Moral Character (Original copy)
d)	PSA Issued Birth Certificate (photocopy)
e)	College Entrance Exams Result
f)	Physical Examination Result
g)	Four (4) copies of 2x2 colored pictures
For Alternative Learning System (ALS) Graduates	
a)	Duly Accomplished Application Form
b)	ALS Certificate of Rating for Secondary Level (Original copy)
c)	Certificate of Passing the ALS Accreditation and Equivalency Test for Secondary Level
d)	ALS Diploma in Secondary Education Equivalency
e)	ALS Certificate of Good Moral Character (Original copy)
f)	PSA Issued Birth Certificate (photocopy)
g)	College Entrance Exams Result
h)	Physical Examination Result
i)	Four (4) copies of 2x2 colored pictures

2.1.5 Once the applicant has completed the admission requirements, he/she is considered admitted and given an Admissions Slip indicating the Student's Name, Application Number, and enrolment checklist.

2.1.6 The student portfolio containing all the documents submitted by the applicant during the admission process is endorsed by the Admissions Office to the Registrar's Office for enrolment.

2.2. Transferee/ Degree Holders taking a second program.

2.2.1 Follow procedures 2.1 to 2.3.

2.2.2 The Admissions Office informs the applicant of the Entrance Test Result and issues an Admission Slip and the list of admission requirements.

Admission Requirements for Transferees and Degree Holders:

- a) Duly Accomplished Application Form
- b) Copy of Grades or Transcript of Records (for evaluation)
- c) Certificate of Transfer Credential from previous school (Original copy)
- d) Certificate of Good Moral Character (Original copy)
- e) PSA Issued Birth Certificate (photocopy)
- f) College Entrance Exams Result
- g) Physical Examination Result
- h) PSA Marriage Certificate (for married female applicant)
- i) Four (4) copies of 2x2 colored pictures

2.2.3 The Admissions Office issues an evaluation Referral Slip to the applicant and endorses him/her to the Dean concerned for interview and evaluation of subjects taken in the school last attended.

2.3. Returnee

- 2.3.1 The Admissions Office refers the returnee to the Accounting Office for verification/clearance of any outstanding balance in his/her previous matriculation fee.
- 2.3.2 The Accounting Office issues the clearance and forwards it to the Admissions Office.
- 2.3.3 The Admissions Office refers the returnee to the School Dean for further interview/evaluation and recommendation for re-admission.
- 2.3.4 The School Dean advises the returnee to proceed to the Admissions Office for reactivation of his/her old student number.
- 2.3.5 The Admissions Office issues the list of admission requirements for updating purposes.

Admission Requirements for Returnees:

- a) Duly Accomplished Application Form
- b) PSA Marriage Contract- for female married applicant (photocopy)
- c) Physical Examination Result
- d) Four (4) copies of applicant's recent 2x2 ID pictures

- 2.3.6 The Admissions Office instructs the returnee to proceed to the Registrar's Office for enrollment.

2.4. Cross Enrollee

- 2.4.1 The Admissions Office checks the availability of the course/s requested to be enrolled by the cross enrollee.
- 2.4.2 The Admissions Office issues an Application Form to be filled out by the applicant.
- 2.4.3 The Admissions Office requires the applicant to submit the admission requirements.

Admission Requirements for Cross-enrollees:

- a) PSA Authenticated Birth Certificate
- b) Permit to cross enroll from school of origin.
- c) 1 pc. 2x2 picture

- 2.4.4 The Admissions Office refers the applicant to the Registrar's Office for enrollment.

2.5. Enrollee to Supplemental Subject/ Uniters

- 2.5.1 The Admissions Office issues an Application Form to be filled out by the applicant.
- 2.5.2 The Admissions Office issues a Notice of Admission indicating the list of admission requirements.

Admission Requirements for Uniters:

- a) Duly Accomplished Application Form
- b) Transcript of Records
- c) Certificate of Good Moral Character
- d) PSA/NSO Birth Certificate (photocopy)
- e) 4 pcs. 2x2 id picture

- 2.5.3 The Admissions Office refers the applicant to the Dean concerned for advising and enrollment.

Section 3

Students with Special Admission Concerns

Admission to Emilio Aguinaldo College is open to all students who meet its specific standards, requirements, and regulations.

Except in cases of academic delinquency; violation of rules and regulations of the College; failure to settle due tuition and other school fees, and other obligations; sickness or disease that would prevent any student to handle the normal pressures of school work or their continued presence in school would be deleterious to other members of the academic program; and the closure of the program or of the College itself, any student who qualifies for enrollment shall qualify to stay for the entire period for which they are expected to complete the program of study in the College, without prejudice to their right to transfer to another college, school or university within the prescribed period¹.

Section 4

EAC Academic Retention Policy

The scholastic standing of the students is governed by the following rules:

A. WARNING

Students, who in any given semester, obtain failing grades or a mark of UW (Unauthorized withdrawal) of less than 25% of the total number of academic units enrolled in, shall be required to sign an Undertaking with the School Dean to improve their grades.

B. PROBATION

Students shall be placed under probation in the next semester of enrolment under any of the following conditions:

- a. Have failing grades or a mark of UW in 25% to 65% of the total number of units enrolled in each semester.
- b. Have been placed on a warning status for two consecutive semesters. On the second warning, the student shall be placed automatically under Probation.

Students on probation shall bring their parent/guardian to the School Dean prior to enrollment. The students shall be given a limited academic load as determined by the School Dean and will be required to enroll in the failed courses/subjects in the next semester. This does not apply to students who are enrolled in less than nine (9) units.

¹ Article XVIII Section 83 of the Manual of Regulations for Private Higher Education, 2008

The students shall report to the Guidance and Counseling Office for counseling and close monitoring of academic standing. The Probation status may be removed in the succeeding semester by passing all the courses/subjects with a grade of "3.0" or better.

C. NON-READMISSION TO THE PROGRAM

Students shall be barred from re-admission to the program in the next semester of enrollment under any of the following conditions:

- a. Have obtained failing grades or a mark of UW (Unauthorized withdrawal), in any given semester, in more than 65% of the total number of academic units enrolled in.
- b. Have failed a professional board course for the third time (3x).
- c. Have been placed under probation for two consecutive semesters. On the second probation, the student shall be removed from the roll of the school.

However, these students may seek admission to another unit of the College.

D. SPECIAL PROVISION

1. Students, who are no longer allowed to re-enroll in a particular school because of scholastic delinquency, may seek admission to another unit in the College on the condition that:
 - a. They shall first be referred to the Guidance and Counseling Office for evaluation of capability and possibility of success in a new program as determined by the evaluation of the said office, and
 - b. Their application for admission must be favorably considered by the Dean of the School to which he is seeking transfer.
2. Students who are slated for non-readmission may appeal their case and, in meritorious cases (for causes other than scholastic delinquency) upon recommendation of and under the conditions set by the College Ad Hoc Committee, may be allowed to re-enroll in the next semester, while a student who fails to meet the conditions imposed shall no longer be allowed to re-enroll and shall be issued his/her transfer credentials.

Section 6**Maximum Residency Requirement**

The maximum residency requirement of all undergraduate students shall start from the initial period of their enrollment in EAC. The residency of students, whether regular/full-time or part-time, pursuing an undergraduate degree program, should not exceed 10 years, regardless of whether they shifted to another degree program.

The residency of students pursuing a non-degree program should not exceed four (4) years. However, if they shifted to a degree program, their residency should not exceed 10 years.

ARTICLE 2

GENERAL DIRECTIVES

Title 1

Preliminaries

Section 1

All students are required to comply with the provisions of the Emilio Aguinaldo College Student Manual. They should be familiar with its contents. Ignorance of any of its provision does not excuse any student from being sanctioned for non-compliance.

Section 2

Subject to the duties and responsibilities corresponding to each right as well as the limitations stated in the Emilio Aguinaldo College Student Manual, and provided that the exercise of a right does not infringe the right of others, Emilio Aguinaldo College recognizes the rights of students under the Central Student Council Board Constitution and By- laws, more specifically the following:

- 2.1. The right to express concern on matters related to the quality of education they deserve.
- 2.2. The right to organize among themselves.
- 2.3. The right to express oneself provided it is exercised in accordance with Institution's social norms.
- 2.4. The right to due process of law.

Section 3

Emilio Aguinaldo College recognizes the hazards of smoking to health and declares the entire campus and its 100-meter radius exterior, a non- smoking area².

Section 4

Emilio Aguinaldo College is a drug-free and liquor-free campus.

Section 5

All members of the academic community of Emilio Aguinaldo College, including its students are expected to observe the values of politeness, etiquette, and courtesy in dealing with the other members and guests on campus at all times. They are expected to show respect to all persons and for differences in religion, race, sexual orientation, and gender identity³, and political beliefs.

² Section 5 of Republic Act 9211: The purpose of RA 9211 is generally to promote a healthful environment. It informs the public of the health risk associated with cigarette smoking and tobacco use.

³ CHED Memorandum Order 1 Series of 2015: Establishing the Policies and Guidelines on Gender and

Title 2**EAC Identification Cards****Section 1**

Upon enrollment, students are issued original identification cards (ID) with computer-registered student numbers with a specified validity period. Students should always wear their ID while inside the campus to be presented or surrendered to school authorities if requested. The ID is valid as long as the student is enrolled at the EAC.

Section 2**Damaged, Defaced, Mutilated or Lost School IDs**

If the student's school ID is damaged, defaced, mutilated, or lost, only the enrolled students can apply for a new one to replace it. The staff and personnel at the Office of Student Affairs (OSA) shall guide the student in following the procedure on replacing a lost or damaged school ID. Procedure as follows:

- 2.1. In case of lost ID, the student should first secure a notarized affidavit of loss as soon as the EAC ID is confirmed lost.
- 2.2 In case of damaged ID, student should proceed directly to MIS Department for checking and repairing of the damage and for possible billing endorsement to the Cashier's Office for ID Replacement.
- 2.3 After securing the notarized affidavit of loss, return to OSA for clearance.
- 2.4 Proceed to Cashier's Office for billing and payment of the ID replacement/ processing fee.
- 2.5 Bring receipt to MIS Office for ID Photo and processing. (Take note of the date of ID release.)

Section 3

Students who left their school ID must proceed to the Security Office to verify their identity and enrollment. Students will be allowed to enter only upon the verification of the Security Office. The student will then be given a one-day campus pass to serve as their temporary ID for the day. The student should surrender this campus pass to the Lobby guard upon exit to the school premises.

Section 4

Students are liable for false information on their ID, registration forms, and other school documents. Students who have transferred residence or have changed their civil status should inform the Registrar's Office.

Title 3

The School Uniform

Section 1

EAC Dress Code

Emilio Aguinaldo College requires all students to use the prescribed uniform corresponding to their chosen programs. Dressing appropriately is a virtue that the school community would like to cultivate among its students; thus, the school reserves the right to call the attention of students and their parents who violate this school policy.

The following are the prescribed dress code for all Emilians:

Day/s	Uniform Type
Monday-Thursday	Type A Uniform and black shoes
Friday (Washday)	Official EAC Red Shirt
Saturdays	

- 1.1 For students who do not have the Official EAC Red Shirt, the Type A uniform must be worn from Monday until Saturday.
- 1.2 Laboratory gowns, Physical Education shirts & NSTP shirts are not uniforms. Students may wear the following apparel only during laboratory, PE & NSTP classes.
- 1.3 Organization shirts can only be worn by students during the conduct of their co-curricular/ extra-curricular activities upon prior approval.

Section 2

It is a mandatory requirement to all students to wear their Type A uniform and school ID during their Prelims, Midterms & Final examinations.

Should any of the major exams fall on a Friday or Saturday, students should wear their Type A uniforms and black shoes.

Section 3

A student is expected to be presentable, to be appropriately attired for the occasion and to always project the values of an Emilian.

- 3.1 Hair should be combed neatly at all times. Unconventional haircuts like punk, rock or similar hairstyles and use of unnatural, outlandish,

- bright or neon hair colors, highlights are not allowed.
- 3.2 Earrings for male students are not allowed. Female students are not allowed to wear more than one pair of earrings or to wear large dangling earrings.

Title 4

Academic Standing of Students

Section 1

Emilio Aguinaldo College regards its students as responsible individuals from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or updated on their academic standing, the status of their attendance, including the consequences of their failures, and absences. Notices regarding these matters are sent by Emilio Aguinaldo College only by way of courtesy and do not relieve the students of their responsibility.

Ignorance on the part of the parent or guardian of the academic standing of the student may not be imputed to the school.

Title 5

Class Suspensions

Section 1

As a rule, unless there is an announcement to the contrary, classes will proceed as usual.

Section 2

Classes are automatically suspended, without need for any announcement from the school, under any of the following conditions:

- 2.1 During regular and special non-working holidays as declared by the President of the Philippines.
- 2.2 During local holidays as declared by the City Mayor of Dasmariñas.
- 2.3 When Typhoon Signal Number 3 or above is raised in the CALABARZON IV-A (EAC-Cavite) before 8:00 a.m.
- 2.4 When declared before 8:00 a.m. by national government agencies such as the Office of the President, the Commission on Higher Education (CHED), or the National Disaster Risk Reduction and Management Council, specifically for the CALABARZON IV-A (EAC-Cavite); and
- 2.5 When declared by the Office of the Mayor of the City of Dasmariñas before 8:00 a.m. for the areas where classes are held.

Section 3

The EAC President or the Vice President for Academic Affairs makes the decision on the suspension of classes under any of the following conditions:

- 3.1. When the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school.
- 3.2. When the announcement of suspension of classes by the government is made after 8:00 a.m. for the purpose of standardizing the cut-off or implementing the suspension of classes; and
- 3.3. When the school, on its own, intends to suspend classes.

Section 4

The decision of the President or Vice President for Academic Affairs will be communicated to the Director for Administration for dissemination. The official announcement of the suspension of classes will be made through the following platforms:

- 4.1 Website: <http://www.eac.edu.ph/cavite>
- 4.2. EAC Infocast
- 4.3 Official EAC Social Media Accounts
- 4.4. Trunkline: (+046) 416 4341 to 42
- 4.5. Postings on the walls along the EAC Activity Center & EAC Lobby and at offices such as the Registrar's Office and the Office of Student Affairs (except when suspension is made before 8:00 a.m.)

Section 5

Should there be a need to announce the suspension of classes in advance, i.e., before the actual day of implementation, in general, such official announcement of class suspension will be done no earlier than 11:30 p.m. on the night before the suspension is to be implemented. For announcements of suspension of classes on the same day, such official announcement of class suspension will be done no later than 4:30 a.m. unless the President/VPAA deems it necessary to suspend classes at a later time due to unforeseen change of circumstances.

Section 6

EAC campus is officially open from 6:00 a.m. to 9:00 only. Only those with permits will be allowed to enter earlier than and stay beyond these hours.

Section 7

When classes are suspended, campus access is also deemed suspended subject to the following:

- 7.1 When a class suspension is announced, students will no longer be allowed to enter the campus thirty (30) minutes after the suspension is made effective.
- 7.2 Students on campus are expected to exit within one (1) hour after the suspension is made effective. Loitering inside the campus will be prohibited. Those waiting to be fetched may stay at the EAC Lobby and EAC Activity Center.
- 7.3 In extreme cases of emergency when students & employees are stranded and unable to go home, specific areas inside the campus shall be designated by the Security Office for extended stay.

Title 6**Access to Campus Facilities****Section 1**

Emilio Aguinaldo College acknowledges the right of the students to equal access to available campus space and facilities. Benches, tables and desks in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need.

Section 2

Emilio Aguinaldo College does not acknowledge permanent “reservation right” to any available school facility and/ or campus space. Usage of said school facilities is based on a first come, first served basis.

Section 3

Emilio Aguinaldo College encourages students to use campus facilities for official business affairs and for social, cultural and recreational activities. However, the school reserves the right to deny the use of such facilities to those who do not abide by regulations on the use of such facilities issued by the administration.

Title 7

Health and Wellness

Section 1

Emilio Aguinaldo College values the health and well-being of the members of the academic community, thus:

- 1.1 All students are required to observe all health and safety protocols implemented in Emilio Aguinaldo College pursuant to the promulgation of the Inter-agency Task Force for the Management of Emerging Infectious Diseases.
- 1.2 To undergo the scheduled entrance and periodic health examination conducted by the EAC School Clinic.
- 1.3 To undergo medical clearance for those students who are diagnosed to have communicable diseases and/or those who are unable to report to class because of a prolonged illness.

Section 2

Smoke Free Campus

It is the policy of Emilio Aguinaldo College to maintain a smoke free/tobacco free environment for all stakeholders. The use of cigarette, e-cigarettes and/or all tobacco products is prohibited within any school facility and/or on any property.

This administrative regulation pertains to students, faculty, staff, administrators, visitors, and the public attending events at any site within the campus.

Additionally, this policy shall apply to all school facilities or properties, owned, or leased, regardless of location including school vehicles.

The following guidelines shall apply:

- 2.1. Smoking (in all forms) and the use of all tobacco products is prohibited in all school buildings and on all school property.
- 2.2. EAC owned or rented vehicles transporting students and staff for instructional/extra-curricular activities are considered non-smoking areas.
- 2.3. As new related medical research and information becomes available regarding the hazards of smoking, these guidelines will be reviewed by the School Clinic and distributed as appropriate.
- 2.4. The Student Clinic will serve as referral agencies and provide smoking cessation guidance for students and staff as requested.

Title 8**Classroom Management Policies & Procedures****Section 1**

Students should follow the classroom management policies and procedures.

- 1.1 Observance of the CLAYGO, appropriate attire/ school dress code that may be required by faculty members/ academic deans in their classes or during specific activities/sessions.
- 1.2 Appropriate and proper use of electronic devices as defined by faculty to support instruction (e.g., cellular phones and other communication devices, laptops, etc.) should be observed to promote a classroom environment that is favorable for learning.
- 1.3 Use of instructional equipment and materials in classrooms for academic and related purposes, following the guidelines on venue and equipment reservation*.
- 1.4 Proper care and responsible use of all classroom equipment, furniture, and other related facilities of the institution.
- 1.5 Faculty members are also allowed to set additional policies and procedures provided that these rules do not go against any provision of this manual. Said rules must be practical, reasonable, and mutually agreed upon by the faculty and students to facilitate an environment conducive to learning.

ARTICLE 3

OFFICIAL COMMUNICATIONS

Section 1

All official business with any office, unit or department of the school, or with any administrative personnel, should be transacted in writing following the standard letter format. The student should provide two (2) copies: one copy for the office concerned and the other one noted by the recipient for the student as a receiving copy. Oral arrangements or agreements should be supported afterwards by a written document.

Section 2

All communications should be signed with the student's name, course & year level and ID number. Hard copies should be signed. For e-mailed communications, students are strongly encouraged to use their official EAC student email issued by the MIS/ OLTD Office.

Section 3

Under special circumstances, academic-related and discipline-related information regarding students enrolled in EAC may only be obtained from the Registrar's Office and the Office of Student Affairs, respectively with strict observance on Data Privacy and Security.

Section 4

Any person who transacts business with the Registrar's Office, the Finance and Accounting Office, Office of Student Affairs, and the Dean's Office, for and on behalf of a student, should present a letter of authorization and valid identification card as may be required by the office concerned.

Section 5

Information regarding students enrolled at the College may be obtained from the Registrar's Office following the guidelines on the release of documents.

ARTICLE 4

FINANCIAL AIDS AND SCHOLARSHIPS

In consonance with the mandate of the Commission on Higher Education as provided for in Article XIV Section 1 of the Philippine Constitution which provides “to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2 (3) “to establish and maintain a system of scholarship grants, student loan programs, subsidies, and other incentives which shall be available to deserving students both in public and private schools, especially to the underprivileged”, Emilio Aguinaldo College aims to expand opportunities for all students by systematizing the award of scholarship grants, financial aid and privileges to deserving and qualified students through the following programs.

During this time of pandemic, EAC accommodates the following financial assistance programs to aid students and their families.

- 1) EAC Merit Scholarship
- 2) College Academic Scholarship
- 3) Siblings Discount
- 4) Educational Fund Assistance for Children of Employees (EFACE)
- 5) Parent-Child Discount
- 6) Pioneer Discount
- 7) EAC Chorale
- 8) Student Publication Scholarship (MAGDALO)
- 9) PWD Discount
- 10) City of Dasmariñas Matching Grant
- 11) CHED Study Grants (PESFA/NISGP/ SEGEAP)
- 12) Philippine Veteran's Affairs Office (PVAO) Scholarship⁴
- 13) P.D. 577⁵
- 14) Unified Student Financial Assistance System for Tertiary Education (R.A. 10687)
- 15) International Bazaar Foundation Inc.
- 16) Government Agency Scholarships (i.e., PNP, BJMP, BI, BFP)
- 17) RLFI Educational Assistance Program
- 18) DBP-RISE (Resources for Inclusive and Sustainable Education)
- 19) PLDT-SMART Gabay-Guro

⁴ As a tribute to the patriotism and heroism and in support of the families of the veterans, this program aims to give financial assistance to children or grandchildren of members. (<http://www.pvao.mil.ph/>).

⁵ PD 577: A Law Exempting Dependents of Military Personnel who die or become incapacitated in line of duty from the Payment of Tuition and Matriculation Fees in Public or Private Schools, Universities, Colleges, and other educational institutions. Ratio- One (1) scholar for every two thousand (2000) students enrolled.

Section 1

Matrix of Scholarships and Financial Assistance Programs

Type	Beneficiaries	Discounts & Privileges
EAC Merit Scholarship	Fresh SHS Graduates with high academic distinctions and passes initial screening and scholarship examinations initiated by EAC upon their enrollment.	100% Full, 75%, 50% and 25% Partial TF and MF
College Academic Scholarship	Continuing EAC students.	50% TF
Siblings Discount	TF Discount applies to the youngest sibling who is currently enrolled in EAC.	+25% TF per Sibling enrolled
Educational Fund Assistance for Children of Employees (EFACE)	Children of EAC, ICA, EACMC, JOPAUEN, Angel Uriel Services Inc, and Dalisay Security Providers Inc. employees.	50% TF
Parent-Child Discount	TF discount applies to the child of the enrolled parent.	25% TF
Pioneer Discount	Freshmen applicants who enrolled to new program openings in EAC	50% TF
EAC Chorale	Students who pass audition/ screening tests and able to meet the minimum academic requirements set by EAC at the time of their application.	25% TF, 50% TF, 75%TF, 100% TF & Full TF/MF
Student Publication Scholarship (MAGDALO)		
PWD Discount	Learners with permanent disabilities as defined under R.A. 10754	20% TF
City of Dasmariñas Matching Grant	Applicants who pass screening test initiated by the City of Dasmariñas.	50% TF
CHED Study Grants ⁶ (PESFA/NISGP/ SEGEAP)	PESFA/ NISGP/ SEGEAP applicants duly approved by CHED	100%, 50% & 25% TF
PVAO Scholarship	WW2 Veteran, PEFTOK or PHILAG Veterans, Surviving spouse of veteran, Direct descendant of an eligible veteran ⁷	Payment of school fees not to exceed 40,000 Php per year
PD 577	Dependents of military personnel who died or became incapacitated in the line of duty ⁸	100% Full
TES-UNIFAST	Students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and students not part of the Listahanan 2.0, ranked according to estimate per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board.	30,000 Php for Full Scholars, 15,000 Php for Partial & 6,000-12,000 Php as Grants in Aid

⁶ CMO 28 Series of 2005: Revised Guidelines for the Study Grant Program for Indigenous and Ethnic Peoples and Defining the Procedures in the Selection of Grantees and Administration of the Program.

⁷ 1:1 ratio- Each veteran is entitled to one (1) educational benefit only.

⁸ Ratio of 1:2000.

