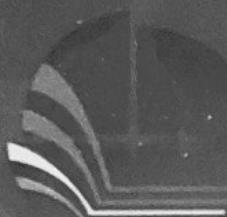


EDUCATIONAL TOOLBOX

Tertiary Level
School Year
2023 - 2024



PHINMA EDUCATION
MAKING LIVES BETTER THROUGH EDUCATION

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INTRODUCTION

The PHINMA Education Network (PEN) Student Handbook, Tertiary Level consists of various policies which govern tertiary level students of the school.

In addition, we are also including here such matters as the school's mission and vision, a short history and background of the school, and some information on the PHINMA Education Network and PHINMA.

The PEN student is expected to take responsibility for reading and understanding the contents, of this handbook. When in doubt about the understanding of the policies, he should approach the school officials concerned and ask for clarification.

The information found in this Handbook may be revised or expanded to conform to changes that may be issued by the PEN Administrative Council from time to time through appropriate memoranda and announcement.

PEN Administrative Council

Welcome to the PHINMA Education Network

Welcome to the PHINMA Education Network!

Your entry to this PHINMA Education Network (PEN) school ushers you likewise into a group with over 50 years of service in professional management.

As a student of the school you are expected to meet defined standards of academic performance. You are likewise expected to adhere to prescribe norms and behavioral standards and values as described in the rules and regulations and policies of the School.

In the school you will meet men and women who are competent in the areas to which they are assigned. Their duty is to help you realize your right to quality education.

We hope your stay in the PHINMA Group will be a meaningful growth experience for you. Just as we have seen many of our students work hard to learn and develop their character, so do we also wish to see you exert your best during your stay in the school.

Again, welcome and congratulations! You are now a member of the PHINMA Education Network.

Note: To know more about the PHINMA Group, visit www.phinma.com.ph.

The Schools of the PHINMA Education

PHINMA ARAULLO UNIVERSITY

Barangay Bitas, Maharlika Highway,
Cabanatuan City, Nueva Ecija
www.au.phinma.edu.ph

PHINMA UNIVERSITY OF ILOILO

Rizal Street, Iloilo City, Iloilo
www.ui.phinma.edu.ph

PHINMA CAGAYAN DE ORO COLLEGE

Max Suniel street, Carmen Cagayan de Oro
City, Misamis Oriental
www.coc.phinma.edu.ph

PHINMA UNIVERSITY OF PANGASINAN

Arellano Street, Dagupan City, Pangasinan
www.up.phinma.edu.ph

PHINMA UNION COLLEGE OF LAGUNA

Laguna A. Mabini St., Sta. Cruz, Laguna 4009

PHINMA SAINT JUDE COLLEGE

Dimasalang corner Don Quijote Streets,
Sampaloc 1008 Manila

PHINMA RIZAL COLLEGE OF LAGUNA

Manila South Road, Parian, Calamba City,
Laguna 4027

SOUTHWESTERN UNIVERSITY PHINMA

Villa Aznar, J. Urgello St. 6000 Cebu City

PHINMA REPUBLICAN COLLEGE

42 18th Ave. Murphy, Cubao 1109
Quezon City

A Brief History of the Schools Of the PHINMA Education Network

Milestones of PHINMA Araullo University

1950

Araullo University started operations as Araullo Law School. The school was named after Manuel G. Araullo, the second Chief Justice of the Supreme Court of the Philippines. It initially had twenty-seven students attending class in Cabanatuan Puericulture Center Building in Paco Roman Street.

1951

Araullo Law School transferred to M.H. del Pilar Street.

1961

Araullo Law School became a college . It was renamed as Araullo Lyceum.

1963

Araullo Lyceum was cited as the "Most outstanding Institution in Central Luzon" by the league of Provincial Governors. Since then, the school has garnered other prestigious awards and recognitions.

1969

Araullo Lyceum acquired the four-hectare property at Barangay Bitas, along the Maharlika Highway. On this property is where all the buildings, structures, and facilities of Araullo University now stand.