International Bazaar Foundation Inc.- IBF Adopt-a-Scholar Program	Students who are screened and endorsed by IBF to the EAC Office of the President	100% Full
Government Agency Scholarships (i.e., PNP, BJMP, BI, BFP)	Children of government agency service personnel who enrolls in EAC	50% TF
RLFI Educational Assistance Program	Applicants who pass screening test initiated by the RLFI.	25,000 Php fund for TF per School Year
DBP-RISE (Resources for Inclusive and Sustainable Education)	Applicants who pass screening test initiated by the EAC and DBP.	30,000 Php fund for TF per Semester + 2,500 Php Allowance
PLDT-SMART Gabay-Guro	Applicants who pass the screening test initiated by SMART-PLDT.	14,000 Php fund for TF per School Year

Section 2

Retention of Scholarships and Grants

Type	Retention Rules		
EAC Merit Scholarship	a)	The student grantee should pass all the courses/subjects enrolled during the semester.	
	b)	The student grantee should be able to meet the minimum grade required to be eligible for scholarship in the succeeding semester.	
		Starting TF Discount	Upgrade
		100% Full	N/a
		75% Partial	1.50 Ave. Grade and no grade lower than 2.0 in any subject
		50% Partial	1.50 Ave. Grade and no grade lower than 2.25 in any subject
		25% Partial	1.75 Ave. Grade and no grade lower than 2.25 in any subject
	c)	Whenever the student grantee fails in any subject, or have acquired UW or OW marks, or failed to acquire the Average Grade for either full or partial scholarship (for Semester A), he/she loses entitlement to this grant in the following semester (Semester B- Cooldown Period) and shall then pay for full tuition and miscellaneous fees. However, once the student recovers and met the grade requirements for either full or partial scholarship during Semester B, he/she could again avail of the scholarship for the next semester (Semester C).	
	d)	Two (2) consecutive semesters of not meeting the maintaining grade requirements is tantamount to the permanent loss of the Merit scholarship. Hence, the student grantee has the option to avail of other scholarships where he/she qualifies.	
	e)	The student grantee must have taken during the regular semester under consideration at least the normal load prescribed in the curriculum. This does not apply to summer classes where limited units/courses are offered by the school.	
	f)	In no case shall the student grantee avail of other scholarships within his/her stay in the College.	

	<p>g) The student grantee is expected to strictly abide by the EAC Student Manual, rules, regulations, and policies promulgated and issued by the duly constituted authorities of the College. Otherwise, he/she loses entitlement of this grant.</p> <p>h) Failure to file Academic Leave of Absence before taking leave.</p>
College Academic Scholarship	<p>a) Have obtained during the semester under consideration a general weighted average of at least 1.50 and no grade below 2.0.</p> <p>b) Have taken during the semester under consideration at least the normal load prescribed in the curriculum or not less than 18 units.</p> <p>c) Have passed and/or completed all non-academic requirements:</p> <p style="padding-left: 40px;">c.1. For incoming third year students, all Physical Education (PE) courses/subjects during the first two years of the program as required and specified in the curriculum.</p> <p style="padding-left: 40px;">c.2. For incoming second year, NSTP 1 and 2 (CWTS/LTC/ROTC) should be completed; and</p> <p style="padding-left: 40px;">c.3. The student has not been suspended or committed any misconduct or violations of school policy.</p>
Siblings Discount	<p>To retain this privilege, every student must refrain from the following:</p> <p>a) Failure to update TF Discount application within the allotted period every start of the semester.</p> <p>b) Involvement of the beneficiary to any wrongful act that is prohibited by the Institution.</p>
Educational Fund Assistance for Children of Employees (EFACE)	
Parent-Child Discount	
Pioneer Discount	<p>a. Only the first twenty (20) applicants to enroll to new program may avail of the 50% discount on tuition fees during the 1st semester (August).</p> <p>b. The student-applicant must be a fresh high school graduate of any reputable private or public institution.</p> <p>c. The fourth-year high school average grade of the student-applicant must be at least 85%.</p> <p>d. The grant may be extended to the next semesters provided that the student-applicant will not shift to another course and retains a GPA/GWA of 2.0 without a grade lower than 2.5 in any of his/her subjects enrolled in any semester.</p>
EAC Chorale	<p>Retention of Non-academic Scholarships</p> <p>1. Scholars enrolled in the program must have a GWA of at least 2.75 (76-78), no failing grades in any subject and no INC remarks in order for them to be retained in the scholarship roster for the succeeding semester.</p> <p>2. Scholars who have incurred a failed grade in one of their subjects for the semester having a GWA of 5.0 will be put into probationary status.</p> <p>3. Failed subjects are not covered by the scholarship privilege and shall be charged to the personal account of the student. These charges must be cleared with the Accounting Office before each semester commences.</p> <p>4. Two or more failing subjects would mean removal from the scholarship roster and suspension of the scholarship privileges in the succeeding semester to give time for academic recovery on the part of the student.</p> <p>5. Should the academic standing of the scholar under probation improve in the succeeding semester, they must notify their respective talent coordinators for them to be re-enlisted in the official roll of scholars. They must present the following documents:</p> <p>a) Final Grade Report Form of the previous semester (must show improvement of grades).</p> <p>b) Recommendation Letter for Readmission for Scholarship</p>
Student Publication Scholarship (MAGDALO)	

	<p>6. Professional conduct, attendance and discipline of the scholars will be strictly monitored. Failure of the student to meet the training requirements and attend to the official business affairs will be reported to the Office of Student Affairs for appropriate action.</p> <p>7. The Non-Academic Scholarship privilege is only available to scholars during the first (from August to December) and second (from January to May) semesters for each academic year.</p> <p>8. The talent coordinators/ designated advisers shall be personally responsible in making this scholarship policy known and understandable to all of its recipients/beneficiaries and their parents or guardians.</p>
PWD Discount	<p>a) Fulfill all the requirements of the Program strictly in accordance with the terms hereof.</p> <p>b) Continue to be physically and mentally fit and be of good moral character.</p> <p>c) The scholar must refrain from the commission of any offense against the rules and regulations of the Partner School as indicated in the Student Manual.</p>
City of Dasmariñas Matching Grant	
PD 577	
PVAO Scholarship	
International Bazaar Foundation Inc. IBF Adopt-a-Scholar Program	<p>Terms and Conditions:</p> <p>a) The GRANTEE must enroll in all academic and non-academic subjects prescribed in the curriculum.</p> <p>b) The GRANTEE must maintain a cumulative GWA of 2.50 or higher.</p> <p>c) The GRANTEE must neither incur any failing grade in any subject.</p> <p>d) Must maintain good moral standing.</p> <p>e) Grant is non-transferable</p>
Government Agency Scholarships (i.e., PNP, BJMP, BI, BFP)	<p>a) Fulfill all the requirements of the Program strictly in accordance with the terms hereof.</p> <p>b) Continue to be physically and mentally fit and be of good moral character.</p> <p>c) The scholar must refrain from the commission of any offense against the rules and regulations of the Partner School as indicated in the Student Manual.</p>
RLFI Educational Assistance Program	<p>The grantee is expected to perform to the best of his/her ability. The following apply:</p> <ol style="list-style-type: none"> 1. The grantee must have a maintaining GWA of at least 2.25 per semester. 2. An accumulation of three (3) failed or dropped subjects (within the full term of the degree) is allowed with penalty. RLFI will cover the tuition fees for the failed units, not exceeding Php 15,000 per semester; fees beyond this amount will be paid for by the grantee. <p>The grantee loses the scholarship when he or she:</p> <ol style="list-style-type: none"> 1. Accumulates four (4) failed subjects or dropped subjects without prior approval from RLFI. 2. Fails to comply with the scholarship retention policy of RLFI. 3. Commits any offense that is ground for scholarship termination as stipulated in the RLFI Student Handbook. 4. Commits any offense as defined in the EAC Student Manual after student due process conducted by Discipline Committee. 5. Does not finish the degree within the duration of the program course. 6. Goes on leave without filing an Official Leave of Absence (LOA).
DBP-RISE (Resources for Inclusive and Sustainable Education)	<p>The Scholar shall during the entire term of this Agreement:</p> <p>a) Fulfill all the requirements of the Program strictly in accordance with the terms hereof.</p> <p>b) Carry the regular load prescribed in the course curriculum as a full-time student.</p> <p>c) Continue to be physically and mentally fit and be of good</p>

	<p>moral character.</p> <p>d) Meet, and continuously maintain the required Grade Point Average, or such other academic, training, or similar requirements, as established, or imposed, by the Partner School, to which the Scholar belongs, and not incur any failing or dropped mark every semester.</p> <p>e) Actively participate in all relevant activities, and events, organized by the Partner School, and the DBP.</p> <p>f) Not to shift to other courses.</p> <p>g) Not be a beneficiary of any scholarship grant while enjoying the DBP RISE Scholarship Program.</p> <p>h) Assist DBP in attaining the DBP RISE objectives by agreeing and committing himself/herself, through the guidance of his/her legal guardian/representative, to finish the selected course/program strictly in accordance with the terms and conditions embodied in this Agreement; and</p> <p>i) Take the government licensure examinations covered by the DBP RISE under the terms and conditions set by DBP.</p> <p>Full Time Study In consideration of the financial support granted herein, the Scholar shall be required to study full time. Except during school vacations, the Scholar is prohibited from engaging in any work or activity which may undermine his/her ability to study and complete the Program.</p> <p>Termination Upon written notice to the Scholar, DBP shall terminate this Agreement on any of the following grounds:</p> <ol style="list-style-type: none"> 1. The Scholar obtains a failing or incomplete grade in any subject. 2. The Scholar fails to complete a Term for reasons other than those mentioned in the preceding provision. 3. The Scholar fails to enroll in the required number of units for a particular Term. 4. The Scholar violates any condition of this Agreement. 5. The scholar commits a major offense against the rules and regulations of the Partner School; or 7. Disclosure of false personal information.
PLDT-SMART Gabay-Guro	<ol style="list-style-type: none"> a. For continuation of scholarship, a GRANTEE must obtain a GPA of 85% or better or its equivalent with no failing grade or INC remarks in any academic or non-academic subjects. In case a scholar fails to maintain a Good Standing Status for one (1) semester, a GRANTEE shall be given a one-time, non-extendable probationary period of one (1) semester in order to recover his/her grades; otherwise, the COLLEGE may recommend another applicant to replace the disqualified GRANTEE, subject to approval by the GRANTOR. b. Scholar must maintain good moral status. c. Follow the regular schedule of academic course offering prescribed by the COLLEGE course program until he/ she finishes his/her degree within the allotted time. d. Must not have been the subject of any disciplinary action or participated in fraternity hazing or any on or off-campus violence or criminal incidents. e. Must be willing to sign an undertaking to teach in schools in the Philippines for an equivalent number of years as a GRANTEE has been accorded scholarship.

	<p>The GRANT shall be automatically and completely terminated if the GRANTEE:</p> <ul style="list-style-type: none"> a. Fails to meet the above stated academic requirements; b. Fails to regain Good Standing status despite the probationary period given; c. Abandons or relinquishes the scholarship grant. d. Fails to enroll or drops course/s in any semester, provided that if non-enrollment or dropping of course/s is due to a disabling sickness, in which case, the continuation of his/her scholarship program will be considered on a case-to-case basis by the GRANTOR and the COLLEGE. e. Shifts to another course other than those specified by this agreement; f. Is found guilty of grave misconduct or misdemeanor in accordance with existing COLLEGE policies, rules and regulations.
CHED Study Grants (PESFA/NISGP/ SEGEAP)	<p>Students should maintain good moral and academic standing and should fulfill the return service requirements set by the SUCs and CHED-recognized LUCs. The return service requirements should be met within the prescribed period of completing the degree program.</p> <p>Students who voluntarily opt-out shall be exempt from the return service requirement as stipulated in the IRR. Students who voluntarily contribute to the institution will still be covered by the return service requirement.</p>
TES-UNIFAST	

Section 3

Non-academic Scholarships⁹

Non-academic Scholarships are integral to the fulfillment of the objective of the Institution to “establish, fund and implement programs for the development of talents and skills in the areas of sports, arts and culture”. These scholarships and grants are intended to help promising young athletes and artistically talented students defray the cost of their school fees to complete their studies.

The scholarship and grant policy seeks to reward qualified students exemplifying excellence in the domains of sports, music, dancing, singing, visual arts and theater arts and to ensure that young Emilians pursuing studies in these areas are not prevented from completing their studies due to financial constraints.

3.1 New Applicants for Non-academic Scholarship

To qualify for membership to the clustered groups mentioned above, student-applicants must qualify to the following GENERAL CRITERIA:

- a) Applicants must be a *bona fide* student at Emilio Aguinaldo College Cavite.

⁹ (Not currently offered during quarantine for health and safety reasons.) For purposes of identifying the Non-Academic Scholars, these set of guidelines will only be limited to the following groups:

- a. EAC Chorale (10 slots)
- b. Theater Arts (10 slots)
- c. EAC Dance Troupe (10 slots)
- d. EAC Brass Band (20 slots)

- b) Applicants must pass the audition/try-out according to the set standard to all entry-level applicants as required by the coaches and talent coordinators.
- c) Student must have completed the minimum residency requirement of one (1) year¹⁰;
- d) Incoming freshmen applicants must have a GWA of at least 80% after they graduated from high school.
- e) Transferees and old students must likewise have a GWA of at least 2.50 or 80% and no grade remark of 5.00, UW/INC from the previous semester (except Summer Term) following the date of his/her application for scholarship.
- f) All EAC Chorale, Theater Arts, EAC Dance Troupe and EAC Brass Band scholars must be endorsed through the Letter of Recommendation for Scholarship forwarded by the talent coordinators to the Scholarship Committee.
- g) Submission to OSA of the Letter of Recommendation for Scholarship must be made within two weeks after the opening of classes.
- h) The student-applicant must only elect one scholarship grant should he/she be qualified to other scholarship privilege other than what the institution offers at the time of his/her enrollment. The student-applicant cannot simultaneously use multiple scholarship grants.

3.2 Retention of Non-academic Scholarships

1. Scholars enrolled in the program must have a GWA of at least 2.75 (76-78), no failing grades in any subject and no INC remarks for them to be retained in the scholarship roster for the succeeding semester.
2. Scholars who have incurred a failed grade in one of their subjects for the semester having a GWA of 5.0 will be put into probationary status.
3. Failed subjects are not covered by the scholarship privilege and shall be charged to the personal account of the student. These charges must be cleared with the Accounting Office before each semester commences.
4. Two or more failing subjects would mean removal from the scholarship roster and suspension of the scholarship privileges in the succeeding semester to give time for academic recovery on the part of the student.
5. Should the academic standing of the scholar under probation improve in the succeeding semester, they must notify their respective talent

¹⁰ Residency may be shortened upon recommendation and evaluation of each of the talent coordinators assigned on each domain.

coordinators for them to be re-enlisted in the official roll of scholars. They must present the following documents:

- a) Final Grade Report Form of the previous semester *(must show improvement of grades)*;
 - b) Recommendation Letter for Readmission for Scholarship
6. Professional conduct, attendance and discipline of the scholars will be strictly monitored. Failure of the student to meet the training requirements and attend to the official business affairs will be reported to the Office of Student Affairs for appropriate action.
 7. The Non-Academic Scholarship privilege is only available to scholars during the first (from August to December) and second (from January to May) semesters for each academic year.
 8. The coordinators shall be personally responsible in making this scholarship policy known and understandable to all its recipients/beneficiaries and their parents or guardians.

Section 4

Sports Development Programs

Athletic/Varsity Scholarships are awarded to student-athletes who have excelled in sports and academics. Aside from being financially challenged, applicants must have outstanding athletic ability in their specific sport. Applicants must complete the Athletic Scholarship Application Form from the Sports Development Institute and pass the initial try-out required by the coaches.

The following are the sports which are granted scholarship slots, as follows: Athletics, Badminton, Basketball, Volleyball, Chess, Football, Lawn Tennis, Table Tennis, Taekwondo and Cricket.

Section 5

Student Publication Scholarship (MAGDALO)

All staff members of the MAGDALO are to be accorded scholarships for the current semester, commensurate to their positions in the staff hierarchy. Scholarship will be awarded to the student every end of the semester or as determined by the Scholarship Committee as per recommendation of the MAGDALO Adviser.

The scholarship privileges are to be broken down as follows:

Designation	Tuition Fee Discount
Editor-in-Chief	100% discount on tuition and miscellaneous fees
Associate Editor	100% discount on tuition fee
Managing Editor	
Section Editors	75% discount on tuition fee
Chief Layout Artist	
Photojournalist	
Staff Writers ¹¹ , Asst. Photojournalist, and Asst. Layout Artist	50% discount on tuition fee

5.1 Selection Criteria

To be able to qualify to take the Editorial Board examination and interview, an applicant for any position must satisfy the following:

- a. A *bona fide* student at Emilio Aguinaldo College-Cavite for the current school year.
- b. Must be officially enrolled with at least 18 units during the current semester.
- c. Must be of good moral standing.
- d. For freshmen: with a general average of 80% and no failing grades in any subject during the previous school year; for transferees and current EAC students: with a general weighted average (GWA) of 2.50 during the last semester, with no failing grades, and no UW or OW.
- e. For BOE aspirants: candidates must have at least one year residency in EAC and must have attained an average grade of at least 2.00 in the previous semester.
- f. For staff writers, photojournalist, and layout artist: candidates should have attained an average grade of 2.50 in the previous semester.
- g. Membership to the Central Student Council Board or to any college councils or accredited student organization disqualifies any student from joining MAGDALO unless otherwise he/she resigns from his/her post as an officer.
- h. No staff member of MAGDALO may serve as a campaign manager for a candidate in any elections. The student shall be asked to resign to preserve the integrity and neutrality of the student publication.

¹¹ One (1) staff writer for News, Filipino, Features, Literary, Opinion, Culture and Lifestyle and Sports Sections (TAMBULI 2008-2009)

Section 6

Student Assistantship Program (SAP)

To enable financially underprivileged but intellectually capable students to pursue tertiary education, Emilio Aguinaldo College has launched the Student Assistantship Program (SAP), which operated in accordance with Section II, Rule 6, Book 3 of the Rules and Regulations Implementing the Labor Code of the Philippines¹², as amended.

Students accepted in this program are entitled to receive an allowance rated at around 75% of the minimum wage in Cavite. The amount of said allowance will depend on the total hours served on duty by the student per semester basis.

The accumulated allowance in a particular semester will be deducted against the tuition fee.

Section 7

Student Assistance Fund for Education Students (SAFE)

The discount privilege is open to all *bona fide* students taking up Bachelor of Elementary Education and Bachelor in Secondary Education.

Students accepted in this program are entitled to receive the equivalent tuition fee discount earned after completing one hundred (100) hours of service in the campus.

Schedule of Discounts as follows:

Year Level/Service Rendered	Tuition Fee Discount
Freshmen/ Second Year (at least 4 Semesters in EAC)	50% Tuition Fee Discount
Third Year (5th-6th Semester)	75% Tuition Fee Discount
Fourth Year (7th-8th Semester)	100% Tuition Fee Discount

¹² Section II, Rule 6, Book 3 of the Rules and Regulations Implementing the Labor Code of the Philippines "There is no employer-employee relationship between the students on one hand and schools, colleges or universities on the other, where students work for the latter in exchange for the privilege to study free of charge, provided the students are given real opportunity including such facilities as may be reasonably necessary to finish their chosen courses under such arrangements."

Section 8

Pioneer Discount

Pioneer Discount is available to all freshmen applicants, who have not enrolled in any curriculum in any schools to the new program openings in Emilio Aguinaldo College-Cavite.

8.1 Guidelines

- a. Only the first twenty (20) applicants to enroll to new program may avail of the 50% discount on tuition fees during the 1st semester (August).
- b. The student-applicant must be a fresh high school graduate of any reputable private or public institution.
- c. The fourth-year high school average grade of the student-applicant must be at least 85%.
- d. The grant may be extended to the next semesters provided that the student-applicant will not shift to another course and retains a GPA/GWA of 2.0 without a grade lower than 2.5 in any of his/her subjects enrolled in any semester.

Section 9

Educational Fund Assistance for Children of Employees (EFACE)

Emilio Aguinaldo College provides its staff and faculty access to reduced-rate educational opportunities for their children. The purpose of educational benefits is to provide staff and their children the opportunity for continued professional growth and new or renewed intellectual achievement. This may be accomplished through study leading to completion of a degree, whether associate or undergraduate courses so that career effectiveness may be enhanced, occupational usefulness increased, and the Institutional personnel skills strengthened. The program requires a commitment from both the employees and the school to be effective.

Employees from subsidiary companies of Emilio Aguinaldo College¹³ also benefit from this program.

Section 10

Siblings Discount

Siblings who will enroll in Emilio Aguinaldo College are entitled to tuition fee discounts on a per semester basis deduction. The Sibling Discount will be awarded to the next younger sibling when both/ several siblings are enrolled at the same time.

¹³ Immaculate Conception Academy, Emilio Aguinaldo College-Medical Center, JOPAUEN Realty Corporation, Angel Uriel Services Inc. and Dalisay Security Providers Inc.

Guidelines for Siblings Discount Application

- a. After receiving a referral from Admissions Office, interested applicants/ new students are advised to proceed to OSA to fill up application form.
- b. Applicant and his/her siblings must be *bona fide* students of Emilio Aguinaldo College at the time of application.
- c. Does not overlap or apply if younger sibling is enjoying any other scholarship/ discount.
- d. Offer of discount will only be made when the Institution receives the following documents:
 1. Certified photocopies of PSA issued Birth Certificates for both siblings.
 2. Certified photocopies of Final Grade Report Form from the previous semester.
 3. Certified photocopies of PSA issued Marriage Certificate of Parents
- e. The discount is in the form of a tuition fee waiver. Fees shall not be deducted from any general, registration, application or exam fees.
- f. The final decision to grant the discount is at the sole discretion of the Scholarship Committee of the Institution.
- g. This discount is valid for all students enrolled to any programs in EAC except in SHS.

Benefits:

The Sibling Discount is applicable to tuition fees of the youngest sibling only. Amount of discount given are as follows:

- 2nd child – 25% TF discount
- 3rd child – 50% TF discount
- 4th child – 75% TF discount

Section 11

Student Referral Discount (Bring A Friend Program)

The program is geared towards encouraging students to participate in the process of marketing and student recruitment of the Institution. They are the best ambassadors to link with their fellow students.

In return, the student who will earn sufficient referral points will be entitled to a tuition fee rebate at the end of the semester in the amount of Php 500.00 per student referred¹⁴.

¹⁴ EAC terms and conditions apply.

Section 12

Scholarship Updating Requirements

Each start of a new semester, previously accepted scholars and grant beneficiaries are required by OSA to submit the following requirements for the continuation of the privileges they are enjoying, as follows:

REQUIREMENTS		
I.PD 577/ PVAO Educational Assistance		
a)	Original copy of the latest AFP/PVAO SCHOLARSHIP ENDORSEMENT bearing the name of the beneficiary.	
b)	1 copy FINAL GRADE REPORT of applicant from previous semester	
c)	1 copy of latest ENROLLMENT REGISTRATION FORM	
II.GOVERNMENT AGENCY EDUCATIONAL ASSISTANCE (PNP/ BFP/BJMP/ BI)		
a)	Original copy of AGENCY ENDORSEMENT LETTER & SCHOLARSHIP ENDORSEMENT bearing the name of the beneficiary.	
b)	EMPLOYMENT CERTIFICATION attesting that applicant's parent is a REGULAR EMPLOYEE with Salary Grade (SG) 24 or below	
c)	1 copy FINAL GRADE REPORT of applicant from previous semester	
d)	1 copy of latest ENROLLMENT REGISTRATION FORM	
III.R.A. 7277 20% PWD TUITION FEE DISCOUNT PRIVILEGE		
a)	1 copy (front & back) of PWD IDENTIFICATION CARD	
b)	1 copy FINAL GRADE REPORT of applicant from previous semester	
c)	1 copy of latest ENROLLMENT REGISTRATION FORM	
IV.SIBLINGS /PARENT-CHILD SCHOLARSHIP (*for both applicants)		
a)	1 copy FINAL GRADE REPORT of applicants from previous semester	
b)	1 copy of latest ENROLLMENT REGISTRATION FORM	
V.EDUCATIONAL FUND ASSISTANCE FOR CHILDREN OF EMPLOYEES (EFACE)		
a)	Latest approved EDUCATIONAL FUND ASSISTANCE FOR CHILDREN OF EMPLOYEES (EFACE) APPLICATION FORM	
b)	1 copy FINAL GRADE REPORT of applicant from previous semester	
c)	1 copy of latest ENROLLMENT REGISTRATION FORM	
d)	a photocopy of parent's Company ID (Front and back)	
VI.CITY OF DASMARINAS MATCHING GRANT (MAYOR SCHOLARSHIP GRANTEES)		
a)	Original copy of latest MAYOR SCHOLARSHIP ENDORSEMENT CERTIFICATE bearing the name of the beneficiary.	
b)	1 copy FINAL GRADE REPORT of applicant from previous semester	
c)	1 copy of latest ENROLLMENT REGISTRATION FORM	

VII. NON-ACADEMIC (TALENT) SCHOLARSHIPS

For EAC Varsity, Culture and Arts Production (*EAC Chorale, EAC Brass Band, EAC Dance Troupe, EAC Theater Arts), MAGDALO Scholars)

- a) 1 copy of talent coordinator's PERFORMANCE EVALUATION
- b) 1 copy FINAL GRADE REPORT of applicant from previous semester
- c) 1 copy of latest ENROLLMENT REGISTRATION FORM

VIII. OTHER SCHOLARSHIPS

- a) 1 copy FINAL GRADE REPORT of applicant from previous semester
- b) 1 copy of latest ENROLLMENT REGISTRATION FORM

Submission Deadline:

1st Semester- Within 1st week of September

2nd Semester- Within 1st week of February

ARTICLE 5

COLLEGE ENROLLMENT AND REGISTRATION

Section 1

Enrolment Flow Procedures

When a student registers in the College, it is understood that he/she is enrolling for the entire semester. He/she is considered officially enrolled after submitting the appropriate admission or transfer credentials and has made the initial payment of school fees which has been accepted by the school.

1.1. Freshmen and Transferees

<p>Step 1: Admissions Office</p> <p>Applicant is screened and the student's credentials are evaluated. Applicant Number is given thereafter to the student by the evaluating officer.</p>
<p>Step 2: Guidance Office</p> <p>Applicant is prepared by the Guidance staff for the entrance examinations.</p>
<p>Step 3: Enrollment Section (E-Telecare Lab/ Dean's Office)</p> <p>Applicant is assisted by a faculty officer for advising and evaluated for the subjects needed to be taken for that semester. A printed student-load is given to the student after evaluation.</p>
<p>Step 4: Accounting Office/ Cashier</p> <p>Applicant is advised to pay the required down payment to the Cashier. Cashier will ask from the applicant the auto-generated student number to finish this transaction.</p>
<p>Step 5: Office of the Registrar</p> <p>For printing of Registration Form with auto-generated Student Number. Issuance of ID Referral Slip.</p>
<p>Step 6: Student ID</p> <p>Students are instructed to proceed to MIS for ID Processing. Processed IDs are endorsed to the Dean's Office for ID distribution together with the Student Manual, EAC ID Lanyard and ID Case. Proceed to Registrar's Office for issuance of ID Validity Stickers.</p>
<p>Step 7: Medical/Dental Clinic</p> <p>For physical/ medical-dental examinations.</p>

1.2. Continuing Students and Returnees

Step 1: Enrollment Section (E-telecare Lab/ Dean's Office) For advising and evaluation of subjects taken and printing of student load.
Step 2: Payment of TF Down payment at the Cashier's Office
Step 3: Printing of Enrollment Registration Form and issuance of new EAC ID Validation Stickers.

Section 2

Course Credit for Transferees

2.1. The student must have met the college residence requirements, namely, he has taken a minimum of 50% of the total units or credit of the course/subject and has registered for at least two (2) years prior to graduation. In addition, during the student's initial semester in the College, he/she shall be enrolled with a minimum of 15 units comprising of 12 units of courses/subjects and an additional 3 units of Emilian Culture Formation course. Additional units will be given upon the discretion of the Dean.

2.2. Courses/subjects taken from another school should be credited on the first term of studies at EAC subject to the governing rules and regulations of the College.

Section 3

Adding, Dropping and Changing of Courses/Subjects

3.1. A student with valid reasons may add, drop, or change course(s)/subject(s) within two (2) weeks after the beginning of classes and subject to payment of corresponding fee. A prescribed form taken from the Office of the Registrar shall be accomplished duly signed by his Program Head and approved by the respective Dean.

3.2. Requests for additional courses/subjects shall not exceed the maximum load prescribed for the curriculum year of the student during the semester.

3.3. If the student intends to drop all courses/subjects enrolled, parental consent is required. If dropping is within the allowable two-week period after the first day of classes, the Office of the Registrar will drop all the courses/subjects. Dropping or withdrawing after the prescribed two-week period will be subject to the school policies stated in Article VI (Tuition and Miscellaneous Fees).

Section 4

Pre-Requisite Courses/Subjects

As a rule, a student shall not be permitted to take any advanced course/subject until he has satisfactorily passed the pre-requisite course(s).

However, a graduating student, in his/her last semester of studies, may be allowed to take the prerequisite and advanced classes under the following conditions: (1) when the prerequisite is a repeated course/subject; (2) when the student has superior scholastic standing; and (3) when it is approved by the Dean or any authorized academic official¹⁵.

Section 5

Study Load and Overloading of Courses/Subjects

5.1. A non-graduating student enrolled in a regular semester is limited to take the specified number of academic units in the curriculum he/she is enrolled in.

5.2. A graduating student, in his/her last semester of studies, may be allowed additional course loads of not more than six (6) academic units in excess of the normal load specified for the last school term¹⁶.

Section 6

Cross Enrollment

In general, cross enrollment is discouraged. However, for valid reasons as determined by and with written approval of the respective Dean, a student may be permitted to cross-enroll in another institution up to the normal course load for that particular term¹⁷.

6.1. Cross-enrollment permit will be issued by the Office of the Registrar based on the approved request. Courses taken in another institution outside the College will be given no credit if enrollment is not authorized by the Dean and the Registrar.

6.2. Cross-enrollment shall be done within the registration period. No student is allowed to cross-enroll in two (2) or more schools outside the College.

¹⁵ Article XIX Section 91 of Manual of Regulations for Private Higher Education, 2008

¹⁶ Article XIX Section 92 of Manual of Regulations for Private Higher Education, 2008

¹⁷ Article XIX Section 93 of Manual of Regulations for Private Higher Education, 2008

Section 7**Shifting to Another Program**

Shifting to another program is allowed only during the registration period. Using the prescribed shifting form taken from the Office of the Registrar, the student shall secure the approval of the Dean of the present school, and acceptance or approval of the Dean of the new school. In terms of shifting programs within the same school, the student must seek approval from his/her dean.

ARTICLE 6

PAYMENTS, RECORD & ADJUSTMENTS OF TUITION, MISCELLANEOUS & OTHER SCHOOL FEES

Section 1

Fees

The imposition of new tuition, miscellaneous, and other school fees (except for tuition and other fees of incoming freshmen) are subject to consultation with students, faculty, non-academic staff, and other stakeholders of the school at any time not later than February 28 of the school year immediately preceding the academic year of its implementation. The president or his designate shall preside over the consultations with the assistance of all College officials and Deans.

Section 2

Payments

1. All payments should be transacted through the Accounting & Finance Department at the Cashier's window. Tuition, Miscellaneous and other school fees are posted on the Bulletin Board of the Office of the School Registrar.
2. Payments may also be accepted by EAC's depository banks, either through direct deposits, over the counter transactions or bills payments facility¹⁸. Students need to present validated deposit slip to the cashiers or via email for the issuance of Official Receipt and posting to the student's account.
3. The fees payable to the college may be paid in cash upon enrollment or by installment. The schedule of payments is indicated in the Registration Form of each student.

Section 3

Payments in Cash

Students who pay in cash upon enrollment within the stipulated enrollment period are entitled to cash payment discount equivalent to 5% of tuition fee amount.

Section 4

Payment in Installments

Students who opt to pay on installment basis are subject to the following:

- 1) Students are required to make a down-payment upon enrollment, balance is payable in eight (8) equal installments the last of which is one week before the 1st day of scheduled final examinations.

¹⁸ Please inquire at the Cashier's window for details.

- 2) Students who fail to pay the balance will be allowed to complete the remainder of the term but will not be allowed to enroll in the next semester and their documents (Transcript of Records, Transfer Credentials, etc.) will be withheld until the balance is paid.
- 3) Students who paid on installment basis and discontinued attending classes will have to pay the balance of their accounts.
- 4) Check payments are accepted but will be subject to clearing by the bank before Official Receipts are issued. The cashier issues Acknowledgement Receipt upon receipt of check. In case the check is dishonored by the bank, the student is notified to settle his/her account by paying in cash thereafter. Only dated checks are received by the Cashier.

Section 3

Rules Governing Record/Adjustments of Fees

Claims for refund are subject to the following policy in accordance with Commission on Higher Education (CHED).

- 1) When a student registers in the College, it is understood that he/she is enrolling for the entire semester.
- 2) A student who transfers or otherwise withdraws, in writing, within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length of time longer than one (1) month may be charged twenty five (25%) of the total amount due for the term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes.
- 3) The student may be charged all the school fees in full if he/she withdraws any time after the second week of classes.
- 4) If the transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance.
- 5) Registration and other pertinent fees are not refundable.

Section 4

Other concerns

- 1) A currently enrolled student with unsettled financial obligations will be allowed to take final examinations pending he/she submits promissory note guaranteed by the parents. However, the school has the right to withhold the clearance of the student until all balances are settled.

- 2) Full refund of tuition fee shall be made for any course or subject, which has been discontinued by the school or not credited through no fault of the students.
- 3) During summer, a student who drops from his/her classes shall be charged by the Colleges as:
 - a. Within the first and second days of classes, he/she shall be charged an amount equal to twenty-five (25%) of total amount due for the summer term regardless of whether he/she attended classes.
 - b. Within the third and fourth day of classes, he/she shall be charged an amount equal to fifty percent (50%) of total amount due for the summer term regardless of whether he/she attended classes.
- 4) 4. Any student who had been dismissed or expelled from the college is not entitled to receive any refund of tuition fees.

Section 5

Online Payments¹⁹

Majorities of the people these days avoid paying in hard cash and prefer much more secure and instant modes of payments *i.e.* via checks and online transfers while depositing fees.

Adapting to the changes brought about by the pandemic, The Institution expanded its services to accommodate payment of school fees via e-banking and other platforms at the comfort and safety of all stakeholders.

Account Name: Emilio Aguinaldo Educational Corporation	
BPI	0961-0035-12
BDO	4300071171
AUB	117-01-0000389
Metrobank	235-3-23570494-4
<i>*After making an online payment, please keep a screenshot or soft copy of the receipt and email it to cashier.cavite@eac.edu.ph</i>	

¹⁹ Please see Appendix 10: Online Payment Channels

ARTICLE 7

ONLINE TEACHING AND LEARNING

Online educational opportunities have blossomed as parents, students, college, and university administrators try to grapple with the problem of increasing education costs. The potential advantages of offering courses online are numerous: There is a perception that online classes are a more cost-effective way to offer some courses. Students and teachers need not physically meet in a classroom. Therefore, people in remote areas can have access to courses to which they might not have had access otherwise. In the case of asynchronous courses, students can more easily fit their learning time into their schedule. This allows more flexibility, particularly to the non-traditional students who may have family or work obligations not normally associated with the traditional undergraduate student population. More students can consume the material simultaneously without stretching classroom capacity. The coronavirus pandemic has generated colossal changes in the teaching-learning process in higher education institutions and has influenced the interaction between teachers and students.

While in general, internet-based learning is considered an option, an alternative to traditional learning, but during the Coronavirus pandemic it became an essential element for maintaining the activity of all schools nationwide. This paradigm shift motivated the creation of the Online Teaching and Learning Department in Emilio Aguinaldo College.

Section 1

Policies and Guidelines on the Online Class Delivery using Brightspace™ .

Brightspace is the official learning management system for all online class delivery of Emilio Aguinaldo College effective this Summer 2020. Platform is web-based with no traditional face-to-face contact between faculty and students. Course instruction occurs through either synchronous or asynchronous interaction. Synchronous interaction occurs when faculty member and students are required to be present simultaneously using computer or video-based communication media while asynchronous interaction occurs when faculty and students are not required to be online at the same time. It shall be utilized for online uploading of lectures, holding of activities like discussion forum, virtual classroom, posting of announcements and uploading of assignments, quizzes, tests.

It is supported by Google Meet for synchronous classes . These are licensed learning management system and virtual conference platform, respectively, designed and acquired to manage all institutional online academic activities. It enables students to access both learning tools from computers, laptops, tablets and smart phones. Faculty members and students can connect,

collaborate, access, and control through the learning management features and enhancements.

Section 2

Main Objective

The main objective of online class delivery is to ensure continuous provision of instructions towards the achievement of set program outcomes of the respective degree programs. Since face-to-face interaction is not currently possible due to COVID-19, our institution takes advantage of technology to ensure that we achieve our targets as stated in our vision, mission, and objectives.

Section 3

Online Class Schedule

Online class schedules must be parallel to the official class schedules enrolled by the students. Asynchronous interactions may occur depending on the needs and availability of faculty members and students.

Section 4

Class Size

Maximum class size in an online class delivery must be determined by the Academic Dean offering the course. Recommended class size for Brightspace is maximum of 50 students.

Section 5

Major Examinations

All major examinations shall be administered online using Brightspace.

Section 6

Online Attendance

Students are expected to attend their online class regularly by participating in activities such as submitting assignments, engaging in discussion forums, completing quizzes and examinations, attending online chats and virtual classrooms. Simply logging into the course does not count as attendance. Online attendance must not be included in the computation of grades.

Section 7

Student Support

Students enrolled in online classes must be provided access to the institution's library resources, guidance and career services and similar services related to academic and non-academic student support services. Questions/concerns regarding Brightspace can be sent to EAC Online Teaching Learning Department's email address: oltd@eac.edu.ph.

Section 8

Academic Integrity and Scholastic Dishonesty

All are expected to abide by the same academic policies as face-to-face students. Scholastic dishonesty includes cheating, plagiarism, and collusion. Faculty should take measures to deter cheating as much as possible like unique assignments, plagiarism checkers, etc.

Section 9

Network Etiquette

Faculty and students must show respect to all, communicate effectively, help create a community of scholars, and must always be aware of the Anti-Bullying Act (Republic Act 10627) and the Cybercrime Prevention Act of 2012 (Republic Act 10175).

Section 10

Faculty and Student Official Registration

The EAC Online Teaching Learning Department team is responsible in the registration of faculty members and students. The School Deans must accomplish Faculty Registration two weeks before the opening of online classes wherein actual faculty teaching loads is indicated. Faculty members will be registered, and actual courses will be created by Online Teaching Learning team. All officially enrolled student's data will be migrated from AIMS for enrollment to Brightspace.

Section 11

Activation and Deactivation of Users

Faculty and student account users remain active for the entire duration of the semester or summer term. Accounts will be deactivated immediately on the date of resignation or termination of a faculty or upon official withdrawal of the student.

The Department Head or the Brightspace Administrator is the only authorized personnel to activate or deactivate a user's account.

Section 12

Faculty Member and Student Support

Questions/concerns regarding Brightspace and Google Meet can be forwarded to EAC Online Teaching and Learning Department's email address: oltd@eac.edu.ph

The OLTD shall provide assistance to all Brightspace and Google Meet users.

Section 13

Brightspace User's Guide

Deans are provided with the Brightspace User's Guide and Community Support links , to be cascaded to the faculty members and students. All teaching employees are obliged to navigate all features of Brightspace and Google Meet necessary for the full delivery of flexible learning.

Section 14

Community Support Links

For Brightspace Instructors,

<https://documentation.brightspace.com/EN/instructors/instructors.htm>

For Brightspace Learners:

<https://documentation.brightspace.com/EN/learners/learners.htm>

For Google Meet Help:

<https://support.google.com/meet/?hl=en#topic=7306097>

For Labster Help:

<https://help.labster.com/>

For EAC email address concerns:

itsupport@eac.edu.ph

Section 15

Data Privacy Policy Statement

Emilio Aguinaldo College is committed to protect the privacy rights of individuals on personal information pursuant to the provisions of Republic Act No. 10173 or the Data privacy Act of 2012, its implementing Rules and Regulations and the Basic Education Act of 1982.

ARTICLE 8

EAC SOCIAL MEDIA POLICY

Section 1

Policy statement

1.1 Emilio Aguinaldo College (“Institution”) recognizes the benefits and opportunities that social media can bring as a tool in pursuing its educational objectives. It can be used to share news, information, keep the entire school community up to date with important announcements and promote healthy academic interactions among its stakeholders. There is, however, an inherent risk involved in using social media, in that, it is an instantaneous and far-reaching form of communication and inappropriate use thereof can greatly impact upon the school operations, its stakeholders and the reputation of the of the Institution.

1.2 This policy provides information and ethical guidelines for its students to observe and follow as to the appropriate use of social media or when directly or indirectly referencing the Institution.

Section 2

Scope of the policy

2.1 For the purpose of this policy, social media is defined as any online interactive tool which encourages participation, interaction, and exchanges. New forms of social media appear on a regular basis and currently include Facebook, Flickr, Instagram, YouTube, LinkedIn, Snapchat, Tiktok and Twitter, as well as blogs, discussion forums, instant messaging and any website which allows public commenting or posting.

2.2 This policy applies to all students and to any of their published personal communications using a particular social media platform which directly or indirectly reference Emilio Aguinaldo College as an institution, its officers, faculty, employees, and their fellow students.

2.3 This policy applies to social media communications made at any time, whether privately or publicly, and from anywhere, including away from campus and on personal devices,

whether to an individual, to a limited group or to the world.

2.4 The Institution acknowledges that students may use social media in their private lives and for personal communications. Personal communications are those made on, or from, a private social media account, such as a personal page on Facebook or a personal blog.

In all cases where a private social media account is used which identifies Emilio Aguinaldo College, it must be made clear that the account holder is identified as a student at the Institution to avoid the impression that views expressed on or through that social media account are made on behalf of the Emilio Aguinaldo College.

Section 3

Freedom of Speech and Academic Freedom

3.1 Nothing in this policy is intended to have the effect of limiting either freedom of speech or academic freedom, subject to that freedom being exercised within the law.

Section 4

Using social media as a teaching and learning tool

4.1 Where social media is used as a teaching and learning tool through official EAC websites and accounts, all students must read, understand, and agree to the terms of use of the social media website and the Institution's terms and conditions relating to the appropriate use of social media in this context before accessing and posting content on social media in a teaching and learning context.

Section 5

Social media in your personal life

5.1 Every student at Emilio Aguinaldo College must be aware of their association with and responsibilities to the Institution, and ensure that their personal social media profiles and related content are consistent with:

- a. The Institution's policies, including but not limited to, data protection, dignity, electronic mail usage and data privacy security.

- b. The Student's Registration Agreement/Contract with the Emilio Aguinaldo College in connection to Policies on Appropriate Student Conduct and Discipline.
- c. Personal decorum on how the student would wish to present themselves to the public – including to their future employers.

5.2 Every Emilian should also be aware of the potential impact and permanence of anything which are posted online.

Therefore, it is advised to avoid posting anything online that contains the following:

- a. Any content about the student would not wish to be seen in the public domain (i.e., Telephone/ Cellphone number, Name, Address, Signature, Private Photos, Passwords, Medical Records, Bank Records, Government-issued IDs, and the like).
- b. Any statement, that the student would not be willing to say personally to the face of another individual.

5.3 Every Emilian should also be aware that any digital material that are posted online could reach a wider audience. Once digital content has been created and shared, the author of the material posted will have limited control over its permanence and its audience.

Section 6

Expected standards of behavior.

6.1 Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of behavior expressed in the EAC Student Manual.

6.2 Communications on social media must always be respectful and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties.

6.3 Students must take particular care when communications through social media that can identify them as a student at Emilio Aguinaldo College to members of staff, other students, or other individuals of the Institution.

6.4 The following non-exhaustive list may, according to the circumstances be considered as unacceptable postings, as follows:

- a. Confidential information (which may include unpublished research, private information about fellow students or staff or personnel matters, non-public or not yet approved documents or information).
- b. Details of complaints and/or legal proceedings/potential legal proceedings involving the Institution.
- c. Personal information about another individual, including contact information, without their express permission for it to be posted.
- d. Comments posted using fake accounts or using another person's name without their consent.
- e. Material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile directed towards or refers to any individual, entity or to Emilio Aguinaldo College.
- f. Any other posting that constitutes a criminal offense.
- g. Anything which may bring the Institution into disrepute or compromise the safety or reputation of partner communities, colleagues, former colleagues, students, staff, and those connected with EAC.

6.5 Emilio Aguinaldo College has well-established channels for students to raise any dissatisfaction or concerns that they may have. The said student grievance procedure can be found in this manual.

Student concerns must be raised through said channels and platforms and not openly discussed or aired in the social media for it to be properly addressed or resolved by the school.

Section 7

Cyber-Bullying via social media sites

7.1 Emilio Aguinaldo College values a healthy and peaceful educational environment. All members of the school community, which includes students, parents, guardians, faculty, staff and EAC Administration should be made aware of the negative effects that bullying can have on its victims. As such, the Institution will do whatever is reasonably necessary and possible within its authority in creating safe online communities favorable for its students and prevent the occurrence of cyber-bullying in all its forms.

7.2 The following examples illustrate the types of behavior displayed through social media communications, which the school considers to be forms of cyber-bullying:

- a. Maliciously spreading rumors, lies or gossip.
- b. Intimidating or aggressive behavior.
- c. Vulgar, lewd, offensive, or threatening comments or content.
- d. Posting comments, photos and memes deliberately mocking an individual with intent to expose them publicly to ridicule, shame, and humiliation.

7.3 Cyber-bullying may also take place via other means of electronic communication such as email, text, or instant messaging.

7.4 Any student who is experiencing cyber-bullying from another student or school employee will have the full support of the Institution in resolving grievances and complaints.

Section 8

Intellectual Property

8.1 All students must ensure that they have sought permission to share any third-party materials, including all images, photographs, text, and videos, before uploading them to or linking to them via social media and, where sharing is permitted, should ensure that such materials or shared links are credited appropriately.

8.2 In addition, all students must check the terms and conditions of a social media account and/or website before uploading any material to social media accounts and/or websites, student may be releasing ownership rights and control of the content. For this reason, must exercise caution in sharing all information.

8.3 Emilio Aguinaldo College is not responsible for, nor does it hold any ownership, of any content posted by its students, other than content posted by students using official accounts being used by the school for its operations, or in the course of their duties, as a form of professional communication.

Section 9

Brand and Usage of School Name and Logos

The Institution's name, identity and logo may only be used in accordance with Emilio Aguinaldo College brand guidelines.

9.1 The Institution's name, identity and logo may only be used in accordance with Emilio Aguinaldo College brand guidelines.

9.2 All EAC logos, sub-logos and associated marks are official art files and should not be altered in any way (Never Stretch or Distort the Logo, Never Rearrange Elements of the Design, Never Use the Design on Similarly Colored Backgrounds, Never Stray from the Color Palette, and Never Switch the Colors) and should not be used without consent from the Marketing and Communications Office.

Section 10

Roles and Responsibilities

In using social media in as a tool for education, all students are reminded to follow these steps for them to maintain their good image, reputation and upright social media standing among their peers and communities where they belong, as follows:

- a. Ensure that any use of available social media resource is carried out in line with this guideline and other relevant school policies on student conduct and discipline.
- b. Seek permission, verify information, and secure proper clearance from relevant officers of the Institution when a social media account administered by EAC is to be used or mentioned in a post.
- c. Seek relevant authorization/ permission for sending out official post prior to its posting or publication.
- d. Regular monitoring, updating, and managing content to ensure accuracy, truthfulness, and timeliness of information.
- e. Adding an appropriate disclaimer to post before the content whenever the school is named.

Reporting any incidents or concerns in line with # 13 below.

Section 11

Monitoring

Emilio Aguinaldo College reserves the right to monitor, intercept and review within the law, without further notice, student activities using its IT resources and communications systems, including but not limited to social media postings, to ensure that its rules are being complied with and such activities are for legitimate purposes and in accordance with the mandate of the law.

Section 12

Data Privacy and Protection

12.1 The Data Privacy Act applies to social media as it does in other contexts. **Republic Act No. 10173**, otherwise known as the Data Privacy Act, is a law that seeks to

protect all forms of information, be it private, personal, or sensitive. It is meant to cover both natural and juridical persons involved in the processing of personal information.

12. 2 Being an Institution of higher learning, Emilio Aguinaldo College is very much active in the processing of *personal information* of all our stakeholders from the time of their enrollment until they graduate²⁰.

As such, no personal information, including photographs, videos, CCTV footages, screenshots of committee online meetings, classes, discussions should be shared on social media without the consent of the individual or group to whom it relates. It is advised by the school to all its students to be discerning and mindful of the information they transmit especially when they did not secure prior consent from its sources.

Section 13

Incidents and response

13.1 Where a breach of this policy is reported, the Institution will review the circumstances and decide on the most appropriate and proportionate course of action, which may include referring the matter to be dealt with under a different procedure.