1984

Araullo Lyceum became a university. It was named as Pamantasan ng Araullo (Araullo University)

2004

Pamantasan ng Araullo was acquired by PHINMA. The school is known as PHINMA Araullo University

Milestones of PHINMA Cagayan de Oro College

1948

Cagayan de Oro College started operations as Parent-Teacher College. Initially, the school offered classes in elementary and secondary levels and courses in Education, Liberal Arts, Secretarial, and Commerce in the tertiary level.

1955

Parent-Teacher College transferred to Barangay Carmen

1967

Parent-Teacher College was renamed as Cagayan de Oro College

1981

Cagayan de Oro college opened its graduate school. It began offering the program for Master of Arts in Teaching Social Studies

1988

Cagayan de Oro College begun offering technical-vocational courses. It offered Mechanical Technology, Electrical Technology, and Electronics Technology.

1991

Cagayan de Oro College begun offering liberalized curriculum for BS in Architecture.

1998

Cagayan de Oro College begun offering its first doctorate degree Ph. D. in Educational Administration and Supervision.

2003

The Philippine Association of Colleges and University-Commission on Accreditation (PACU-COA) awards Cagayan de Oro college for having the third highest number of accredited programs.

2004

The Philippine Association of Colleges and University-Commission on Accreditation (PACU-COA) awards Cagayan de Oro college for having the second highest number of accredited programs.

2005

Cagayan de Oro College was acquired by PHINMA. The school is known as PHINMA Cagayan de Oro College.

Milestones of University of Pangasinan

1925

University of Pangasinan started operations as Dagupan institute. It initially offered elementary, secondary, and vocational courses.

1941

Dagupan Institute was renamed as Dagupan Junior Colleges. It started offering a Bachelor's degree in Education.

1950

Dagupan Junior Colleges was renamed as Dagupan Colleges.

1968

Dagupan Colleges is renamed as University of Pangasinan.

(continuation UPANG)

1998

The Philippine Regulatory Commission rated University of Pangasinan as the 4th Best Performing School in Midwifery.

2000

The Philippine Regulatory Commission rated University of Pangasinan as the 5th Best Performing School in Architecture.

2009

University of Pangasinan was acquired by PHINMA. The school is now known as PHINMA University of Pangasinan

Milestones PHINMA University of Iloilo

1947

University of Iloilo started operations as Iloilo City Colleges. The first classes were held in Quonset huts with nipa roofs, sawali and bamboo walls, and mud floors. There were two campuses: the Iloilo Unit and the La Paz Unit. The Iloilo Unit housed the Colleges of Dentistry, Pharmacy, Commerce, Liberal Arts, Law, and the High School Department. The La Paz Unit housed the Colleges of Normal Education, Engineering, and the Elementary and High School Departments.

1991

The department of education, Culture , and sports acknowledge the university of Iloilo as an Excellent School for the College of Criminology which is now called the College of Criminal Justice

1993

A certificate of recognition was awarded to the College of Criminology for its "outstanding performance in the pursuit of quality education as exemplified by meritorious performance in the board examination—school passing percentage higher than national average ".

1998

The University of Iloilo entered into a contract with Net curricula Incorporated in order to be among the pioneer schools in the country to integrate technology in classroom instruction in all levels—elementary, secondary, and tertiary.

1966

Iloilo City Colleges opened the College of Criminology in the main campus. Simultaneously, it opened its College of Agriculture at Ungka, Pavia.

1968

Iloilo City Colleges was granted university status. As University of Iloilo, it became the 32nd university of the Philippines.

1972

University of Iloilo purchased the Philippine Women's College in Jaro. The school was converted into the Don Benito Lopez Hospital.

2009

University of Iloilo was acquired by PHINMA. The school is known as PHINMA University of Iloilo

Mission and Vision

PHINMA Education Mission

To make lives better through education.

PHINMA Araullo University Mission

Through education, to make the lives of those who need a good education the most, better.

PHINMA Araullo University Vision

To be the leading University in Nueva Ecija and Central Luzon in the development of globally competitive professionals.

Our Values

APEN Student is a student that lives by the PEN Values. These values form the thread that runs through all his day-to-day actions and interactions as a student. They are considered with his responsibility to be a person with integrity, maturity, and a high sense of responsibility and community.

PEN values

INTEGRITY

PHINMA Education emphasizes dedication, honesty, credibility, and consistency in words and actions recognizing professional and social responsibility its students toward a better quality of life.