13.2 Where students are in receipt of any content considered to be in breach of this policy, this should be reported first to their respective dean or principal.

Section 14

Consequences of a breach of this policy

14.1 Any breach of this policy may result in disciplinary action categorized under Major Offenses under the EAC Student Manual 2017 Edition.

14.2 Any disciplinary action will be taken in accordance with the procedures outlined in Article 9 Title 2 Section 2 and

²⁰ Sec. 3(j) of the Data Privacy Act, "processing refers to any operation or any set of operations performed upon personal information including, but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data."

3 of the EAC Student Manual on Student Due Process.

14.3 Disciplinary action may be taken regardless of when the breach is committed and regardless of whether any EAC equipment or facilities are used in committing the breach.

14.4 Where conduct may involve or connected to an illegal criminal offense, the Institution reserves the right to coordinate with the appropriate law enforcement agency and may report the matter to them.

Beyond that, any student, parent or guardian, teacher, employee or third party may pursue legal action against the violator if they choose to do so.

Section 15

Reporting

Any alleged reports of violation received under this policy will be carefully documented and will be treated with utmost confidentiality by the relevant body constituted by the Institution to hear and decide on the merits of the case after due process.

ARTICLE 9

ATTENDANCE AND EXAMINATIONS

Section 1

Student Attendance

Prompt and regular attendance in all classes is required to all students from the first day until the end of the semester.

Section 2

Every student is required to attend no less than 80% of class periods in each subject to earn the corresponding units. The 20% allotted for absences may be considered excused or unexcused absences. The teacher concerned is obliged to give make-up activities such as quizzes for excused absences only.

- a) Excused absences – due to sickness, death in the family or authorized participation in an activity officially recognized by the school. Excused absence should be requested by the student, in writing, to the Dean and supported with the necessary documents (for instance, medical certificate for health reasons and death certificate in case of death of a family member).
- b) Unexcused absence – all reasons that are not covered by excused absence.

Section 3

Rules on Tardiness and Absences

3.1. The student is considered late (tardy) if he/she is not in the class within 15 minutes from the start of the class. Place of residence/distance is not an acceptable reason for coming late to class and other required extra-curricular activities.

3.2. Three (3) consecutive tardiness of less than 15 minutes in a course/subject are equivalent to one (1) absence in that course/subject. However, the student is allowed to attend the class.

3.3. A student is considered absent if he/she is late for more than 15 minutes. However, the student is allowed to attend the class.

3.4. A student who incurs at least three (3) consecutive absences in any course/subject shall be required by the instructor to report to the Guidance Office for counseling. A referral form from the Guidance Office must be presented by the student prior to his/her re-admission in class.

3.5.A student is held responsible for all assignments, lessons, and other requirements missed regardless of the reason for the absence.

3.6.A student who accumulates more than the maximum number of allowed absences in each subject is disqualified from earning any unit and dropped automatically from the class with a final grade of U.W. (Unauthorized Withdrawal).

The maximum allowable absences are presented as follows:

Subject Unit Weight	Maximum Number of Allowed Absences
3-unit subject	11 Hours
4-unit subject	9 Hours
5-unit subject	7 Hours
6-unit subject	6 Hours
For NSTP 1 and 2, the maximum allowable absences are six (6) hours.	

Section 4

When an instructor is absent or has not arrived in class after 15 minutes, the class president or any other officer should report this to the Dean of the school concerned and inquire if there is any activity provided for the class. Early dismissal of the class should likewise be reported.

Section 5

Three (3) periodic examinations namely prelim, midterm and final examinations shall be conducted every semester as indicated in the Academic Calendar. During the summer term, there shall be only two periodic examinations: midterm and final examinations.

Section 6

No student is allowed to take a periodic examination without presenting his/her examination permit issued by the Accounting Office and distributed by the respective school.

Section 7

Periodic examinations are departmentalized and questions of which are taken from the College Test Bank. Checking of these examinations is performed through a scanner and the results are automatically recorded at the Office of the Registrar. However, results of the examinations shall be inquired from the respective Dean's Office.

Section 8

Special Examinations

8.1. Special prelim/midterm examinations are given to students who failed to take the scheduled prelim and midterm examinations for valid reasons such as illness or death in the family, and as scheduled in the Academic Calendar.

8.2. The student should secure clearance from his/her dean to take the special examinations. A student who fails to take the examinations on the appointed day due to an illness must present a medical certificate from the School Physician.

8.3. Special examinations are taken within the semester only before the scheduled midterm and final examinations, respectively. Hence, a student gets a score of zero (0) if he/she fails to take the prelim and midterm examinations within the prescribed periods.

8.4. During summer classes, a special midterm is scheduled.

Section 9

Completion Examinations

9.1. Completion examinations (final examinations) must be taken within the prescribed period as indicated in the Academic Calendar. The student should accomplish a standard completion form taken from the Office of the Registrar and shall be duly signed by the instructor and approved by the Dean.

9.2. If a student fails to take after the prescribed period of completion²¹, he/she gets a grade of 5.0 in the courses/subjects having no final examinations (see provisions in Section 3, Article 8 on Grading System).

Section 10

Open accounts warrant non-release of examination results.

Section 11

Students caught cheating in any examination or quiz shall be sanctioned with a grade of 5.0 in the course/subject and dropped from the course/subject itself.

²¹ Completion period of one semester according to EAC-Cavite Academic Circular No. 06, Series of 2013 entitled "Correction to EACC Academic Circular No. 09 Series of 2010 on Completion of Incomplete (INC) Marks."

ARTICLE 10 GRADING SYSTEM

Section 1

- 1.1. The College grading system is based on the following components and weights:

Classification	Weight
General Education (GE) subjects	Base 40%
Professional subjects	Base 30%
Subjects without laboratory	
Prelim Exam	20%
Midterm Exam	20%
Final Exam	20%
Class Standing	40%
Subjects with laboratory	
Prelim Exam	15%
Midterm Exam	15%
Final Exam	15%
Class Standing	25%
Laboratory	30%
Pure laboratory subjects	
Prelim Exam	20%
Midterm Exam	20%
Final Exam	20%
Laboratory	40%
OJT Subjects School requirements Industry Evaluation	(For computation of grades, please refer to the OJT Manual per program)

- 1.2 The grading system is computerized. The instructor encodes the periodic grades in the online facility, which allows students to view their grades within a specified period specified by the Registrar. Semestral grade printouts are submitted to the Office of the Registrar by instructors for record-keeping.

Section 2

Grading System Equivalent/Description

- 2.1. The academic performance of students shall be graded at the end of each semester/summer in accordance with the following grade points and their corresponding descriptions:

POINT GRADE	PERCENTAGE	DESCRIPTION		
		Collegiate	TESDA Equivalent	REMARKS
1.00	97-100	Excellent	Competent	Passed
1.25	94-96	Superior		
1.50	91-93	Very Good		
1.75	88-90	Good		
2.00	85-87	Very Satisfactory		
2.25	82-84	Satisfactory		
2.50	79-81	Average		
2.75	76-78	Fair		
3.00	75	Pass		
5.00	74 and below	Failed	Not yet Competent	Failed
Academic Remarks: INC – Incomplete O.W. – Official Withdrawal U.W. – Unauthorized Withdrawal				

- 2.2. The standard passing grades for all subjects is 3.0 which is equivalent to 75%. Semestral grades are given at the end of the semester or summer term. The release of final grades shall be done by the Registrar through the respective schools as scheduled.
- 2.3. A grade of INC (Incomplete) is given to a student on the following conditions:
- He/she is unable to take the final examination on the appointed date because of a valid reason.
 - Requirements such as quizzes, term papers, reports or course assignments (all included in the class standing) are not complied before the final examination.

- c) A grade of O.W. (Official Withdrawal) is given to the student who drops the subject within the authorized period of dropping (before the first day of the scheduled midterm examinations).
- d) A grade of U.W. (Unauthorized Withdrawal) is given on the following conditions:
- e) After having officially enrolled, he/she has no attendance for the particular course/subject for the entire semester.
- f) He/she accumulates more than the maximum tolerated absences (>20%) in a given course/subject.

Section 3

Completion of INC marks

In no case shall the period for the removal of INC (Incomplete) grade extend beyond one (1) semester. Once the prescribed period lapses, the grade of INC automatically become 5.0.

Completion Guidelines²²
3.1 Students with INC marks incurred during the first semester are encouraged to complete their grade by the second semester of the same school year.
3.2 Students with INC marks incurred during the second semester and summer term are encouraged to complete their grades by the first semester of the succeeding school year.
3.3 A student shall immediately secure the completion form per course/subject from the Office of the Registrar and subject to payment of corresponding fees. The form shall be duly accomplished by the instructor and approved by the Dean offering the course. Copies of the approved completion forms shall be submitted to the Office of the Registrar for encoding.

²² EAC-Cavite Academic Circular No. 06, Series of 2013 entitled "Correction to EACC Academic Circular No. 09 Series of 2010 on Completion of Incomplete (INC) Marks."

Section 4

Verification of Grades

Verification of grades may be entertained as the student goes through the following processes:

- 4.1. Before the final grading period, request may be addressed formally to:
 - a. Program Adviser
 - b. School Dean
- 4.2 After the final grading period, request may be addressed formally to:
 - a. School Dean
 - b. Vice-President for Academic Affairs

ARTICLE 11

RULES OF STUDENT CONDUCT AND DISCIPLINE

Title 1

Rules and Regulations for Student Behavior

Section 1

EAC Rule of Conduct

Emilio Aguinaldo College students are responsible for regulating their own conduct and for respecting the rights and privileges of others.

Students are expected to conduct themselves in a manner compatible with the function of the college as an educational institution and respect and obey all policies of the Institution, including the civil and criminal laws of the country. Failure to show respect for the standards as set forth by the Institution is a cause for disciplinary action.

Section 2

Standard of Student Conduct: Major Offenses

In compliance with Article 21 of the Manual of Regulations for Private Higher Education Institutions and in keeping with the above-mentioned statement, the following regulations have been established by Emilio Aguinaldo College.

The following acts constitute Major Offenses:

2.1 Disruptive behavior, willful disobedience, habitual profanity or vulgarity, hostile gestures, or the open defiance of the authority of Emilio Aguinaldo College or its personnel.

2.2 Assault, battery, harassment or any threat of force or violence upon a student, the Institution or its personnel, or an authorized visitor.

2.3 Willful misconduct resulting in injury or death to student or school personnel or an authorized visitor, or willful misconduct resulting in damage, defacing, theft, or other injury to any real or personal property owned by the school, or school personnel, or students in attendance at the colleges or programs of the Institution.

2.4 Unsafe behavior while inside the school or in a clinical or lab setting that poses a threat to self or others.

2.5 The unlawful use, sale, or possession on school property or presence on school property while under the influence of any controlled substance²³ or any poison classified as such by government or national law.

2.6 Any form of smoking in an area where smoking²⁴ has been prohibited by law or by policy of the EAC Board of Directors or administrative regulation.

2.7 Disorderly, lewd, indecent, or obscene conduct on school property, online class or at school-sponsored functions.

2.8 Sexual assault as defined under Republic Act 9262²⁵ on any student or employee of the Institution, on campus or off campus grounds or facilities maintained by Emilio Aguinaldo College.

2.9 The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on school property or at a school-sponsored function.

2.10 The obstruction or disruption, on or off-campus, of any educational or administrative process or function of the school.

2.11 Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a school program or activity.

2.12 Misrepresentation of oneself or of an organization as an agent of the Emilio Aguinaldo College.

2.13 Extortion or blackmail whether or not the purpose or objective is accomplished, solicitation of money, donations and contributions in cash or in kind without prior approval of the Institution, failure to account for funds or property belonging to the school or to any recognized organization of EAC.

2.14 Assisting another to do any act which would subject a fellow student to discipline.

²³ Republic Act 9165: Comprehensive Dangerous Drugs Acts of 2012

²⁴ Republic Act No. 9211: Regulation Act of 2003.

²⁵ Republic Act 9262: Anti-violence Against Women and Their Children Act of 2004

2.15. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on school premises, or at school- sponsored events, or appearance on school- property or at school sponsored events while under the influence of alcohol or illegal narcotics/drugs.

2.16 Hacking²⁶, unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium.

2.17 Actions of force or threat of force to injure, intimidate, oppress, or threaten because of the other person's race, color, religious affiliation, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.

2.18 Academic dishonesty, including, but not limited to, falsification, plagiarism, cheating or fabrication which compromises the integrity of an examination, assignment, any college record/ document, or a program.

2.19 Forgery of signatures.

2.20 Any forms of hazing and membership to fraternities and/ or sororities²⁷.

2.21. Gambling or engaging in any activity within school premises that involves betting.

2.22 All forms of bullying²⁸ directed against a student, faculty, and staff or to an officer of the Institution.

2.23 Contravention of Copyright Laws²⁹.

2.24 Unjust enrichment.

²⁶ Republic Act No. 10175: Cybercrime Prevention Act of 2012

²⁷ Republic Act No. 8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Other Organizations and Providing Penalties Therefore

²⁸ Republic Act 10627 or the Anti-Bullying Act of 2013

²⁹ Republic Act No. 8293: Intellectual Property Code of the Philippines

2.25 Playing with the Institution's fire alarm and other safety and warning devices.

2.26 Ignoring summonses from the OSA and other authorities of the College.

2.27 Violation of Institutional Board Policies and Administrative Regulations.

Section 3

Standard of Student Conduct: Minor Offenses

The following acts constitute Minor Offenses.

3.1 Not wearing and/or improper use of school ID includes but not limited to entering the EAC Building and transacting official business without a valid ID issued by the College; the possession of fake or falsified school ID; the possession of two or more school IDs; and using another student's ID and lending of ID to another person;

3.2 Tampering of school ID.

3.3 Wearing inappropriate attire inside school premises like:

- a) Sando(s)
- b) P.E. shorts and athletic shorts (except during P.E. classes)
- c) Any kind of apparel with plunging necklines
- d) Revealing short pants
- e) "Tokong"
- f) Leggings, pants with holes,
- g) Mini skirts
- h) Spaghetti straps without vest/topper
- i) Tube blouse without vest/topper
- j) Rubber slippers
- k) Sandals of any kind
- l) Cross-Dressing

3.3 Dyed hair with unnatural and/or outlandish colors and highlights.

3.4 Littering and Non-observance of CLAYGO.

3.5 Bringing and eating food and beverage inside the classroom.

3.6 Loitering or staying near walkways, fire exits and other restricted areas of the school.

3.7 Creating boisterous noise along the corridors during class hours.

3.8 Male students sporting long hair (that touches the back of collar of the polo), and wearing earrings and ball caps, hats, bonnets, and the likes while inside their class.

3.9 Participation in off-campus activities bearing the name of the College, such as contests, plays, choirs, conferences, congresses, etc., without written authorization by the School Dean, Office of Student Affairs, the Vice President for Academic and the President.

3.10 Adverse/sexist remarks by the student toward any member of the academic community.

3.11 Possession and/or use of pornographic materials.

3.12 Use of cellular phones, headsets and other electronic devices during class hours and examinations.

3.13 Improper, unauthorized use of classrooms, school facilities like whiteboards, table, chairs, laboratory apparatus, EAC Gym facilities.

3.14 Posting/ advertising of unauthorized notices and/or announcements on bulletin/announcement boards or posting of notices and announcements outside authorized areas or bulletin boards. This includes verbal announcements and notices.

3.15 Indiscriminate use of all forms of musical instruments, recorders, megaphones, bull horns, cameras, and the likes, during class hours.

3.16 The use of abusive or obscene language inside the school campus.

3.17 Public display of affection.

3.18 Entry to and /or usage of comfort rooms designated to the opposite gender.

3.18 Other misdemeanors not otherwise considered major offense under this manual.

Section 4

Rules and Regulations Promulgated by Deans or Directors of Various Units

The Deans or Directors of various units may, after due consultation promulgate their own internal rules on conduct and discipline of peculiar application to their respective units, subject to written approval of the Vice President for Academic Affairs or to the President. The rules on circulation and the date of effectivity must be properly indicated.

Section 5

Sanctions to Offenses

Frequency	Major Offenses	Minor Offenses
1 st Offense	Disciplinary Citation, Parent Conference with Recommendation for Suspension ³⁰ (7-14 days)	Issuance of a Written Warning and Referral
2 nd Offense	Issuance of Final Written Warning with Recommendation for Non-readmission ³¹ and Non-issuance of Good Moral Character Certification	Disciplinary Citation, Parent Conference and Recommendation for Suspension (7-14 days)
3 rd and Subsequent Offenses	Recommendation for Expulsion ³²	Recommendation for Non-readmission and Non-issuance of Good Moral Character Certification

Note:

Depending on the circumstances and the gravity of the issue/s involved, alternative sanctions not mentioned above (i.e., Supervised Community Service, Guidance and Counseling Sessions and the like.) may be recommended by the Committee on Decorum and Investigation as a different avenue to implement the Institution's policies on student discipline.

These corrective and transformative programs for students with disciplinary issues will be monitored and administered by the EAC Guidance and Counseling Office in coordination with the Office of Student Affairs.

³⁰ Article 21 Section 106 (1) of Manual of Regulations for Private Higher Education Institutions.

³¹ Article 21 Section 106 (2) of Manual of Regulations for Private Higher Education Institutions.

³² Article 21 Section 106 (4) of Manual of Regulations for Private Higher Education Institutions.

Section 6**Removal of Students from Class**

Any faculty of the school or discipline officer in coordination with the respective deans may remove a student from class for a specific period within the date of the incident and the next class meeting for any of the causes set forth in Section 2 and Section 3 for the following institutional interventions including but not limited to the issuance of notices, necessary parent conferences and the like.

All actions involving the removal of students from their classes must be communicated immediately to the academic dean for documentation.

Section 7**Recommended Range of Sanctions and Disciplinary Actions**

In matters of alleged academic dishonesty, the responsibility for initiating disciplinary proceedings rests with the instructor and the instructor's academic division. The Office of Student Affairs will provide assistance if the student, the instructor or the dean so requests, or if such action is deemed necessary by the Director/Dean for Student Affairs.

The following disciplinary actions and procedures are not meant to be a comprehensive list but are guidelines. Students should be notified in writing, about unacceptable behavior and potential disciplinary action. The faculty member is advised to file an Incident Report with the Office of Student Affairs.

Title 2**Procedures for the Settlement of Complaints/Grievances and Imposition of Disciplinary Rules and Actions**

The procedure for the redress and settlement of complaints and grievances in Emilio Aguinaldo College shall conform to the standards of due process of the law to ensure the highest degree of fairness and justice to all stakeholders. To the greatest extent, however, all concerned parties should seek all remedies through counseling, arbitration, and amicable settlement of conflicts. In all cases, the definitive aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages. Sanctions imposed by the Institution shall be meted out sparingly into consideration the capacity of the individuals to learn and profit from their mistakes.

ARTICLE 12

STUDENT DUE PROCESS

Section 1

Student Due Process refers to a system of procedures designed to resolve conflicts and other student-related issues in a clear, fair, and orderly manner.

Section 2

Student Due Process Procedures

The processes involved are as follows:

2.1 Any concerned or aggrieved party, whether student or personnel of the Institution, should, as an initial step, seek advice or consult with an appropriate responsible person, such as the professor, dean, or an official within whose area or responsibility the problem has arisen. Problems which are psychological in nature should be referred directly or through a responsible third party to the Guidance and Counseling Office.

2.2 As much as possible, problems should be solved at the initial stage of consultation and advice.

2.3 Complaints, both disciplinary and non-disciplinary, must be in writing and signed by the complainant/s. Complaints should be filed with the Dean, Principal or to the Office of Student Affairs (OSA).

2.4 Upon proper receipt of the complaint, the Dean, Principal, or the Director/Dean of Student Affairs shall determine the validity of the complaint whether the wrongful act/s committed fall under the offenses stated in Article 9 Title 1 Section 2 and 3 of this Manual.

2.5 For Minor Offenses, it shall be the duty of the Dean, Principal and/or the OSA to conduct the proper investigation and resolve the same. The OSA Director/Dean shall furnish a copy of the resolution to the Office of the Vice President for Academic Affairs and/or to the President for documentation.

2.6 For Major Offenses, it shall be the duty of the OSA Director/Dean to cause the proper endorsement of the complaint to the members of the Committee on Decorum and Investigation after the issuance to the proper parties of the notices³³ and summonses.

³³ National University versus Guzman et.al. (G.R. No. L-68288 July 11, 1986) “There are withal minimum

Section 3

The Committee on Decorum and Investigation (CDI)

The Institution's mission encourages students to explore to advance knowledge at the highest level. It also expects its students to uphold the highest standards of respect, integrity, and civility. With this context, the Committee on Decorum and Investigation (CDI) was created to resolve complaints of alleged violations of policies and/or community standards by a student, former student, or student organization in a way that is objective and educational, not legalistic, or adversarial.

The CDI is responsible for resolving complaints against students and student organizations and to decide the appropriate Institute response. The procedure that the CDI uses to hear and respond to such complaints is described in this article.

Section 4

The investigation and resolution cases involving Major Offense/s is conducted by the Committee on Decorum and Investigation composed mainly, but not limited to the following: (a) the school Legal Counsel who shall preside as Chairman; (b) Dean/s/Principal of the parties concerned; (c) Director/Dean for Student Affairs; (d) a representative from the Central Student Council Board; (e) Faculty Representative and (f) Discipline Officer.

Section 5

Case Resolutions

All cases that pass through the Committee on Decorum and Investigation must have a resolution drafted by its members showing the details, merits and recommendation for decision of the case.

Any intervention/s recommended by the Committee on Decorum and Investigation will not be valid or effective without the approval of the Vice President for Academic Affairs or the President of Emilio Aguinaldo College.

Section 6

Implementation or Enforcement of the Resolution/Decision

The decision or resolution of cases falling either under Minor or Major Offense/s are forwarded to Office of the Student Affairs for proper implementation and enforcement of the interventions in close coordination with the Dean and the

standards which must be met to satisfy the demands of procedural due process; and these are, that (1) the students must be informed in writing of the nature and cause of any accusation against them; (2) they shall have the right to answer the charges against them, with the assistance of counsel, if desired; (3) they shall be informed of the evidence against them; (4) they shall have the right to adduce evidence in their own behalf; and (5) the evidence must be duly considered by the investigating committee or official designated by the school authorities to hear and decide the case."

Discipline Officer.

A Notice of Decision will be provided to all parties concerned.

Section 7

Motion for Reconsideration

Motion for Reconsideration can be filed by the appealing party to the Office of the Student Affairs within ten (10) days from the date of receipt of the Notice of the Decision.

No second Motion for Reconsideration of a final decision shall be allowed.

After the 10-day period provided has lapsed or whenever a Motion for Reconsideration is denied, the decision that was approved by the President of the Institution shall become final and executory.

Section 8

Appeal of Final Disciplinary Resolution/Decision

Resolved cases for Minor Offense/s shall be final and executory and is non-appealable.

The final decision or resolution of cases for Major Offense/s shall be appealable directly to the Vice President of the Academic Affairs or to the Office of the President.

Section 9

Grade Grievance

The instructor is solely responsible for the grades assigned; no instructor may be directed to change a grade except in certain narrow circumstances authorized by the Institution.

When grades are given for any course of instruction taught within the college, the grade given to each student shall be the grade determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith or incompetence, shall be final.

Section 10

Emilio Aguinaldo College does not discriminate based on handicap, sex, race, color, or national or ethnic origin in administration of (1) educational policies, (2) personnel practices, and (3) college programs. Students with disabilities have the same legal entitlement as any other student of the Institution and prohibit discrimination based on disability in any program or activity offered by Emilio Aguinaldo College.

It is the policy of the Institution to offer programs and activities which are accessible to students with disabilities³⁴.

Any student with a verified disability who believes that he/she has been subjected to discrimination based on his/her disability or have received an unacceptable response or have been denied an authorized accommodation may file a written complaint in the Office of the Student Affairs for appropriate action.

³⁴ Section 12 of Republic Act 7277: Magna Carta for Disabled Persons

ARTICLE 13

STUDENT LIFE

Title 1: Student Organizations and Councils

Section 1

Emilio Aguinaldo College-Cavite recognizes the right of students to organize and to develop responsible and transformative leadership. Thus, it encourages students to form, join and participate in the activities of student organizations, clubs, associations, societies, or any other student group that will suit the legitimate needs, aspirations, and interest of the students in line with the mission, vision, and objectives of the Institution.