Our words carry weight. We call you when we say we will. We show up on time. When we say "Good job!" or "Needs improvement," we mean it. We vote for the better, though perhaps less popular, candidate or stance. We plant trees because we value the environment. We teach because we value you.

PROFESSIONALISM

PHINMA Education seeks a high degree of professionalism and adheres to accepted standards and norms; personal interest must be separated from professional life so that observance to the tenets of good conduct like calmness and patience must prevail in all situations.

We show decorum in our manner, dress and speech. We set our sights on excellence. We work with strangers, friends and foes for every project's best interests. We leave our heartbreaks and our hobbies at home. Under pressure, we keep our cool. **No shortcuts, no excuses, just results.**

COMPETENCE

PHINMA Education puts value in competence and looks upon an individual's qualification eventually translating into the ability to perform tasks and deliver desired results.

We train to high levels of proficiency. Our knowledge ranges from good grammar to jurisprudence, our abilities from handling syringes to running software. We understand the job expected of us, and accomplish it with skill. **We qualify.**

TEAMWORK

PHINMA Education believes that teamwork is essential in building an efficient and effective organization thru the cooperation and coordination of its members.

We bring our varied talents onto the court. We zoom in on one goal. We toss around ideas and form our strategy. We move into position to execute the plan. We give each other feedback, information, challenge, praise. Together, we take credit for victory; together, we own up to defeat. **Together, we aim for the target.**

COMMITMENT

PHINMA Education is committed to the holistic development of the students by providing quality and affordable education. Employees perform tasks with passion and adhere to the mission and vision of the network.

We take the Network's mission to heart. We pledge our hours and our energy to fulfilling its vision of a better life. We say "I do" to the call of service, in crisis and in victory, in sunny days or wet, through plans and execution. **We see you through to the end.**

OPENNESS

PHINMA Education believes that nothing in this world is permanent except change. Education continually faces new ideas, challenges and directions, so the academe must be flexible and adaptive to the needs of the market and the dictates of time.

We accept that change governs life. We see it as a track to growth. We harness it as an opportunity to create. When we encounter hurdles, we breed new ideas. We let go of cherished expectations. **We ride exuberantly into undiscovered territory.**

PATRIOTISM

PHINMA Education work underscores love of country and our people; furthermore, is committed to the development of the nation and seeing all Filipinos attain a better quality of life.

We take pride in our country, its people, and its accomplishments regardless of our condition. We follow the laws of the land. We are willing to sacrifice for the greater good. We protect our trees, our rivers and air, and keep our surroundings and that of our neighbors clean and orderly. **We serve.**

Academic Policies

A. Grading System

The Grading system will be provided to the students by their respective teachers through the syllabus. If understanding of the system is not clear, it is the responsibility of the student to seek clarification from his/her teacher, program head or dean.

Grades are given out in numerical format. A student who has passed the subject will receive any of the following grades: 1.00, 1.25, 1.50, 1.75, 1.2.00, 2.25, 2.50, 2.75, or 3.00. the grade of 1.00 is the highest possible grade that a student may get. A student who has failed the subject will receive a grade of 5.00.

A student may also get a grade other than those specified earlier. These grades may be given for various reasons such as, but not limited to: incompleteness of submitted requirements, withdrawal from a subject-without permission, failure due to absences, no examination because the student was not able to obtain an exam permit

B. Release of Grades

Final grades will be release by the Office of the Registrar. Other term exams will be released by the faculty.

C. Incomplete Grade

A student who gets an incomplete grade has two consecutive terms to complete it. The Dean/Director must have approved the granting of the incomplete grade. Failure to get a passing grade for an incomplete grade after two terms has elapsed means that the student will get a failing mark in the subject concerned.

The corresponding completion fee shall be applied.

D. Academic Probation

A student who incurs failing grades in three (3) subjects of his academic load in a semester will be accepted on probation the following semester and the student will only be allowed to carry a maximum load of 18 units. Should the student fail in two (2) subjects during the probationary period a maximum load of 12 units shall be enforced. The students may assume a regular load only when the mentioned 12 units have been passed.