Section 2

All organizations, clubs, associations, societies, and any other student group shall be governed by the provisions of this Student Manual and all other pertinent rules and regulations promulgated pursuant thereto.

Section 3

The official representative group of all stakeholders in Emilio Aguinaldo College-Cavite shall be known as the Central Student Council Board (CSCB).

Title 2: Student Organization Accreditation

Section 1

General Criteria for New Student Organization Aspirants

1.1 Aspirant organization should conform to the Vision, Mission, Objective and policies of the Institution and their respective colleges.

1.2 Terms of membership to the student organization are exclusively for students at Emilio Aguinaldo College who are duly enrolled and bona fide members of the academic community.

1.3 Organization to be established is for educational, co- curricular, athletic, socio-civic, literary, multi-faith³⁵ and cultural purposes that systematically and deliberately addresses holistic and well-rounded student development.

1.4 Type of organization desired should not be a duplication of an existing organization.

³⁵ Article 9 Section 30 of CHED Memorandum 9 Series of 2013

1.5 No fraternities, sororities or gangs shall be recognized as a legitimate student organization³⁶.

Section 2

Students who desire to establish, join, and participate in student organizations on campus shall do so as a matter of right, subject to the following requirements for recognition and affiliation and reasonable regulations promulgated by the College through the Office of the Student Affairs.

2.1 Any group of twenty-five (25) students may apply for recognition by presenting an Application for Accreditation/ Letter of Intent to the Office of Student Affairs (OSA) and the Central Student Council Board within three (3) weeks before the final examinations of the second semester of the current school year.

2.2 The following supporting documents accomplished in triplicate copies and must be presented at the time of application/request for accreditation:

- a) Formal letter of application for accreditation.
- b) Organization Constitution and By-Laws.
- c) List of elected officers with their names, respective positions, course and year levels, ID number, e-mail, contact details, three (3) specimen signatures and a roster of at least twenty-five (25) members, inclusive of officers who are currently enrolled in the College.
- d) Proposed activities for entire school year, including tentative dates of implementation and brief descriptions of each activity.
- e) Name of faculty adviser³⁷ to be appointed as organization adviser.

Section 3

The Central Student Council Board in close coordination with the Office of Student Affairs shall deliberate on the application and shall determine whether the constitution and by-laws and the plan of activities are in accordance with the Institutional Policies and/or other rules implemented by EAC.

Activities are screened so that it will not conflict or overlap with those of other student organizations or councils. The Director/Dean for Student Affairs shall inform the applicant-organization of the approval of the application within one (1) month from the date of submission of requirements.

³⁶ CHED Memorandum 4 Series of 1995: Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations.

³⁷ Full-time academic or non-academic personnel of EAC.

Section 4

No student organization shall be allowed to inflict physical punishment or any other form of hazing a requirement for membership³⁸.

Section 5

The Constitution and By-Laws of the applicant student organization shall be approved by the College President or the Vice President for Academic Affairs upon the recommendation of the Director/Dean for Student Affairs in consultation with the Central Student Council Board.

No student organization shall be allowed to function without approval.

Section 6**Certificate of Recognition**

The Office of Student Affairs shall issue a corresponding Certificate of Recognition to the student organization to the student organization upon full compliance with the requirements herein prescribed. However, such certificate shall be effective for one (1) school year only and will have to be renewed each succeeding school year for the organization to exist officially.

Section 7

All new organized student organizations under the probationary period shall be placed on one (1) school year probationary status. In certain cases, the probationary period may be extended for another school year for further evaluation of the organization.

Section 8

Every accredited or registered student organizations under shall be registered with the Central Student Council Board.

Section 9

Any organized student organization which violates its own statement of purpose and/or Constitution and By-Laws or fails to comply with the policies of the College and the Office of Student Affairs will be subjected for review for the revocation of its certificate of recognition, after an investigation to be conducted by the Director/Dean for Student Affairs and the Central Student Council Board.

³⁸ CHED Memorandum 4 Series of 1995 Item 5 Sub-item 5.1

Section 10**Academic Requirements in Joining Student Organizations**

Only *bona fide* students who comply with the following requirements are allowed to join student organizations and their activities:

- a) Students taking an academic load of at least 18 units except for graduating students; and
- b) Students who are not under disciplinary action.

Section 11

A student cannot be a president in more than one (1) organization.

Section 12

All accredited student organizations shall apply for renewal one (1) month prior to the expiry date of its registration and submit the following documents to the Office of Student Affairs:

12.1 Annual report of their accomplishments and participation to school activities and on-going projects (include if any, leadership trainings seminars as well as meetings attended initiated by the CSCB).

12.2 Statement of financial condition showing income and expenditures, assets and liabilities prepared by the President, Treasurer and Auditor and endorsed by the Organization Adviser.

12.3 A copy of new constitution with emphasis on amended provisions, if the constitution undergoes amendments, approved by the majority of the organization members.

12.4 List of new sets of officers and photocopies of their enrollment registration forms and an initial roster of members, if any.

12.5 Latest Annual Budget and Calendar of Activities.

Section 13**The Student Organization Accreditation Committee**

The Student Organization Accreditation Committee is responsible for the accreditation of those student organizations that are not otherwise certified by Emilio Aguinaldo College.

Members shall be composed of, but not limited to the following:

1. Dean/Director of Student Affairs as Chair.
2. One faculty representative or officer of the school.
3. CSCB President or his/her representative.
4. The school Legal Counsel.

Section 14**Managing Student Organizations**

The student organizations shall be supervised as follows:

- 1) Every student organization in Emilio Aguinaldo College-Cavite shall be required to submit their Post-activity Report attaching therein the necessary documentation of the event previously executed within two (2) weeks after each activity.
- 2) Three weeks before the Final Examinations, all student organizations must prepare three (3) copies of the Year-end Accomplishment Report and Financial Statement for clearance.
- 3) The Office of Student Affairs shall be notified of all activities of the student organization for proper guidance and coordination. Dissemination of approved student activities must be coordinated with the Office of the Vice President for Academic Affairs, school deans concerned and other support departments.
- 4) Accredited organizations shall be entitled to use and access the facilities of the Institution in compliance to the guidelines set by the Institution for the usage of school facilities. However, institutional events, functions and activities shall take precedence over student activities of organizations in case of conflict.
- 5) The Office of Student Affairs shall be officially notified of any change in the set of officers, adviser/s or schedule of activities of the student organization.

- 6) Posters and notices shall be posted only on freedom boards or in any designated location approved by the school administration. The sources/proponents of said posters and notices must be properly identified which should be noted and approved by the CSCB, OSA, and the head of Logistics and Facilities.

The Institution reserves the right to remove all illegally posted posters and notices improperly posted without prejudice to the activity being advertised or to holding the proponents of the posters answerable in case of complaints.

- 7) All fund-raising activities undertaken by student organizations must be duly approved and coordinated with the EAC Accounting Office before the actual collection or solicitation. Any amount collected from donors, sponsors and members for holding the fund-raising activity must be properly received by its officers, noted by the adviser and remitted immediately to the EAC Cashiers Office.

In case the organization needs the money for their activities, they may withdraw the funds deposited in the EAC Accounting Office upon submitting a written request to withdraw. It shall be addressed to the Finance Officer to be noted by the organization adviser and OSA.

- 8) Any student organization that willfully violates the established norms and Institutional policies of the school, the EAC Student Manual, their own Constitution and By-laws and the conditions of their accreditation shall be subject to a disciplinary and administrative review upon recommendation of the Office of Student Affairs.

Emilio Aguinaldo College reserves the right to withdraw, revoke, recommend the non-renewal of the certificate of recognition or suspend approved activities of that organization that is found guilty of the above-mentioned circumstances.

Section 16

Registration/ Recognition Agreement

Registration/ recognition of a student organization, club or any student group extends to students the privilege of identification with Emilio Aguinaldo College-Cavite and the use of institutional facilities. The student organization or club agrees to accept those regulations and policies necessary for the protection of the Institution's essential functions, for sharing time and space, and to assure the reasonable health and safety of the school community.

It is the policy of Emilio Aguinaldo College that registration or recognition of an organization does not imply endorsement of the Institution of the organization or its views, goals, or objectives, but rather reflects Emilio Aguinaldo College's commitment expressed in CHED Memorandum Order 9 Series of 2013³⁹ to a campus environment supportive of academic instruction intended to facilitate holistic and well-rounded student development for active involvement as future responsible citizens.

Title 3: Extra-curricular and Co-curricular Activities

Section 1

The Institution recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership on their chosen fields of endeavor.

For this purpose, the Institution seeks to encourage the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors set up along educational, co- curricular, athletic, socio-civic, literary, multi-faith and cultural purposes that systematically and deliberately address holistic and well-rounded student development.

Section 2

Definition of Terms

Co-curricular activities – are pursued to enrich the learning experiences of the students. They are meant to complement, not to interfere with, their studies.

Extra-curricular activities – are meant to supplement classroom instruction and co-curricular activities. All extra-curricular activities shall be subject to review and approval by the School Dean, Dean/ Director for Student Affairs and the Vice President for Academic Affairs.

The student organization adviser is directly responsible to oversee these activities.

Section 3

Approval of Student Activities

All student organizations duly accredited and recognized by the Institution may conduct their activities and programs and represent the school in their external affairs.

³⁹ Enhanced Policies and Guidelines on Student Affairs and Services

The approval of activities is initiated through a written request⁴⁰ and shall be done through channels and submitted two (2) weeks before the scheduled activity.

It must include signatories of the:

- a) President of the proponent student organization or its Vice-President
- b) Student Organization Adviser
- c) Dean of the College/School
- d) Director for Student Affairs
- e) Vice President for Academic Affairs

Section 4

Guidelines for Holding School Activities

The establishment and operation of student organizations in the College are governed by the rules and regulations established by the Article 8 Section 19 of CHED Memorandum 9 Series of 2013.

As a matter of school policy, the following guidelines shall be strictly followed for holding student activities within and outside the Emilio Aguinaldo College campuses.

- a) Avoidance of class disruptions or excuses from attending the student's classes is of high importance.
- b) All student activities including simple regular meetings shall be held preferably before or after school hours or during common vacant hours⁴¹.
- c) No student activities shall be held one (1) week before and during the scheduled Prelim, Midterm and Final Examinations⁴².
- d) Lobby 1 can be used as a venue for student activities only for activities sponsored/organized by the institution.
- e) Events held in the school should be limited from 8:00 AM until 9:00 PM only. No overnight activities.
- f) Should the activity require students to be excused from attending their classes, an approval letter requesting for the said exemption should be secured first from the Dean with final approval of the Vice President for Academic Affairs.
- g) Extra-curricular activities are not allowed to be held outside the school campus unless there are valid and important reasons why the activity cannot be held otherwise.

⁴⁰ SAAF 11 and SAEL 12 (Student Activity Application Form and Student Activity Endorsement Letter)

⁴¹ EACC Academic Circular No. 03 Series of 2012

⁴² EAC event ban.

- h) Safety and security of all students is at all times the primary concern when approved events are held.
- i) In the conduct of off-campus educational tours, field trips, seminars, general assemblies and the like, conditions set forth in CHED Regional Memo 190 Series of 2015, CHED Memorandum Order 17 Series of 2012 and CHED Memorandum Order 63 Series of 2017 should be strictly observed by all.
- j) The complete number of duly accomplished medical certification and notarized waiver forms of all participants must be forwarded for verification to the Office of the Student Affairs, one week before the scheduled activity.
- k) All student activities should conform to the Emilian Culture as defined and prescribed by the Institution. The administration reserves the right to disapprove/suspend student activities that veers away from the formation of the Emilian Culture.
- l) No student activity proposals shall be entertained without compliance to the required submission of Post-Activity and Financial Report.
- m) All outreach projects shall be coordinated with the Office of External Linkages and Community Outreach and recipients of the program should be member of the Institution's partner communities.
- n) Upon final approval of the student activity by the Office of Student Affairs and Vice President for Academic Affairs, the proponents must commit to observe CLAYGO to ensure the Institution's policy on cleanliness and orderliness during and after the activity.
- o) Solicitation of money, donations and contributions in cash or kind without prior approval of proper authorities is strictly prohibited⁵⁴.
- p) The holding of student activities shall be based on "First Approved, First Served" policy. The determination of whether the proponents can proceed with the proposed activity or not shall depend on the timely approval of each proposal upon specific compliance of the requirements.
- q) The decision of the Vice President for Academic Affairs is considered final. Should any of the proposed events be disapproved, any form of motion for reconsideration shall no longer be entertained by Office of Student Affairs or the Vice President for Academic Affairs.

Section 5

Reservation of Venues for Activities

As a rule, only recognized student organizations may be given privileges in the use of school facilities or equipment for their activities. The Institution offers different venues to choose from when conducting activities for as long as the organization applying for reservation have met all the requirements imposed to them.

Section 6

Privileges and Limitations for Student Organizations

PRIVILEGES (For duly recognized/accredited/organizations)	LIMITATIONS (For organizations under probation)
<ol style="list-style-type: none"> 1. Use of the school's name subject to Institution's regulations. 2. Sponsor college or campus-wide activities. 3. Participate in college or campus-wide activities. 4. Attend student leadership training and seminars. 5. Privilege in the use of school facilities, transport, and equipment subject to guidelines set by Emilio Aguinaldo College. 6. Use of campus facilities for solicitation of membership. 	<ol style="list-style-type: none"> 1. Limitation in campus-wide activity participation. 2. Limitation of usage of school facilities & equipment. 3. Limited issuance of fund or prohibition in the collection of membership fees and the like.

Section 7**Duties and Responsibilities of Student Organization Officers and their Adviser**

ORGANIZATION	ADVISER
<ol style="list-style-type: none"> 1. Keep the adviser and the OSA informed of all organizational activities, meeting schedule, location, and agendas. 2. Comply with recognition, accreditation, re- accreditation and activity requirements of the Institution. 3. Develop and use good records and sound financial procedures. 	<ol style="list-style-type: none"> 1. Actively advise, counsel & serve as resource person in the personal development of students while aiding in the growth and accountability of the organization. 2. To prioritize, handle multiple tasks and work with diverse student population. 3. Develop core competences in communication, inter- cultural, planning and student learning.

Title 4**Institutional Guidelines on Educational Tours or Field Trips⁴³****Section 1**

To minimize and/or to obviate untoward incidents during field trips, the following as embodied in CHED Memorandum Order No. 17 Series 2012 should be observed:

- 1) The outing/field trip should be related to or part of the approved curriculum of the school.
- 2) Pre- and post-conferences should be held with the parents and/ or students.
- 3) The place to be visited should be pre-arranged and necessary permit to visit or stay in the place should be secured.
- 4) Accomplishment and submission of the accomplished Parent's Consent and Waiver Form being issued by OSA both signed by the parents and the students.
- 5) Medical clearance issued by the School Clinic to verify fitness for travel.
- 6) The students should be accompanied by responsible school officials (teacher) at a ratio of one faculty for every class 40-50 student (1:40), who will oversee the safety, discipline and needs of the students.
- 7) Necessary safety precautions regarding travel, visit to factories, overnight stay, disasters, (earthquake, flood, typhoon, fire, etc.) shall be instituted and observed; and

⁴³ Please see CHED Memorandum Order 63 Series of 2017: Policies and Guidelines on Local Off-campus Activities.

- 8) The approved plan of activities should be strictly followed by the advisers and participants. Strictly no itinerary diversion.

Title 5

Student Publication

The official publication of Emilio Aguinaldo College shall be known officially as “The MAGDALO”. The official seal of The MAGDALO shall be composed of the EAC logo crest with an eight rayed sun placed at its center. Embedded on the sun’s center is the alibata symbol “KA⁴⁴”. At the lower portion of the crest lies the nameplate of The MAGDALO.

The official colors of The MAGDALO are red and white. Red color stands for unwavering commitment and determination of the publication to serve the institution and its students. White color promotes transparency as well as balanced reporting.

Section 1

Objectives of the Publication

- 1) Disseminate important and relevant information concerning the Institution and its clientele.
- 2) Publish articles written by students, faculty, administration, and staff. Also, include in all its issues achievements attained by the institution both in local, national, and international categories.
- 3) Serve as a medium that would hone the skills and talent of budding journalist.
- 4) Uphold the standards and ethics of campus journalism.
- 5) Advocate social consciousness through its articles. Fortify patriotism among the youth.

Section 2

Members and Editorial Staff

2.1 Board of Editors

The Technical Adviser, Editor in Chief, Managing Editor, Associate Editor, News Editor, Features Editor, and Sports Editor compose the Board of Editors. However, an independent body involving the proofreader would check articles before final printing to ensure quality.

2.2 Staff Members

These are regular writers, probationary writers, visual and layout artist and photojournalist. They may be assigned as members of the News Section, Features Section, Literary Section, Sport Section, and other sections deemed necessary by the BOE.

⁴⁴ <http://baybayinalive.com/ka-means-connection/>

They become staff members only after passing the qualifying written examination and interview (for new members) administered by the BOE.

2.3 Artists

The MAGDALO Publication shall have a regular Chief Layout Artist. He/ She may have an assistant. Together they will apply the style sheet and create the design of the newspaper under the technical supervision of the BOE.

2.4 Photojournalist

The MAGDALO Publication shall have a regular Chief Photographer. He/ She may have an assistant. Together they will provide photographs of the news and the necessary captions for the paper.

Section 3

Rights and Privileges of Staff Members

Every staff member of the MAGDALO shall have the following rights and privileges:

- 1) As *bona fide* students, every staff member shall enjoy rights and privileges afforded by Emilio Aguinaldo College as an institution of higher learning.
- 2) Actively participate in discussions and or forums on matters concerning the entire academic community.
- 3) Exercise the right to information and freedom of expression as long as these rights will not be abused nor malign the integrity of Emilio Aguinaldo College as an institution of higher learning, likewise the entire academic community.
- 4) Attend seminars, workshops, colloquia and meeting that would enhance every staff member's journalistic skill and;
- 5) Freely use the internet for journalistic research and office equipment to facilitate production and release of issue.

Section 4

Duties and Responsibilities of Publication Members

All editors and staff of MAGDALO shall have the following duties and responsibilities:

- 1) Uphold the integrity of Emilio Aguinaldo College as institution of higher learning.
- 2) Practice balanced reporting.
- 3) Adhere to the Journalists' Code of Ethics⁴⁵;

⁴⁵ PHILIPPINE JOURNALIST'S CODE OF ETHICS (1988)

I.I shall scrupulously report and interpret the news, taking care not to suppress essential facts or to distort the truth by omission or improper emphasis. I recognize the duty to air the other side and to correct substantive errors promptly.

- 4) Abide by the policies and decision duly approved by the BOE in accordance with R.A. 7079 also known as the Campus Journalism Act of 1991⁴⁶;
- 5) Submit on-time the required reports as may be required by the publication adviser.
- 6) To practice responsible stewardship to school publication resources and assets.

II.I shall not violate confidential information on material given me in the exercise of my calling.

III.I shall resort only to fair and honest methods in my effort to obtain news, photographs and/or documents, and shall properly identify myself as a representative of the press when obtaining any personal interview intended for publication.

IV.I shall refrain from writing reports which will adversely affect a private reputation unless the public interest justifies it. At the same time, I shall fight vigorously for public access to information, as provided for in the Constitution.

V.I shall not let personal motives or interests influence me in the performance of my duties; nor shall I accept or offer any present, gift or other consideration of a nature which may cast doubt on my personal integrity.

VI.I shall not commit any act of plagiarism.

VII.I shall not in any manner ridicule, cast aspersions on, or degrade any person by reason of sex, creed, religious belief, political conviction, cultural and ethnic origin.

VIII.I shall presume persons accused of crime of being innocent until proven otherwise. I shall exercise caution in publishing names of minors and women involved in criminal cases so that they may not unjustly lose their standing in society.

IX.I shall not take unfair advantage of a fellow journalist.

X.I shall accept only as tasks as are compatible with the integrity and dignity of my profession, invoking the "conscience clause" when duties imposed on me conflict with the voice of my conscience.

XI.I shall conduct myself in public or while performing my duties as a journalist in such manner as to maintain the dignity of my profession. When in doubt, decency should be my watchword.

This document was drafted by the Philippine Press Institute (PPI), discussed and finalized in a multilateral workshop conference held during the National Press Week of 1988. The conference was attended by representatives from the PPI, National Press Club, Philippine Movement for Press Freedom (PMPF), National Union of Journalists of the Philippines (provisional committee), Kapisanan ng mga Manggagawa sa Media sa Pilipinas, Press Foundation of Asia, and Photojournalists Guild of the Philippines. It has been adopted by these and other media organizations and has been translated into Filipino by the Bukluran ng mga Mamamahayag sa Sariling Wika (BUKLURAN), a PMPF member- organization.

⁴⁶ An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes

ARTICLE 14

STUDENT SUPPORT SERVICES

Support Services refers to the services made available to all stakeholders in Emilio Aguinaldo College incidental to their enrollment such as Library Services, Guidance and Counseling, Online Learning and Teaching Department, Computer and Internet Services, Information and Orientation Services, Gender and Development, Student Accident Insurance, Scholarships and Financial Assistance, Health and Dental Services, Food and Cafeteria Services, Career and Placement Services, Safety and Security Services, Transport Services, E-Learning and Services for Students with Special Needs.

The primary role of the departments specializing in these services is to create an environment that is clean, safe, peaceful, and orderly, to achieve an atmosphere that is conducive to teaching and to learning.

Title 1

Office of Student Affairs

The Emilio Aguinaldo College Office of Student Affairs (OSA) is an academic-support unit of the Institution and is responsible for the development and implementation of various programs and services that focus on the non-academic aspects of the student's life & development in the campus.

Every school year, the department conducts a need-based student-focused activities that are designed for the acquisition and improvement of Emilian values and life skills that complement the Institution's Vision, Mission and Academic Objectives.

The Office of Student Affairs (OSA) is headed by its director, designated by the President, and as confirmed by the Board of Directors.

Section 1

Duties and Functions.

The Director of Student Affairs performs the following functions:

1. Serve as a link between the EAC Administration and the student body and/or its component organizations and associations duly recognized by the school,
2. Provide opportunities for the students' active involvement in the affairs of the College.
3. Oversee the activities of all student councils and organizations and provide guidance to students along social, cultural, educational and community leadership development.

4. Coordinate with all registered and recognized student organizations; ensuring that they operate and exist in harmony with the rules promulgated by the school authorities.

Section 2

Services offered by the Office of Student Affairs

1. Conduct of orientation to students⁴⁷
2. Entertain scholarship applications and inquiries.
3. Annual accreditation of student councils, professional student organizations, and clubs
4. Development of programs to help students.
5. Process student conduct and discipline cases in the tertiary level.
6. Spearheads Student Manual Development and Review
7. Process the issuance of student clearance and good moral character certificate.

Title 2

Library Services

Section 1

The EAC Library is located at the 2nd floor of the Bldg. 3 It occupies an area equivalent to 4 rooms with 10 sections namely: (1) General Circulation, (2) Allied Section, (3) Filipiniana, (4) Periodical, (5) Reference & Thesis Section, (6) Multimedia /Internet, (7) Technical Section, (8) Office of the Chief Librarian (9) Archives and (10) Library Discussion Room.

It contains an extensive collection of books, periodicals, theses, vertical files, etc. The collection of the library varies according to the needs of the clients/users of the library. The total seating capacity is 230 readers at a time.

Section 2

Library Business Hours

DAY	TIME
Monday – Friday	7:00 AM – 6:00 PM
Saturday	7:00 AM – 5:00 PM
Summer	8:00 AM – 5:00 PM
Closing Hours- The library ceases 15 minutes before the regular closing time. Notice of changes of library hours will be posted on library bulletin board.	

⁴⁷ Article 7 Section 13 of CHED Memorandum 9 Series of 2013

Section 3

Arrangement of Books

Books are arranged on the shelves according to the Library of Congress Classification System. Books with related subjects are assigned with similar classification number so that they stand together on the shelves.

Section 4

Using the Library School Automate or Online Public Access Catalog (OPAC)

The Online Public Access Catalog or simply Library Catalog is an online database of materials available at the EAC Library. Students may access the Library Catalog principally to locate books for their assignments, projects, research, and other scholastic endeavors.

Procedures as follows:

- 4.1 Type the School Automate URL into the search bar http://219.90.94.86:8339/sa_cavite/.
- 4.2 Type your username and password.
- 4.3 Click the Library OPAC.
- 4.4 Fill-up any of the three options (Title of the Book; Author of the Book; and Subject of the Book) with the book you want to search.
- 4.5 Then click SEARCH.
- 4.6 Choose and copy the information of the book you want to borrow.

Section 5

Library Borrowers Card

- 5.1. All library users are required to secure a borrower's card to be able to use the library facilities. They are required to present their borrowers card each time they borrow materials from any sections of the library.
- 5.2. Borrower's card can be secured by all library users by providing two (2) 1x1 ID picture plus and their registration form.
- 5.3. The borrowers' card is NOT TRANSFERABLE. Any student lending his/her card is subject to disciplinary action such as confiscation of BC and suspension of library privileges.

Section 6

General Rules in Using the Library

- 6.1 The library is for reading, research, and study only.
- 6.2 SILENCE must be always observed.
- 6.3 Cellular phones must be switched off or always kept in silent mode.
- 6.4 Mutilating, clipping, or cutting any part of the books, magazines,

- journals, or any other library materials are strictly prohibited.
- 6.5 Eating, sleeping, smoking, littering and PDA are strictly prohibited inside and within the library premises.

Section 7

Charges on Lost Books

A lost book while on loan must be reported immediately to the librarian. It must be replaced with the same book/ title. The borrower who loses a book is liable to the Institution for the following charges:

- a. Accumulated overdue charges.
- b. Php 100.00 for processing

Section 8

Library Resources

Emilio Aguinaldo College provides library resources and services covering the curricular, institutional, research and recreational programs of the College. It develops students' skills in the use of library materials and services most appropriate and meaningful to their growth and development.

8.1 Reference Section

The reference collection includes books such as dictionaries, encyclopedias, maps, atlases, handbooks, almanacs and current sources like yearbooks and annuals.

8.2 General Circulation Collection

The Circulation Collection consists of books and other reading materials that are used as textbooks and references in the different program/course offerings. The books are arranged according to the Library of Congress Classification numbers.

8.3 Filipiniana Section

Filipiniana collection consists of books which deal with humanities, social sciences, and others that are written by Filipino authors or a book written by foreign authors on a Philippine subject.

8.4 Periodicals

Current and relevant titles of local and foreign magazines, journals daily newspapers are provided as additional resources for the research collection. These are invaluable and excellent sources of information for reference and research, particularly notable for their timeliness and brevity.

Vertical File includes collection of pamphlets, leaflets, annual reports, broadsheets, and other ephemeral materials in various subjects to supplement the book collection. The materials are filed in folders arranged alphabetically by subject in filing cabinets. These are kept-up to date by discarding or weeding out those whose contents are no longer useful and were never borrowed for more than five years. A Computerized Index to Philippine Periodicals Articles (CIPPA) is available for the use of the readers.

8.5 **Thesis Collection**

This collection is designed primarily for the research needs of the graduate students. Its collection includes not only books but also materials and publications such as theses, dissertations, and other studies which are deemed necessary in the conduct of graduate research.

8.6 **Multimedia Section**

In addition to the OPAC is an Online Public Access Catalogue (OPAC), Internet services are made available for academic and research purposes. Internet searching is allowed for a maximum, of ten (10) hours per semester.

8.7 **Archives**

This is a section wherein memorabilia of the Founder of EAC and his family can be found. It is located near the entrance door of the library.

8.8 **Depository Counter**

This is located near the entrance door. Library users are required to leave their bags, umbrellas, and books that are not needed inside the library. Students are advised to be diligent in securing their valuables when using the depository counter, the library will not be responsible for any losses due to the negligence of the student.

8.9 **Discussion Room**

It is a soundproof room within the library that is designed by the Institution for small group meetings and conferences. This venue can be freely accessed by any faculty or student upon reservation with the library staff and personnel on a first come, first served basis.

Section 9

Readership

The faculty, students, staff, and alumni of EAC constitute the library's regular readers. Outside users such as researchers and students of similar institutions may be allowed to do research in the Library every Wednesday upon presentation of their school/ office I.D. and referral letters from their library.

Section 10

Library Services

- 10.1 **Current Awareness Services**
Faculty, students are regularly provided with the list of Library's new acquisitions like books, journals, audio-visuals aids. These are posted on the library bulletin boards. Each School is provided with a copy of these information bulletins.
- 10.2 **Reference Service**
Refers to the personal assistance that librarians provide to library users in pursuit of information.
- 10.3 **Information Service** – provides the answer to a user's question or information needed like Ready-reference questions, Bibliographic Verification, Interlibrary Loan and Document Delivery, Information and Referral Services and Research Questions
- 10.4 **Guidance Service** – provides important notices and assistance in the identification and selection of appropriate materials on topics like Readers' Advisory Services, Biblio- therapy, Term-Paper Counseling, Selective Dissemination of Information
- 10.5 **Instruction Service** – teaches individuals how to locate information or assists users in the use of reference tools. Assistance may range from One-to-One Instruction or Group Instruction.
- 10.6 **Book Exhibits**- e.g., National Book Week Celebration where the library actively participates in its week-long activity.

Title 3**Guidance and Counseling Services⁴⁸**

The Guidance Services Center offers five major services namely: Student Information, Individual Inventory, Counseling, Testing, Tele-Usap and Follow-up. Specifically, it aims to help students make an effective adjustment to the school environment through awareness of their strength and weaknesses, undertaking steps in developing a well- rounded personality during the duration of stay in this institution.

The Center administers the entrance examination for new students, the results of which determines the students' skills and potentialities. It also offers group guidance, sensitivity training and group therapy.

In addition, the Center is the implementer of the Class Advisorship Program where the teachers become the Center's arms in providing students the environmental conditions that will serve to bring transformation in them. A teacher who serves as an academic adviser is assigned with advisory class. He/she, in some instances, gives guidance on personal matters or refers student with problems to counselors.

Section 1**Academic Advisorship****1.1 For the School Dean Faculty**

- 1.1.1 The School Dean will designate a faculty from his/her school as the academic adviser for some twenty-five (25) students.
- 1.1.2 The designated faculty must be a mentor on the major subjects in the degree course wherein the student advisees are enrolled.
- 1.1.3 The faculty must have a list of the names of student advisees. The academic progress of each student must be monitored by the faculty advisers by comparing the advisees' actual courses with the courses required. This must be a live record, referred to now and then, to complement student records in the Registrar or Dean's Office.
- 1.1.4 Advising may include other academic-related matters/concerns.

⁴⁸ Article 7 Section 14 of CHED Memorandum 9 Series of 2013

- 1.1.5 A Report on Attendance and Minutes of what transpired in the A.A. Session must be submitted to the VP for Academic Affairs through the School Deans, Director for Student Affairs, Guidance Counselor, or his/her designated representatives.

1.2 For Students

- 1.2.1 All students are expected to be in attendance whenever Academic Advisorship is convened.
- 1.2.2 Students assigned as advisees to the same adviser must come from the same degree course program.
- 1.2.3 Students are expected to make use of this academic resource. Problems given priority are academic encumbrances. The first session will discuss EAC Vision and School's objectives, among others.
- 1.2.4 Students must appreciate the fact that this is value added service instituted for their benefit. This service is for free.

Section 2

Faculty Consultation

Students can avail of the free faculty consultation for one (1) hour a week. Schedules are posted in the Dean's offices, faculty rooms and bulletin boards.

Title 4

Information Technology Center (ITC) Laboratory Services

Emilio Aguinaldo College students, faculty and staff are provided with the computer and internet services for learning and development to information technology.

Section 1

Computer Laboratory Guidelines

Keeping the laboratory clean and working is everyone's best interest. The following guidelines are observed:

- 1.1 All users are required to sign in the logbook provided.
- 1.2 Only enrolled students in the current semester are allowed to use the ITC Computer Laboratories.

- 1.3 Students without laboratory schedule can be allowed to use the computers depending on the availability of computer units. They must request permit from the Laboratory Custodian. Permission on the use of computers will depend on the availability of units on a “first come, first serve” basis.
- 1.4 Users should NOT change the configuration settings on the hardware or software.
- 1.5 Users are LIABLE for the misuse of any hardware, software, or equipment residing in the computer labs.
- 1.6 The consumption of foods and beverages, including bottled water is strictly prohibited.
- 1.7 All bags are to be placed in the baggage area.
- 1.8 No personal computer laptop can connect to the laboratory network under any circumstance. Peripherals such as digital cameras, jump drives, and other USB devices can be connected to the laboratory computer with the permission of the Faculty/Instructor assigned and Laboratory Custodian.
- 1.9 All computers in the Computer Lab are for academic, instructional and research purposes ONLY. Playing games or using school-related equipment for commercial gain is strictly prohibited and is subject to disciplinary actions.
- 1.10 Repeated or serious violations of Computer Lab Policies shall result to the loss of computer lab privileges and corresponding disciplinary action/s.

Title 5

Health Program

The College has an active role in promoting, preserving, and maintaining the physical, biological, and social status of the students with the aim of forming a healthy and wholesome school population. EAC health program, therefore, includes three major services: (1) School Health Services and (2) School Healthful Living.

Section 1

School Health Services

School health services staff help all students with preventive care such as Physical Examination of administrators, students, faculty members and non-academic personnel, Immunization, Consultations, First Aid treatment, Referrals and follow-up, Dental Services as fluoridizations, prophylaxis, fillings, extractions, etc. as well as acute and emergency care.

Qualified professionals such as school nurses, nurse practitioners, dentists, health educators, physicians, physician assistants, and allied health personnel

provide these services. For students with chronic health conditions, school nurses and other health care providers play a large role in the daily management of their conditions. School health services staff also are responsible for coordinating care by communicating with the student's family and health care providers so that they can stay healthy and ready to learn.

Section 2

School Health Living

This phase pertains to the provision of a wholesome, healthy, and safe school environment and the establishment of a wholesome interpersonal relationship favorable to the physical, social, and mental health of all stakeholders. To realize this vision, the College created the School Health and Safety Committee to maintain the safety of the school buildings, to check the proper sanitation of the school environment, to conduct emergency drills, to organize emergency service plans needed during disaster situations, and to recommend improvements to attain healthful living in the school.

Title 6

Food and Cafeteria Services

The campus accredited food concessionaires make fresh and healthy meals, light snacks, and refreshments available to the academic community from Monday to Saturday. These concessionaires also provide catering services for school functions and social gatherings within the campus and immediate vicinity in accordance with the food, safety, and sanitation guidelines of the Department of Health.

Title 7

E-Learning

EAC provides an online student-teacher communication facility through its E-Learning Program. E-Learning is an essential component of modern education. The EAC E-Learning Program allows students to access their lessons, homework assignments, class notes, and even interact with their teacher about their lessons from the convenience of their home computer.

Learning no longer needs to be interrupted because of the suspension of classes due to bad weather pandemic alerts or other similar causes. Students can continue their learning online in the comfort of home. For more information, students may log on to www.eac.edu.ph/cavite (Please see Online Teaching and Learning).

Title 8**Safety and Security Services⁴⁹**

The Institution maintains 24/7 security in all campuses through organic personnel and an accredited security agency. Services rendered include emergency response and incident investigations. Members of the community are also assisted when addressing concerns that require further police coordination and action.

Title 9**Transportation Services**

The school manages a transportation system to support the various logistical needs of the academic community.

Title 10**Information and Orientation Services⁵⁰**

This is designed to acquaint new undergraduate and senior high school students to the Institution's Mission statement, policies, rules and regulations, campus facilities and offices, and the Emilian community.

More importantly, it aims to provide students a better understanding of the Institution's culture and heritage.

Title 10**Gender and Development**

Gender and Development⁵¹ (GAD) is a plan for development perspective that recognizes the unequal status and situation of women and men in society. Women and men have different development needs and perpetuated by cultural, social, economic, and political norms, systems, and structures.

To answer this situation, Emilio Aguinaldo College provided an additional service for all the stakeholders of the Institution. Institutional efforts towards this objective will fill in the data needed for conducting research on women and gender development; organizing meetings, workshops and symposiums to address gender and development issues within Emilio Aguinaldo College; establishing a stronger bridge system with other gender and development concerned agencies; and promoting and fulfilling women empowerment and gender equality.

⁴⁹ Article 9 Section 28 of CHED Memorandum 9 Series of 2013

⁵⁰ Article 7 Section 13 of CHED Memorandum 9 Series of 2013

⁵¹ CHED Memorandum Order 1 Series of 2015: Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs)

Title 11**Services for Students with Special Needs⁵²**

Emilio Aguinaldo College provides equal academic accommodation to students with disabilities in consultation and conference with their parents, personal assistants, and teachers. Every school year, provisions and programs for life skills training, health and safety, personality development or testing referrals is done whenever necessary.

Title 12**Scholarships and Financial Assistance⁵³**

In consonance with the mandate of the Commission on Higher Education as provided for in Article XIV Section 1 of the Philippine Constitution which provides “to protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all” and Article XIV, Section 2 (3) “to establish and maintain a system of scholarship grants, subsidies, and other incentives which shall be available to deserving students both in public and private schools, especially to the underprivileged”, Emilio Aguinaldo College aims to expand opportunities for all students by systematizing the award of scholarship grants, financial aid and privileges to deserving and qualified students through its Scholarship and Financial Assistance Programs⁶⁸.

Title 13**Extension, Linkages, Community Outreach, and Alumni Placement Services**

Emilio Aguinaldo College conducts programs and opens opportunities to all stakeholders including its ever-growing alumni for them to have a gainful employment through Institutional partners, develop social awareness, personal internalization, and meaningful contribution to nation building⁶⁹.

With these in mind, these services tend to live out the distinctive Emilian values of Virtue, Excellence and Service through its partnership with marginalized communities outside of the institution. The program is a campus-wide task where the entire school constituencies shall have the opportunity to respond actively by contributing their resources and expertise to the partner-communities being served.

⁵² Article 9 Section 32 of CMO 9 Series of 2013.

⁵³ Article 9 Section 25 of CHED Memorandum 9 Series of 2013 (please see Article 4: Financial Aid and Scholarships of this Manual).

Title 14**Student Accident Insurance⁵⁴**

The Emilio Aguinaldo College Group Personal Accident/EAC (GSPA) Policy covers all bonafide and registered students at Emilio Aguinaldo College.

Section 1**Coverage**

Emilio Aguinaldo College Group Student Personal Accident/EAC (GSPA) Policy covers the following:

- | | |
|---|------------------|
| a) Accidental Death & Disablement | 150,000.00 Pesos |
| b) Unprovoked Murder & Assault | 150,000.00 Pesos |
| c) Accidental Medical Reimbursement | 52,500.00 Pesos |
| d) Accidental Burial Ass Benefits | 15,000.00 Pesos |
| e) Double Indemnity (Public Conveyance) | 150,000.00 Pesos |

Section 2**Proper Filling of Claim****1. If I am injured in an accident, what shall I do?**

EAC student can go to his preferred clinic/hospital for treatment/consultation/confinement. After the consultation, EAC student presents the claim form for the physician to complete. If confinement is required upon discharge pertinent medical claim documents are requested from Medical Records Section of Hospital. Both Insured and physician sign the Claim Form. Otherwise, claimant shall secure the required documents listed in item no. 2.

2. What are the obligations of the insured in case of accident? What are the documents that I need to submit in case of a claim? To whom shall I submit the documents?

EAC student must fill-out the PA Notification Claim Form available at the school's administration office/department of the school.

⁵⁴ Services postponed during online classes as of 2ND Semester S.Y. 2019-2020.

Section 3

Documentary Requirements

A. General Requirement

- Duly Accomplished Personal Accident Claim Notification Form A & B (Required)
- Accident Report (in the absence of accomplished PA Claim Notification Form)
- Police/Investigation Report (for Vehicular Accident, Unprovoked Murder & Assault, Accidental Death)
- Affidavit Certificate (if Form B of PA Claim Form is not accomplished)

B. Death Claim (In addition to Item A)

- Death Certificate
- Birth Certificate
- Certified True Copy of Marriage Certificate
- Certified True Copy of Birth Certificate of Children
- Admitting History, operating room record, discharge summary & other Diagnostic/Laboratory Results
- Autopsy report (if necessary)

C. Medical Reimbursement

- Hospital Statement of Account with supporting charge slips (if confined)
- Original Official Receipt of hospital bill and Professional Fees
- Admitting History (if confined)
- Discharge Summary (if confined)
- Doctor's Prescription
- Original Official Receipts for medicines purchased.

ARTICLE 15

NATIONAL SERVICE TRAINING PROGRAM (NSTP)

Section 1

Purpose and Objectives

The 1987 Philippine Constitution explicitly provides that the blessings of democracy entail the maintenance of peace and order; protection of life, liberty, and property; and the promotion of the general welfare. However, despite the country's rich human and natural resources, majority of the Filipinos are still living in fear, experiencing inadequacy on the basis needs in life (food, water supply, shelter, clothing, education, and health care) and worrying about the prospects of their future. Unless this situation is addressed, the Philippines cannot fulfill its dream of building "...a just and humane society" under a democratic government.

As citizens, we share with the government the responsibility or legal mandate to "...serve and protect the people" (Article II, Section 4). The citizens and the Government should mutually work in building a just and humane society. For this purpose, the Constitution provides the Government authority to "...call upon the people... to render personal military and civil service. "This constitutional provision served as basis in formulating Republic Act No. 9163 or the National Service Training Program Law.

Section 2

NSTP Courses

The NSTP now forms part of the curricula in all baccalaureate degree courses and of at least two-year technical courses, with the following components:

1. Reserve Officer's Training Course (ROTC).
2. Literacy Training Service (LTS); and
3. Civic Welfare Training Service (CWTS)

Two (2) of the three (3) components of the NSTP are offered in Emilio Aguinaldo College-Cavite – ROTC and CWTS.

Section 3

Credit Units

Each of the above-mentioned components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for 54 to 90 training hours per semester. However, students must finish the NSTP component they started.

Section 4
Enrollment

All incoming freshmen students, male, or female, starting School year 2002-2003, enrolled in baccalaureate and in at least two (2) year technical-vocational or associate courses, are required to complete one (1) NSTP component of their choice as graduation requirement (Rule III, Section 4, National Service Training Program Act of 2001).

ARTICLE 16

AWARDS AND RECOGNITION

Section 1

Dean's List

A student who qualifies to the College Academic Scholarship automatically belongs to the Dean's List. For inclusion to the Dean's List, the student should satisfy the same minimum requirements as in the college academic scholarship. However, the general weighted average should be at least 1.75 and no grade below 2.25.

There is no reduction in tuition fee. A certification as Dean's List will be given and signed by respective School Deans, the College Registrar, and the Vice President for Academic Affairs.

Section 2

Graduation Honors and Awards

2.1. Latin Honors

Students who completed their courses/subjects with superior weighted grade averages, computed based on units, shall be awarded during the Commencement Exercises with the following honors:

2.1.1 For Baccalaureate degrees:

Summa Cum Laude	Obtained a weighted average of 1.24 or higher; no grade in any subject lower than 1.5.
Magna Cum Laude	Obtained a weighted average of 1.25 to 1.49; no grade in any subject lower than 1.75.
Cum Laude	Obtained a weighted average of 1.50 to 1.75; no grade in any subject lower than 2.25

2.1.2 For non-baccalaureate degrees:

With Very Marked Distinction	Obtained a weighted average of 1.24 or higher; no grade in any one (1) subject lower than 1.5
With Marked Distinction	Obtained a weighted average of 1.25 to 1.49; no grade in any one (1) subject lower than 1.75
With Distinction	Obtained a weighted average of 1.50 to 1.75; no grade in any one (1) subject lower than 2.25

2.1.3. Guidelines and other criteria

- 2.1.3.1. Grades in all academic subjects prescribed in the curriculum shall be included in the computation of the general weighted average. However, students must not have any failing grade in any subject taken not prescribed in the curriculum. Transferees and shifters must not have any failing grade in any subject taken from the previous school/college/university.
- 2.1.3.2. Students who are candidates for graduation with honors shall have residence in the College for at least six (6) semesters immediately prior to graduation.
- 2.1.3.3. A student who is a candidate for graduation with honors shall take a minimum of 18 units of credits during each semester or the usual load prescribed in the curriculum. Consideration is given to a candidate who is a

working student. A minimum of 12 units is justifiable.

2.1.3.4. Has passed the comprehensive exam when required.

2.1.3.5. Has no record of any disciplinary sanction.

2.1.4. Any appeal which pertains to graduation honors and awards must be done within three (3) days after the candidates for honors and awards have been announced through the Deans.

Section 3

Leadership Award

The medal for leadership award shall be given during the Commencement Exercises to graduates who garner the highest points⁵⁵ based on the following criteria:

- 3.1.
 - Academic grades 20%
 - Extra-curricular activities 40%
 - Experience in leadership 40%
- 3.2. Has passed the comprehensive examination, when required.
- 3.3. Has no failing grade in any subject from first year level.
- 3.4. Has completed all graduation requirements.
- 3.5. Has no record of any disciplinary sanctions.

Section 4

Special Awards

A Plaque of Recognition or medal shall be awarded during the Commencement Exercises to the following individuals:

- 4.1 Any EAC graduate who is included in the list of top 10 successful board examinees given by the Philippine Regulatory Commission (PRC).
- 4.2 Any graduate with outstanding or highly commendable

⁵⁵ Appreciation of evidence during the tallying process is entirely documentary. (Certificates, published materials such as invitations, programs and the like, authenticated attendance sheet, IDs of membership etc.) Names of the nominee must appear in all these documents to be given a corresponding point using the scoring rubric.

accomplishments and/or service recognized by a duly authorized association in their respective field.

Section 5

Exemplary Performance in Clinical Experience

The medal for the Exemplary Performance in Clinical Experience shall be awarded to graduating students who satisfy the following criteria:

- 5.1. Has received the highest cumulative affiliation grade with no failed affiliation grade.
- 5.2. Passed the comprehensive examination given by the school.
- 5.3. Has completed all requirements for internship on time.
- 5.4. Has no unexcused absence.
- 5.5. Has no record of any disciplinary sanctions.
- 5.6. Has completed all requirements for the program.

Section 6

Proficiency in Practicum

This award is given to the graduating student who got the highest grade in their practicum or OJT.

Section 7

School's Best Thesis and "Thesis of the Year" Award

The School's Best Thesis is given to graduating students who have shown their proficiency in writing an outstanding thesis. The best thesis for each degree program qualifies for the selection of the Institutional Thesis of the Year upon nomination by the respective School Deans. The Institutional Thesis of the Year is selected by an *Ad Hoc* panel usually being chaired by the Research Director.

Section 8

Florence Nightingale Award

This is the highest award given to a graduating Nursing student who exemplifies the character and qualities of Florence Nightingale in promoting the highest standards and excellence in the field of Nursing. The award is given during the Clinical Graduation.

Section 9

Madonna Award

This is the highest award given to the graduating Midwifery student who demonstrated leadership and excellent service in their field. The award is given during the Clinical Graduation.

Section 10**ROTC Service Award**

This award is given to the graduating ROTC officer who was nominated by the ROTC Unit for showing exemplary leadership and excellent performance in military training.

Section 11**General Cicero Campos Leadership Award**

This award is given to the graduating student at the School of Criminology having the general weighted average (GWA) and has exhibited excellence in leadership and performance in both extra- curricular and co-curricular activities. The award was instituted in honor of General Cicero Campos who established the School of Criminology in Emilio Aguinaldo College.

Section 12**EAC Tambuli Awards**

EAC-Tambuli Award aims to reward those graduating members of student publication who have shown outstanding commitment to their title over the years they served in MAGDALO, going above and beyond the call of duty (SERVICE). This award shall consider the overall relevance of their work to the student community of the Institution (VIRTUE), the quality of content produced (EXCELLENCE), and other achievements achieved.

ARTICLE 17

GRADUATION

Section 1

As a rule, the College shall confer a degree upon a student who has completed the last curriculum year of the program⁵⁶.

Section 2

Graduation Requirements

A student shall be recommended for graduation when he/she has complied with all the academic requirements and other pre-requisites for graduation as follows:

- 2.1. Successfully completed the number of units in all the courses/subjects specified in the curriculum in his/her program.
- 2.2. Passed all required examinations.
- 2.3. Completed the requirements for Enrichment Program, Values Education and NSTP 1 and 2 (CWTS/LTS/ROTC).
- 2.4. Met the college residency requirements, that is, has taken a minimum of 50% of the total units or credit of the course and registered for at least two years prior to graduation.
- 2.5. Has satisfactorily complied with the admission requirements.
- 2.6. Has no pending case/ disciplinary sanction at the Office of Student Affairs.
- 2.7. Has cleared all financial obligations with EAC.

⁵⁶ Guidelines in Section 81 of Promotion and Graduation p. 42, Manual for School Registrars 3rd Ed. (ARSLO RIV-A, August 2009)

Section 3

Transcript of Records, diploma, transfer credentials and similar documents/records are secured upon submission of duly accomplished Clearance Form taken from the Office of the Registrar. Any property and/or financial accountability must be settled first with the concerned office/s and Accounting Office, respectively, to be cleared.

The names appearing in their PSA - authenticated birth certificates shall be reflected in the school records.

An authorization letter is required if records will be claimed by a representative.

REFERENCES

- 1) Article XVIII Section 83 of the Manual of Regulations for Private Higher Education, 2008
- 2) CHED Memorandum Order 1 Series of 2015: Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Educational Institutions (HEIs).
- 3) PD 577
- 4) PD 451 Section 7
- 5) EAC Student Manual 2017 3RD Edition
- 6) Manual of Regulations for Private Higher Education, 2008
- 7) Section II, Rule 6, Book 3 of the Rules and Regulations Implementing the Labor Code of the Philippines
- 8) Article XIX Section 91 of Manual of Regulations for Private Higher Education, 2008
- 9) EAC-Cavite Academic Circular No. 06, Series of 2013
- 10) Republic Act 9165: Comprehensive Dangerous Drugs Acts of 2012
- 11) Republic Act No. 9211: Tobacco Regulation Act of 2003.
- 12) Republic Act 9262: Anti-violence Against Women and Their Children Act of 2004
- 13) Republic Act No. 10175: Cybercrime Prevention Act of 2012
- 14) Republic Act No. 8049: An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Other Organizations and Providing Penalties Therefor
- 15) Republic Act 10627 or the Anti-Bullying Act of 2013
- 16) Republic Act No. 8293: Intellectual Property Code of the Philippines
- 17) National University versus Guzman et.al. (G.R. No. L-68288 July 11, 1986)
- 18) CHED Memorandum Order 1 Series of 2015: Policies and Guidelines on Gender and Development in Higher Education Institutions.
- 19) Section 12 of Republic Act 7277: Magna Carta for Disabled Persons
- 20) Article 9 Section 30 of CHED Memorandum 9 Series of 2013
- 21) CHED Memorandum 4 Series of 1995: Preventive Measures Against Violence and Sanctions on Fraternities and Other Student Organizations
- 22) CHED Memorandum 4 Series of 1995 Item 5 Sub-item 5.1
- 23) EACC Academic Circular No. 03 Series of 2012
- 24) Article 15 Section 2 Subsection 2.8 of the EAC Student Manual 2012 Edition
- 25) 60th EACC Academic Council Meeting (September 14, 2015) dated October 6, 2015.
- 26) Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

- 27) Article 4 Section 2 Subsection 2.2 Item 17 of the EAC Student Manual 2012 Edition
- 28) <http://baybayinalive.com/ka-means-connection>
- 29) "Press Freedom: The People's Right" by Ed Aurelio C. Reyes, pp. 169-170 and <http://philmediaethics.blogspot.com/2008/05/philippine-journalists-code-of-ethics.html>
- 30) R.A. 7079 also known as the Campus Journalism Act of 1991: An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes
- 31) Article 7 Section 14 of CHED Memorandum 9 Series of 2013
- 32) Guidelines in Section 81 of Promotion and Graduation p. 42, Manual for School Registrars 3rd Ed. (ARSLO RIV-A, August 2009)

APPENDICES

APPENDIX 1

EMILIO AGUINALDO COLLEGE-CAVITE ONLINE DIRECTORY
S.Y. 2020-2021 (p.124)

APPENDIX 2

EAC ANTI-BULLYING POLICY (p. 125)

APPENDIX 3

Republic Act No. 10754

AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH
DISABILITY (PWD) (p. 141)

APPENDIX 4

Republic Act 7877

ANTI-SEXUAL HARASSMENT ACT OF 1995

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT,
EDUCATION OR TRAINING ENVIRONMENT AND FOR OTHER PURPOSES. (p.145)

APPENDIX 5

REPUBLIC ACT No. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN
FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING
PENALTIES THEREFORE (p. 149)

APPENDIX 6

EAC Alma Mater Song/ Himno ng Emiliano (p.153)

APPENDIX 7

Emilian Oath (p. 154)

APPENDIX 8

Site Map (p. 155)

APPENDIX 9

Health and Safety Protocols in the Conduct of
Limited Face-to-Face Classes (p. 156)

APPENDIX 10

EAC Online Payment (p. 165)

APPENDIX 1

EMILIO AGUINALDO COLLEGE-CAVITE ONLINE DIRECTORY S.Y. 2020-2021



**EMILIO
AGUINALDO
COLLEGE
CAVITE**



INQUIRIES

FOR SCHOOL YEAR 2020-2021

SCHOOL/DEPARTMENT	EMAIL	CONCERN
School of Arts & Sciences	artsandsciences.cavite@eac.edu.ph	Student Advising and Academic Concerns
School of Business Administration & Accountancy	sbaa.cavite@eac.edu.ph	
School of Criminology	criminology.cvt@eac.edu.ph	
School of Dental Medicine	dentistry.cvt@eac.edu.ph	
School of Education	soe.cvt@eac.edu.ph	
School of Engineering, Computer, Science, Tech. Voc.	secat_cavite@eac.edu.ph	
School of the Law & Justice	law.cvt@eac.edu.ph	
School of Medical Technology	eacc.medtech@eac.edu.ph	
School of Midwifery	eacc.midwifery@eac.edu.ph	
School of Nursing	nursing.cvt@eac.edu.ph	
School of Optometry	optometry.cvt@eac.edu.ph	
School of Respiratory Therapy	eacc.pttr@eac.edu.ph	
School of Physical Therapy		
School of Radiologic Technology	radtech.cvt@eac.edu.ph	
School of Pharmacy	pharmacy.cvt@eac.edu.ph	Student Services
School of Tourism & International Hospitality Management	sthm.cvt@eac.edu.ph	
Office of the Student Affairs	studentaffairs.cvt@eac.edu.ph	
Accounting Department	accounting.cavite@eac.edu.ph local 7125/ 7123	School Fees
Credit and Collections	creditandcollection.cavite@eac.edu.ph local 7116	Account Balances
Treasury/Cashier	cashier.cavite@eac.edu.ph local 7101	Payment Verification
Office of the College Registrar	registrar-cavite@eac.edu.ph local 7105/ 7163	Grade 12 Enrollment/ School Credentials
Admissions Office	admission_cavite@eac.edu.ph (046) 416-4341/ 40/ 39 local 7106/ 7107	General Inquiry Enrollment

APPENDIX 2

EAC ANTI-BULLYING POLICY

Prefatory Statement

The school values a healthy and peaceful educational environment.

All members of the school community, which includes students, parents and guardians, and the community members should be made aware of the negative effects that bullying can have on victims and the school in general and should work towards ensuring that students can work in an environment without fear. The school will do whatever is reasonably necessary and possible within its authority to eradicate bullying in all its forms.

The school takes a strong stance against bullying. Bullying is unacceptable in our School and will not be tolerated.

I. Preliminary Provisions

Section 1.

Legal Basis.

This Policy is adopted in compliance with Republic Act No. 10627, otherwise known as the “Anti- Bullying Act of 2013”.

Section 2.

Scope and Coverage.

This Policy applies to the Senior High School and College programs at the Emilio Aguinaldo College, hereafter referred to as the “School”.

Section 3.

The following shall be the parties and/or stakeholders in bullying incidents:

1. Bully - refers to a student who commits any of the acts of bullying as defined in R.A. No. 10627, its Implementing Rules and Regulations (IRR), and this Policy. This term also includes a student who participates in any of the acts of bullying by supporting or aiding the commission thereof.
2. Bystander - refers to any student who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy. Bystanders include the silent majority of students who witness bullying

but are unable to do something because of fear; and those who try to stop bullying by defending the victim or reporting the incident.

3. Bullied or Victim – refers to any student who experiences the acts of bullying or retaliation as defined by R.A. No. 10627, its IRR, and this Policy.
4. Parent or Guardian - refers to the parent or guardian, of either the bully or victim, or other students involved in the bullying incident, on record with the school.
5. School – refers to Emilio Aguinaldo College.
6. School Personnel - refers to all staff and employees of the school; regardless of rank or status; whether classified as academic, academic-support, or non- academic; and whether full-time or part-time; and whether probationary, contractual, or regular.
7. Service Providers - refers to outsourced personnel of the school, which includes, but is not necessarily limited to, maintenance and security, coaches, trainers, and drivers and staff of accredited transport or bus services.

II. Prohibition on Bullying

Section 4.

Statement of Policy.

The school as a matter of policy prohibits bullying in all its forms, regardless of the means, place, and time of its commission.

Section 5.

Definition of Bullying.

The school adheres to the definition of bullying including the different forms, as provided in the IRR of R.A. No. 10627, which provides:

“Bullying” refers 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 another 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:

- 1) 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.
- 2) Any act that causes damage to a victim's psyche and/or emotional well-being.
- 3) 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.
- 4) "Cyber- bullying" or any bullying done using technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, using other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

Section 6.

Other Forms of Bullying.

The term "bullying" shall also include:

- 1) "Social bullying" – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
- 2) "Gender-based bullying" – refers to any act that humiliates or excludes a person based on perceived or actual sexual orientation and gender identity (SOGI).
- 3) Retaliation against a student who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying; and
- 4) All other forms of bullying analogous to those provided under the Anti-Bullying Law and its IRR.

Section 7.**Common Forms of Bullying.**

The common forms of bullying shall include, but is not necessarily limited to, the following:

1. Calling names with the express purpose of humiliating, embarrassing a student, or otherwise cause trouble.
2. Rudeness and Intimidation. These may be done through unwanted physical acts but may also be carried through non-verbal means.

A mean look or stare is an example of a non-verbal bullying.

3. Threats and extortion. Creating fear and extorting money, food, or possessions from other students. Threatening texts or messages in chat rooms and social media sites are included in this form.
4. Malicious gossip and exclusion from the group. Circulating gossip or damaging stories that tends to discriminate, exclude, and hate another student.

Section 8.**Fair and equal treatment of bullying incidents.**

The school shall address each bullying incident fairly and equally. All forms of bullying should be taken seriously and dealt with appropriately.

Section 9.**Situs of Bullying.**

The school has the authority to impose school discipline to its students including this Policy. This authority of the school is not confined within the school premises.

The school particularly undertakes to prevent and address bullying committed at the following:

- a. On Campus. School Grounds including classrooms, hallways, cafeteria, canteen, faculty rooms, auditorium, gymnasium, computer rooms, laboratories, and all places and facilities within the campus.

- b. Off-Campus which covers:
 - 1. Properties immediately adjacent to School grounds including places or establishments frequented by our students; any other place where school-sponsored or school-related activities, functions or programs are conducted.
 - 2. School bus stop/ terminals/drop-off or pick-up points.
 - 3. School service, buses, or transport used by the school in an activity off-campus; and
 - 4. School buses or School services operated or accredited by the school to transport students to and from the campus.
- c. On Cyberspace. Text messages, emails, chat rooms, and other social media and web sites regardless of the web site administrator's permission to use foul or explicit language or content, or absence of any standard of use.

III. Prevention Programs

Section 10.

The school shall raise the awareness of the anti- social nature of bullying through various programs; assemblies; activities; and integration in the curriculum as it may deem appropriate.

The school undertakes to develop anti-bullying programs that are comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

1.School-wide initiatives centered on:

- a. Positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences.
- b. Periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students.
- c. Periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying.
- d. Conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. Continuing personnel development to sustain bullying prevention programs; and
- f. Coordination with Local Government Units, barangay (Barangay

Council for the Protection of Children) and other stakeholders.

2. Classroom-level initiatives that focus on:

- a. Reinforcing school-wide rules pertaining to bullying.
- b. Building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving.
- c. Discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying.
- d. Teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. Providing an inclusive and caring learning environment for students.

3. Involving parents in bullying prevention activities, such as:

- a. Discussions on this Policy, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. Conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

4. Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

Section 11.

Early Detection of Bullying.

There are signs indicative that a student is being bullied in school. A change in the student's behavior or actions, change in the student's routines, or the absence or presence of other circumstances, may be a sign that the student is a victim of bullying. The teacher, parents or guardian shall check and report to School authorities these changes should they become manifest. These changes may include the following:

1. Feeling sick in the morning.
2. Unwillingness to go to school and leave home.
3. Unwillingness to be left alone in the school.
4. Crying to sleep at night or has nightmares.
5. Bedwetting.
6. Doing poorly in class or schoolwork.
7. Coming home with torn clothes or damaged belongings.

8. Has possessions missing.
9. Has unexplained cuts and bruises.
10. Being frightened to say what is wrong.
11. Being anxious or lacking in self-confidence; and
12. Attempting or threatening self-harm.

IV. Intervention Programs

Section 12.

The school shall develop intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. Issues that influence the student to commit bullying.
- b. Factors that make a student a target of bullying; and
- c. Effects of bullying.

Section 13.

Forms of Intervention.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional, and psycho-social well-being of both the victim and the bully.

Such programs may:

- a. Involves activities that will address acts of bullying.
- b. Emphasize formative and corrective measures rather than punishment.
- c. Conforms to principles of child protection and positive and non-violent discipline.
- d. Help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. Provide opportunities to practice pro-social behavior. Section 14. The school shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

V. Responsibilities in Bullying Incidents

Section 15.

The following are the responsibilities of stakeholders in bullying incidents:

(1) Bully

The “Bully” shall:

- a. Comply with the intervention and prevention programs of the school.
- b. Submit to due process of the school as part of disciplinary action whenever necessary.

(2) Bullied or Victim

The Bullied or Victim shall:

- a. Avoid retaliation.
- b. Report his/her experience to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or other persons or school authorities; and
- c. Be circumspect in his/her claims against the alleged bully.

(3) Bystander

The bystander shall:

- a. Promptly report cases of bullying, that which he or she witnessed or has personal knowledge of, to the teacher, Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, or any person or school authorities.
- b. Not to join the bullying.
- c. Secure the safety of the victim whenever possible without causing harm to himself or herself.

(4) School

The School through the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, teachers and other school administrators shall:

- a. Implement the provisions of this Policy.
- b. Provide all students and their parents or guardians a copy of this Policy. This policy shall likewise be included in the school’s student and/or employee handbook and shall be conspicuously posted on the school walls and website.
- c. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for reporting of acts of bullying or retaliation.
- d. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the

school and how parents and guardians can provide support and reinforce this Policy at home.

- e. Devise prevention, intervention, protective and remedial measures to address bullying.
- f. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committee.
- g. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith.
- h. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection.
- i. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation.
- j. Maintain a record or statistics of incidents of bullying and retaliation.
- k. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

(5) Teachers and Other School Personnel

Teachers and other School personnel shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying by the school.
- b. Report incidents of bullying.
- c. Update himself/herself on detection and proper handling of bullying incidents.
- d. Be objective and handle incidents with due consideration of confidentiality and tender age of students involved.
- e. Coordinate closely with the Child Protection Committee of the school; and
- f. Observe due diligence in the prevention of bullying cases during classes or other student activities he/she is directly in charge of.

(6) Students in General

Students shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school.

- b. Avoid or refrain from any act of bullying.
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

(7) Parents

Parents shall:

- a. Participate in bullying prevention activities of the school which includes:
 - 1. Education on relevant policies.
 - 2. Sharing of best practices on how to reinforce positive social and emotional skills to the children.
- b. Cooperate with the school authorities in bullying incidents involving their child/children; and
- c. Not to take matters into their own hands in resolving bullying incidents.

VI. The Anti-Bullying Committee

Section 16.

The Anti-Bullying Committee.

The school's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

Section 17. Composition.

The Committee shall be composed of the following:

- a. Principal/Dean – Chairperson
- b. Guidance Counselor/ OSA Director – Vice Chairpersons
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of students; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). (ad hoc)

**Section 18.
Functions.**

The Anti-Bullying Committee shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying.
- b. Ensure that the anti-bullying policy adopted by the school is implemented.
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices, or persons, as may be required by the circumstances.

VII. Handling Bullying Incidents in the School**Section 19.****Exclusive Jurisdiction.**

Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules, and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Section 20.**Effect of Institution of Criminal Action.**

The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office, or courts of law shall not operate to divest this School of its authority to conduct its own investigation, fact finding, and/or disciplinary proceeding on the students involved.

Section 21.**Immediate Responses.**

The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel. The school personnel who were notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately.

- b. Separating the students involved.
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site.
- d. Ensuring the victim's safety, by:
 - 1. Determining and addressing the victim's immediate safety needs; and
 - 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office

Section 22.

Reporting the Bullying Incident or Retaliation

- 1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, who shall immediately report the matter to the principal.
- 2. The school shall inform the parents or guardian of the victim and the bully about the incident.
- 3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, this School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
- 4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely based on an anonymous report and without any other evidence.
- 5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed where teachers in charge may keep track of bullying incidents or indications in the classroom or off-campus activities. The same shall be kept in

strictest confidence in a central file with the Guidance Office.

Section 23.

Fact-Finding and Documentation

a. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall:

- 1) Separately interview in private the bully or offending student and the victim.
- 2) Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
- 3) Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
- 4) Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals, and monitoring.

Section 24.

Referral to Experts Outside of the School.

The school may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The school also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

VIII. Disciplinary Measures

Section 25.

Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the school will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the school depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

Section. 26.**Due Process**

A. Bullying cases may be initiated either through:

- 1) a Complaint; or
- 2) a motu proprio Charge from the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office based on a report of the teacher, school personnel or bystanders.

B. The Complaint should be duly executed by:

- 1) the complaining student with the assistance of his or her parents.
- 2) or solely by the parents based on their child's statements.

C. In both instances, the Complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the Complaint.

D. The Complaint or Charge for Bullying shall be filed with the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office.

E. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall furnish the parents of the respondent student/s a copy of the Complaint or Charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight (48) hours or within a reasonable period from receipt of the Complaint or Charge as may be allowed under the circumstances.

F. Upon receipt of the Sworn Answer, the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may schedule a conference with the Complainant and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

G. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office shall then issue a resolution on the Complaint or Charge clearly stating its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a

recommendation to the principal, which the latter may either disapprove or modify. The decision of the principal may be subject to reconsideration, or appeal to the Schools Division, within a period of ten (10) calendar days from receipt of the decision.

Section 27.

Sanctions

- 1) If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
 - 1.1 First Offense: Reprimand and Summon of Parents
 - 1.2 Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the school depending on the nature, gravity, or severity of the bullying act.
 - 1.3 Third or Subsequent Offense: Non-Readmission to Exclusion.
- 2) If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher penalty or sanction shall apply.
- 3) Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the school reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
- 4) In addition to the disciplinary sanction imposed, the school may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counselling of School's Guidance Counsellor or to a private counsellor of their choice, or to other intervention programs of the school should it become necessary.

Section 28.

Preventive suspension.

The school may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the

parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the school's premises or attend School activities during the said suspension.

Section 29.**False Accusation of Bullying.**

If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

Section 30.**Confidentiality.**

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commit a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

Section 31.**Effectivity.**

This Policy shall take effect immediately upon the date of its approval and shall not be modified, altered, amended, or repealed unless otherwise resolved through a valid Resolution of the Board of Trustees/Directors of the School.

APPENDIX 3

Republic Act No. 10754

AN ACT EXPANDING THE BENEFITS AND PRIVILEGES OF PERSONS WITH DISABILITY (PWD)

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Article 1 Section 32 of Republic Act No. 7277, as amended, otherwise known as the “Magna Carta for Persons with Disability”, is hereby further amended to read as follows:

“SEC. 32. Persons with disability shall be entitled to:

“(a) At least twenty percent (20%) discount and exemption from the value-added tax (VAT), if applicable, on the following sale of goods and services for the exclusive use and enjoyment or availment of the PWD:

“(1) On the fees and charges relative to the utilization of all services in hotels and similar lodging establishments; restaurants and recreation centers.

“(2) On admission fees charged by theaters, cinema houses, concert halls, circuses, carnivals and other similar places of culture, leisure and amusement.

“(3) On the purchase of medicines in all drugstores.

“(4) On medical and dental services including diagnostic and laboratory fees such as, but not limited to, x-rays, computerized tomography scans and blood tests, and professional fees of attending doctors in all government facilities, subject to the guidelines to be issued by the Department of Health (DOH), in coordination with the Philippine Health Insurance Corporation (PhilHealth);

“(5) On medical and dental services including diagnostic and laboratory fees, and professional fees of attending doctors in all private hospitals and medical facilities, in accordance with the rules and regulations to be issued by the DOH, in coordination with the PhilHealth.

“(6) On fare for domestic air and sea travel.

“(7) On actual fare for land transportation travel such as, but not limited to,

public utility buses or jeepneys (PUBs/PUJs), taxis, Asian utility vehicles (AUVs), shuttle services and public railways, including light Rail Transit (LRT), Metro Rail Transit (MRT) and Philippine National Railways (PNR); and

“(8) On funeral and burial services for the death of the PWD: Provided, That the beneficiary or any person who shall shoulder the funeral and burial expenses of the deceased PWD shall claim the discount under this rule for the deceased PWD upon presentation of the death certificate. Such expenses shall cover the purchase of casket or urn, embalming, hospital morgue, transport of the body to intended burial site in the place of origin but shall exclude obituary publication and the cost of the memorial lot.

“(a) Educational assistance to PWD, for them to pursue primary, secondary, tertiary, post tertiary, as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified PWD, including support for books, learning materials, and uniform allowance to the extent feasible: Provided, That PWD shall meet the minimum admission requirements.

“(b) To the extent practicable and feasible, the continuance of the same benefits and privileges given by the Government Service Insurance System (GSIS), Social Security System (SSS), and Pag-IBIG, as the case may be, as are enjoyed by those in actual service.

“(c) To the extent possible, the government may grant special discounts in special programs for PWD on purchase of basic commodities, subject to the guidelines to be issued for the purpose by the Department of Trade and Industry (DTI) and the Department of Agriculture (DA); and

“(d) Provision of express lanes for PWD in all commercial and government establishments; in the absence thereof, priority shall be given to them.

“The above mentioned privileges are available only to PWD who are Filipino citizens upon submission of any of the following as proof of his/her entitlement thereto:

“(i) An identification card issued by the city or municipal mayor or the barangay captain of the place where the PWD resides.

“(ii) The passport of the PWD concerned; or

“(iii) Transportation discount fare Identification Card (ID) issued by the National Council for the Welfare of Disabled Persons (NCWDP).

“The privileges may not be claimed if the PWD claims a higher discount as may be granted by the commercial establishment and/or under other existing laws or in combination with other discount program/s.

“The establishments may claim the discounts granted in subsection (a), paragraphs (1), (2), (3), (5), (6), (7), and (8) as tax deductions based on the net cost of the goods sold or services rendered: Provided, however, That the cost of the discount shall be allowed as deduction from the gross income for the same taxable year that the discount is granted: Provided, further, That the total amount of the claimed tax deduction net of value-added tax, if applicable, shall be included in their gross sales receipts for tax purposes and shall be subject to proper documentation and to the provisions of the National Internal Revenue Code (NIRC), as amended.”

SEC. 2. Section 33 of Republic Act No. 7277, as amended, is hereby further amended to read as follows:

“SEC. 33. Incentives. – Those caring for and living with a PWD shall be granted the following incentives:

“(a) PWD, who are within the fourth civil degree of consanguinity or affinity to the taxpayer, regardless of age, who are not gainfully employed and chiefly dependent upon the taxpayer, shall be treated as dependents under Section 35(b) of the NIRC of 1997, as amended, and as such, individual taxpayers caring for them shall be accorded the privileges granted by the Code insofar as having dependents under the same section are concerned; and

“x x x.”

SEC. 3. Implementing Rules and Regulations, – The Department of Social Welfare and Development (DSWD), in consultation with the Department of Health (DOH), the Department of Finance (DOF), and the National Council on Disability Affairs (NCDA), shall promulgate the necessary rules and regulations for the effective implementation of the provisions of this Act:

Provided, That the failure of the concerned agencies to promulgate the said rules and regulations shall not prevent the implementation of this Act upon its effectivity.

SEC. 4. Separability Clause. – If any provision of this Act is declared invalid or unconstitutional, other provisions hereof which are not affected thereby shall remain in full force and effect.

SEC. 5. Repealing Clause. – All laws, orders, decrees, rules and regulations, and other parts thereof inconsistent with the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 6. Effectivity. – This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in two (2) newspapers of general circulation.

Approved:

(Sgd.) FRANKLIN M. DRILON

President of the Senate (Sgd.) FELICIANO BELMONTE JR.

Speaker of the House of Representatives

(Sgd.) OSCAR G. YABES

Secretary of the Senate (Sgd.) MARILYN B. BARUA-YAP

Secretary General House of Representatives

Approved: MAR 23, 2016

(Sgd.) BENIGNO S. AQUINO III

President of the Philippines

This Act which is a consolidation of House Bill No. 1039 and Senate Bill No. 2890 was passed by the House of Representatives and the Senate on December 16, 2015, and December 15, 2015, respectively.

APPENDIX 4
Republic Act 7877
ANTI-SEXUAL HARASSMENT ACT OF 1995
AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE
EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT AND FOR OTHER
PURPOSES.

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title. - This Act shall be known as the "Anti- Sexual Harassment Act of 1995."

SECTION 2. Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training -Related, Sexual Harassment Defined. - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.

(2) The above acts would impair the employee's rights or privileges

under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody, or supervision of the offender.

(2) Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender.

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee, or apprentice.

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

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. - It shall be the duty of the employer or the head of the work-related, educational, or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement, or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a)

shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank-and-file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education, or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education, or training- related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six

(6) months, or a fine of not less than ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) EDGARDO J. ANGARA
President of the Senate

(Sgd.) JOSE DE VENECIA, JR.
Speaker of the House of Representatives

(Sgd.) EDGARDO E. TUMANGAN
Secretary of the Senate

(Sgd.) CAMILO L. SABIO
Secretary General
House of Representatives

Approved: February 14, 1995

(Sgd.) FIDEL V. RAMOS
President of the Philippines

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

APPENDIX 5
REPUBLIC ACT No. 8049
AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN
FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND
PROVIDING PENALTIES THEREFORE

Section 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority, or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

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 representatives must assign at least two (2) representatives of the school or organization 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 participated in the

infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1.The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy, or mutilation results there from.

2.The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

3.The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

4.The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5.The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6.The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7.The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8.The penalty of prison correctional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his

habitual activity or work nor require medical attendance.

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 initially consents to join but upon learning that 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 owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

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 planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A

fraternity or sorority's 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.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director, or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

Section 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

APPENDIX 6

EAC Alma Mater Song

All praise to you, our college true
Whose flame in our hearts will burn.
May your red and white Give us strength and might
For the sake of man, we'll use all we've learned.

For Emilio Aguinaldo, our Alma Mater so fair
We bear your name, feel proud, keep its fame.
As our voices fill the air

Virtue and Excellence
To serve for all we are worth.
We'll see this through Alma Mater for you
Do God's will while here on earth.

Himno ng Emiliano

Pagpupugay sa dalubhasaan
Alab moy buhay sa puso
Ang iyong kulay at kagitingan
Sa kapwa dunong ay iaalay

Ang Emilio Aguinaldo
Natatanging Kolehiyo
Taglay namin ang pangalan mo
Ipinagbubunyi ko
Dangal at kahusayan
Sa sipag makakamtan
Ang pangarap mo ay tutupadin ko
Oh Diyos, pagharian mo

APPENDIX 7

Emilian Oath

I am a student of Emilio Aguinaldo College,
A disciplined, trust-worthy, and competent individual
I abide by the rules and regulations of my school.
I am a role model to my fellow students.

Emilio Aguinaldo College is my second home.
I will keep its surroundings clean and note-worthy.
This Institution is my pride and joy.
My portal to the future
A training ground for my mind, body, heart, and soul

I will lead a progressive change in the society.
To realize my full potential and practice social responsibility
I represent the values of VIRTUE, EXCELLENCE and SERVICE
All the days of my life, I am Emilian.

APPENDIX 9

Health and Safety Protocols in the Conduct of Limited Face-to-Face Classes



WEARING OF FACE MASK & FACE SHIELD IS A MUST



ALWAYS OBSERVE PHYSICAL DISTANCING OF AT LEAST 1.5 METERS

BEFORE ENTERING THE SCHOOL PREMISES:



1. Use the foot bath before entering the gate.



2. Submit online or put in the dropbox the contact tracing information. Take your temperature using the contactless temperature taker.

2.1 Below 37.5 degrees, get the form for manual contact tracing or use the QR code and indicate the temperature reading.


2.2 Above 37.5 degrees, will not be allowed to enter the premises.




3. Use the foot-operated alcohol dispenser before entering the gate.




INSIDE THE SCHOOL PREMISES:




1. Follow the foot traffic signs and foot markings in going to the pre-clinical skills /laboratory rooms, and even in the comfort rooms.



3. Always observe physical distancing of at least 1.5m and always sanitize yourself before entering the pre-clinical skills/laboratory rooms.



2. Use one-way traffic stairs in going up to the pre-clinical skills/laboratory rooms. NO COUNTERFLOWING.



4. For those who will develop symptoms of COVID-19 while inside the building, the faculty member shall contact the school nurse to assist the person in going to the isolation room. The school nurse shall immediately inform the school physician on this case.

LEAVING THE SCHOOL PREMISES:



1. Use foot traffic signs and foot markings in leaving the pre-clinical skills/laboratory rooms and in exiting the building. NO COUNTERFLOWING.



2. Use one-way traffic stairs in going down the building and proceed to the exit gate.

EAC HEALTH AND SAFETY PROTOCOLS FOR THE SCHOOL-BASED LIMITED FACE-TO-FACE CLASSES

Rationale:

EAC abides by the rules and regulations of the Commission on Higher Education, Department of Health and local IATF to help ensure that the members of its academic community are consistently and constantly immersed in a safe and healthy learning environment while on campus. These guidelines provide steps geared towards preventing the transmission of COVID-19 among students while on limited face-to-face learning approach.

GENERAL GUIDELINES

FRONT DESK INFORMATION / TRIAGING AREA

COVID SCREENING FOR VISITORS, STUDENTS, FACULTY	FOR VISITORS AND STUDENTS <ol style="list-style-type: none"> 1. Wear facemask and face shield before entering the campus. 2. Step on the disinfecting foot mat, undergo temperature scanning, and do hand disinfection. 3. Fill-out a health checklist & contact tracing form (contactless or written). State the purpose of the visit, undergo triaging and temperature scanning. 4. Must bring their own alcohol sprays and writing pens. FOR FACULTY MEMBERS <ol style="list-style-type: none"> 1. Inform the HRD (2-3 days) prior to visit to the school, including arrival time and leaving time. 2. Fill in an online health checklist & contact tracing form. State the purpose of the visit. 3. Step on the disinfecting foot mat, undergo temperature scanning, and do hand disinfection. 4. Wear facemask and face shield before entering the campus. 5. Undergo another temperature scanning when leaving the school campus.
STAFF, STUDENTS, and VISITORS	CONDUCT OF SELF WHILE INSIDE THE CAMPUS PREMISES <ol style="list-style-type: none"> 1. Always maintain social distancing of at least 2 meters apart. 2. Do not remove your facemask and face shield while inside the campus premises. 3. Used facemask or disposable mask must be placed in the biohazard bag with bin located at the lobby area.

PERSONNEL SELF MONITORING/ SELF-REPORTING OF SYMPTOMS	<ol style="list-style-type: none"> 1. If you begin to experience any symptoms of Covid-19 (fever, cough, shortness of breath, runny nose/nasal congestion, sore throat, or respiratory distress), then DO NOT come to work. INFORM your immediate superior who in turn informs the HRD, the Health Officer and the Safety Officer. (<i>Refer to the Institutional Guidelines on Contact Tracing and Quarantine</i>) 2. You may be placed in isolation or quarantine depending on the course of your illness.
STUDENT SELF MONITORING/ SELF-REPORTING OF SYMPTOMS	<ol style="list-style-type: none"> 1. If you begin to experience any symptoms of Covid-19 (fever, cough, shortness of breath, runny nose/nasal congestion, sore throat, or respiratory distress), then DO NOT come to work. INFORM your Instructor/Dean who in turn informs the Health Officer and the Safety Officer. (<i>Refer to the Institutional Guidelines on Contact Tracing and Quarantine</i>) 2. You may be placed in isolation or quarantine depending on the course of your illness.

GUIDELINES ON THE USE OF SCHOOL TRANSPORTATION

SHUTTLE SERVICE	<ol style="list-style-type: none"> 1. Disinfection before use and after use. Misting every day. 2. Open windows 3. Half of capacity of each vehicle 4. Driver – face mask 5. Passengers – face mask and face shield
-----------------	--

DISINFECTION AND CLEANING

OFFICE DESK CLEANING SCHEDULE	<p>The following surfaces must be cleaned by Housekeeping & Office personnel (morning, lunchtime, and before leaving the office)</p> <ol style="list-style-type: none"> 1. Floor tiles, front door, laboratory doors, and all door handles & knobs, visitor chairs, light switches, etc. 2. Ballpens, stapler, puncher, tape dispenser 3. Computer keyboards & mouse, monitors, office telephone, copiers, scanner machine & printers, remote controls, 4. Table counter surfaces, drawer knobs & pulls, cabinet handles 5. Faucet handles & knobs. 6. Personal mobile phones 7. Personal laptops
----------------------------------	--

SCHOOL BUILDINGS AND COMMON AREAS	<p>The following surfaces must be cleaned on a regular basis (morning, lunchtime, and after office hours)</p> <ol style="list-style-type: none"> 1. Front door, Laboratory doors, all door handles, chairs at the waiting/lobby area 2. Floor tiles & walls 3. Lobby counter tops 4. Handrails (stairs) 5. Comfort rooms (toilet bowls, sink, faucet handle, etc.)
DISINFECTING SOLUTION FOR USE BY THE HOUSEKEEPERS	<p>Disinfecting solutions (Bleach or Sodium Hypochlorite) should be prepared in the following formulation:</p> <p>5:1 (for disinfecting mats, etc.) 10:1 (for Daily / Routine disinfections)</p>
	<p>Wash hands frequently with soap and water for at least 20 seconds, then rub with 70% alcohol disinfectant spray or hand sanitizer.</p>
	<p>Each office must provide a 70% alcohol dispensing bottle near the front office door.</p>
	<p>Perform regular disinfection of personal face shield.</p>
ROOMS / LABS INSTALLATION AND RETROFITTING	<p>ALL LABORATORY ROOMS HAVE UNDERGONE RETROFITTING AND INSTALLATION OF THE FOLLOWING:</p> <ol style="list-style-type: none"> 1. Hepa-filters / air purifiers 2. Ultraviolet lights/lamp 3. Orbit ceiling fans or exhaust fans 4. Open windows (for air circulation) 5. Acrylic barriers 6. Posting of minimum number of occupants in a room 7. Readable signages for health and safety reminders 8. Floor/stairs marking for social distancing and one-way foot traffic direction. 9. Designated entrance & exit points 10. Installed alcohol dispensers beside the laboratory entrance. 11. Assigned student locker for bags. 12. All laboratory rooms have a designated comfort room. 13. Table-chair layout per laboratory room 14. Posting of schedule, time, and assigned students/faculty inside the room

LABORATORY ROOMS USED AND MAXIMUM PERSON OCCUPANCY	<p>NURSING LABORATORY ROOMS (AMPHI-A) 5 X 5 meters (Maximum of 3 persons) (AMPHI-B) 5 X 5 meters (Maximum of 3 persons) (GENWARD) 10 X 10 meters (Maximum of 3 persons)</p> <p>MIDWIFERY LABORATORY ROOM (CHN) 5 X 10 meters (Maximum of 3 persons)</p> <p>MEDICAL TECHNOLOGY LABORATORY ROOMS (MT-1) 5 X 10 meters (Maximum of 10 persons) (MT-2) 5 X 10 meters (Maximum of 10 persons)</p> <p>PHYSICAL THERAPY LABORATORY ROOM (PT-1) 5 X 20 meters (Maximum of 7 persons)</p>
COMFORT ROOMS	<ol style="list-style-type: none"> 1. Each laboratory room has its own designated comfort room with biohazard bin with yellow plastic bag. 2. There is an adequate water supply and ventilation for each comfort room. 3. There is a liquid soap dispenser for each comfort room. 4. Regular cleaning and disinfecting schedule is posted on the door.

GUIDELINES INSIDE THE LABORATORY ROOMS

FOR STUDENTS	<ol style="list-style-type: none"> 1. Perform hand hygiene/sanitation before entering the laboratory. 2. Always maintain social distancing of at least 2 meters apart. 3. Do not remove your facemask and face shield while inside the laboratory. 4. Do regular hand hygiene / sanitation. 5. Trash bin for food waste is also provided. 6. Bags are kept inside the designated lockers or can be brought inside the room. 7. Used facemask or disposable mask or PPE's must be placed in the biohazard bin with yellow plastic bag located inside the laboratory. Disposal of yellow bag is done at the end of the day.
FOR FACULTY	<ol style="list-style-type: none"> 1. Perform hand hygiene/sanitation before entering the

MEMBERS	<p>laboratory.</p> <ol style="list-style-type: none"> 2. Always maintain social distancing of at least 2 meters apart. 3. Do not remove your facemask and face shield while inside the laboratory. 4. Do regular hand hygiene / sanitation. 5. Trash bin for food waste is also provided. 6. Bags are kept inside the designated lockers or can be brought inside the room. 7. Used facemask or disposable mask or PPE's must be placed in the biohazard bin with yellow plastic bag located inside the laboratory. Disposal of yellow bag is done at the end of the day.
Use of Personal Protective Equipment's (PPE's)	<ol style="list-style-type: none"> 1. For classes that require physical contact, faculty member and/ or students should wear a complete PPE gear in addition to face mask and face shield.

GUIDELINES ON WHO SHOULD BE QUARANTINED AND WHO SHOULD BE IN ISOLATION:

IF PERSONNEL HAS A COUGH AND FEVER	
Personnel who has been diagnosed with COVID-19 via test	Personnel must stay at home away from people for 14 days and upon presentation of a negative swab test upon returning to work (Home quarantine).
Personnel who has NOT had a Covid-19 test, but had close contact with someone who has had a test and been diagnosed with COVID-19	Personnel must stay at home away from people for 14 days and upon presentation of a negative swab test of the close contact person before returning to work (Home quarantine).
Personnel has NOT been around anyone who has been diagnosed with Covid-19	Personnel should stay at home away from others until 72 hours after their fever is gone (with no medication, i.e., Antipyretics), and symptoms get better. Personnel may have COVID-19, or they may have any other respiratory diseases circulating in the community (Home isolation). Personnel must present a medical clearance.

***Antipyretics** – medication to reduce fever or bring down an elevated body temperature.

IF PERSONNEL HAS NO SYMPTOMS, BUT:	
Personnel has had a	Personnel should be advised to monitor their health for fever,

close contact with a sick person who has been diagnosed with Covid-19	cough, and shortness of breath during the 14 days after the last day the patient was in close contact with the sick person with Covid-19. Personnel should not go to work or school and should avoid public places for 14 days (Home isolation). Personnel must present a negative swab test result of the close contact person before returning to work.
Someone else in the personnel's household has a cough and fever but has NOT been tested for Covid-19	Advise the personnel that the sick person needs to stay home until their fever and symptoms have been gone for 72 hours (with no medication, i.e., Antipyretics). Requires Home isolation Personnel and the rest of the household can continue to go to work and school as long as they feel well. There are many potential respiratory diseases that can cause cough and fever.
A friend of a friend of the personnel has Covid-19	Personnel can continue to go to work and school if the personnel feels well. If personnel have not had close contact with someone with Covid-19, the personnel is at low risk of Covid-19
Personnel is worried about their older or medically fragile friends and relatives	This is a time to practice social distancing. Refrain from shaking hands, cheek-to-cheek greetings, high fives, and hugs. Stand 6 feet away from other people. Personnel may opt to work from home. Personnel may use their personal mobile phone, home phone, email or other means of communicating rather than face-to-face meeting.

Reference: WHO and CDC PROTOCOLS (8/20/2020)

CONTACT TRACING PROCEDURE

	<ol style="list-style-type: none"> 1. Must coordinate with the School Clinic (contact tracer), Health Officer, Safety Officer, and HRD 2. Inform the patient of purpose and process of contact tracing. 3. Interview the patient and close contacts; Identify priority individuals for contact tracing: <ol style="list-style-type: none"> a. Health workers b. Individuals who lived with the confirmed COVID-19 case c. Individuals who worked with the confirmed COVID-19 case d. Vulnerable population 4. Do Cross-reference with manual and online health checklists for the past five days. 5. Must follow home quarantine for those with close contact for 14 days (until negative swab test results); For the others, daily Monitoring of Covid-related signs, and symptoms by the school nurse for 14 days (until negative swab test results). 6. For exposed students, must consult parents/ guardians regarding next steps to be taken. For exposed employees,
--	--

	<p>refer to Rural Health Unit concerned.</p> <p>7. Fill-out a non-disclosure agreement (with form) to All personnel.</p>
--	--

GUIDELINES ON LOCKDOWN

	<ol style="list-style-type: none"> 1. Granular/Localized lockdown per floor – at least 1 confirmed positive case. 2. Processes will be continued online for 14 days where applicable. The head of department should propose flexible work and/ or study schedule of affected personnel and/ or students. 3. Areas on nuclear lockdown will be sanitized/ disinfected. No other personnel will be allowed to enter the area.
--	--

GUIDELINES ON ISOLATION AND EMERGENCY CASE

	<ol style="list-style-type: none"> 1. If a personnel or student develops Covid-related signs and symptoms while inside the campus, they should be referred to the school clinic by the immediate superior. 2. The school nurse accompanies the personnel or student to the dedicated isolation room for observation. The school nurse informs an immediate family member regarding the condition of the personnel or the student. 3. The school nurse refers the concerned case to the medical doctor for further evaluation and assessment. 4. For students suspected of Covid-19, consult parents/ guardians regarding next steps to be taken. For employees suspected of Covid-19, refer to RHU concerned. 5. In the event, that there is an emergency, the school nurse refers the concerned case to the medical doctor in EAC's base hospital.
EAC ISOLATION ROOM Location: BUILDING-1, Ground floor, 5 x 5 meters	AMENITIES AND EQUIPMENT INSIDE THE ISOLATION ROOM: <ol style="list-style-type: none"> 1. Self-closing door, adequate ventilation, a separate entrance door for easy transport to hospital 2. Air conditioned room 3. Single-bed occupancy, easy to disinfect and clean. 4. Comfort room, sink with water supply inside the isolation room. 5. Alcohol dispenser 6. Monoblock table and chair

	7. Biohazard bin with yellow bag 8. Trash bin for non-infectious waste 9. Cleaning and disinfection equipment in the storage are inside the isolation room
--	--

IMPORTANT NUMBERS TO CONTACT/ NOTIFY IN CASE OF COVID EMERGENCY:

EAC MEDICAL CENTER – (046) 4163010 Emergency Room Dept. – (046) 4163010 local 117 Emergency Room Guard – (046) 4162010 local 104 Aguinaldo Hi-way, Salitran II, Dasmariñas City	COVID HOTLINE NUMBERS: BACOR – Hotline 161 IMUS – (046) 4814599 GENERAL TRIAS – 0919-0664324 / 0919-0664325 TRECE MARTIRES CITY – (046) 4192425 / 0921-4519099 ALFONSO – (046) 4198250 loc. 240/241 / 0916-6191088 AMADEO – (046) 4132316 / 09658198686 INDANG – (046) 8401705 / 0947-6242913 / 0977-7666707 MENDEZ – (046) 4130601 / 0920-4601766 / 0995-7240980 SILANG – 0948-7145188 CARMONA – (046) 4435397 / (046) 4302372 / 0915-3748460 / 0956-8976299 GEN. MARIANO ALVAREZ – (046) 9722093 / 0928-6872839 / 0916-4473598 TAGAYTAY CITY – 0930-7636055 CAVITE CITY – 0926-9707557 KAWIT – (046) 4319941 MARAGONDON – (046) 4121432 MAGALLANES – 0917-5512852 / 0945-7108309 NAIC – (046) 4120296 NOVELETA – 0917-5424338 ROSARIO – 0906-4769499 / 0999-8287087 TANZA – 0977-3455035 TERNATE – 0915-8851640 GENERAL EMILIO AGUINALDO – 0998-5789793 / 9017-5714422
CITY HEALTH OFFICE – 1 (046) 4160809	
CITY HEALTH OFFICE - 2 (046) 4165638	
COVID HOTLINE NUMBERS (DASMARINAS) (046) 4350183 (046) 4810555 0917-7218825 0998-8435477	

References:

1. IATF Guidelines and Advisories
2. LGU Health and Safety Protocols
3. JMC 001-2021
4. CHED Policies, Guidelines and Advisories
- 5. WHO and CDC Covid-19 Protocols**

APPENDIX 10

EAC Online Payment

BANK	: METROBANK
ACCOUNT NAME	: EMILIO AGUINALDO EDUCATIONAL CORPORATION
ACCOUNT NUMBER	: 235-3-23570494-4
BANK	: ASIA UNITED BANK (AUB)
ACCOUNT NAME	: EMILIO AGUINALDO EDUCATIONAL CORPORATION
ACCOUNT NUMBER	: 117-01-0000389
BANK	: BANK OF THE PHILIPPINE ISLAND (BPI)
ACCOUNT NAME	: EMILIO AGUINALDO EDUCATIONAL CORPORATION
ACCOUNT NUMBER	: 0961003512
BANK	: BANCO DE ORO (BDO)
ACCOUNT NAME	: EMILIO AGUINALDO EDUCATIONAL CORPORATION
ACCOUNT NUMBER	: 004300071171

AFTER THE PAYMENT, SEND US YOUR SCANNED COPY OR PHOTOGRAPH OF THE O.R TO:

cashier.cavite@eac.edu.ph
cc: registrar-cavite@eac.edu.ph

PLEASE INCLUDE IN THE EMAIL YOUR FULL NAME, STUDENT NUMBER, COURSE AND CELLPHONE NUMBER.

ACADEMIC PROGRAMS



INSTITUTE OF MANAGEMENT

Bachelor of Science in Accountancy
Bachelor of Science in Accounting Information System
Bachelor of Science in Business Administration major in:
- Financial Management
- Human Resource Development Management
- Marketing Management
- Operations Management
Bachelor of Science in Customs Administration
Bachelor of Science in Real Estate Management
Bachelor of Science in Hospitality Management
Associate in Hospitality Management
Bachelor of Science in Tourism Management



HUMANITIES AND SOCIAL SCIENCES INSTITUTE

Bachelor of Science in Criminology
Bachelor of Science in Psychology
Bachelor of Arts in Communication
Bachelor of Elementary Education
Bachelor of Secondary Education
major in:
- English
- Mathematics
- Filipino
- Social Studies



INSTITUTE OF THE LAW AND JUSTICE

JURIS DOCTOR CURRICULUM (Basic Law)
A duly Legal Education Board (LEB)
accredited law school in Cavite



BIOMEDICAL SCIENCES INSTITUTE

Doctor of Dental Medicine
Doctor of Optometry
Bachelor of Science in Medical Biology
Bachelor of Science in Medical Technology (Medical Laboratory Science)
Bachelor of Science in Nursing
Bachelor of Science in Pharmacy
Bachelor of Science in Physical Therapy
Bachelor of Science in Radiologic Technology
Bachelor of Science in Respiratory Therapy
Bachelor of Science in Midwifery
Graduate in Midwifery



ENGINEERING SCIENCES AND TECHNOLOGY INSTITUTE

Bachelor of Science in Civil Engineering
Bachelor of Science in Computer Engineering
Bachelor of Science in Computer Science
Bachelor of Science in Electrical Engineering
Bachelor of Science in Electronics Engineering
Bachelor of Science in Mechanical Engineering

SENIOR HIGH SCHOOL

STEM

SCIENCE, TECHNOLOGY,
ENGINEERING and
MATHEMATICS

HUMSS

HUMANITIES AND
SOCIAL SCIENCES

ABM

ACCOUNTANCY,
BUSINESS AND
MANAGEMENT

TECH-VOC

LIVELIHOOD
PROGRAM

 /eacdasma

 www.eac.edu.ph

 (046) 416-4339/41