E. Class Attendance

1. Every student is required to attend his classes regularly and punctually. Absence or persistent tardiness for more than 20% of the total number of class meetings (one hour for each meeting) during the entire course in any particular subject shall be sufficient reasons for disqualifying a student from taking final examinations or for dropping the student without credit. The same shall apply if a student has incurred:
 - more than 3 absences in a 1 - unit subject
 - more than 5 absences in a 2 - unit subject
 - more than 8 absences in a 3 - unit subject
 - more than 11 absences in a 4 - unit subject
 - more than 14 absences in a 5 - unit subject
 - more than 17 absences in a 6 - unit subject
2. A student who is late for class for at least 10 minutes will be marked as absent.
3. A student will incur an absence for every 3 times that he is tardy.
4. The teacher concerned must account for all absences in his subjects.
5. The teacher must report to the college Dean / Director students who have been absent for 3 consecutive class meetings. Succeeding absences of students must be reported to the guidance Councilor
6. No excuse for an absentee will be considered valid unless the student can show that his absences were unavoidable or necessary.
7. In case of an absence due to sickness, the subject must present a written note from parent/guardian or certificate from an attending physician stating the nature of his sickness

C. Promotion and Retention

Promotion and retention policies will be provided to the students by their respective colleges. If understanding of the policies is not clear, it is the responsibility of the student to seek clarification from the college to which he belongs.

Student Services

A. Library

The Library serves as a venue for study and research. To continuously meet the needs of the students, its collections are regularly updated. For clarification on library policies, you may consult with the Librarian.

B. Computer and internet Access

Like the library, the Computer Labs serve as venues for study and research. Students with access to these services may visit the Computer Labs to practice computer skills or conduct research on the internet. For clarification on computer lab policies, you may consult with the IT Officer.

C. Cafeteria

Students may go to the Cafeteria to buy or eat their food. Students may also buy in nearby food stalls within the campus.

D. Business Center

The Business Center serves as a one-stop venue wherein students may buy textbooks, uniforms, and other school-related materials.

E. Guidance and Counseling

The Guidance and Counseling Office serves as a venue where students may ask for career guidance, and counseling. It also interprets a student's performance in aptitude or psychological tests that a student has taken. The office also counsels students who have been having difficulties in their academics, or in following the Student Code of Conduct.

F. Health

The School offers medical and dental services to students. These services include daily consultation and physical examination. Minor surgical procedures (with minimal charge) and other emergency or first aid treatments are also available to students. Initial dosage of medicines will be given for simple ailments like headache, fever, cough and colds, and diarrhea. A medical certificate will be issued and given to the student after he has been examined and seen by the physician.

G. Financial Aid

The School provides scholarships to deserving students who need financial aid to continue their studies. Students may consult with the Center for Student Development and Leadership for details on how to apply for a scholarship.

- Student Assistantship Program
- Hawak Kamay Scholarship
- Academic Scholarship
- PHINMA Scholarship
- Educational Discount for Government Employee (EDGE)
- Kapamilya Discount
- Alumni Discount / Alumni Scholarship
- Solo Parent Discount
- Dean's Lister Scholarship
- Student Financial Aid

Other Financial Support Programs:

- BUKAS Tuition Installment Plan
- Tertiary Education Subsidy (External Scholarship)
- CHED Tulong Dunong Program (External Scholarship)

H. Personal Accident Insurance

Students may claim insurance if they had personal accidents. High-risk activities leading to personal accidents are not covered by this service. For more information on the personal accident insurance policy, students may consult with the Center for Student Development and Leadership.

I. Security

The School is committed to maintaining a campus that is safe and conducive to learning. It assigns security personnel and student marshals who help maintain the security of the School. Students are encouraged to report to any security personnel anyone who represents a threat to the safety of people and/or property in the campus.

J. Recognized Student Organization

The School encourages the establishment, growth, and active participation of student organizations. Students may visit the Center for Student Development and Leadership for details on establishing, running, or joining student organizations.

For details please proceed to the Center for Student Development and Leadership (CSDL) office.

Random Drug Testing

**GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENTS OF
SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL SCHOOLS, AMENDING BOARD REG.
ULATION NO. 6, SERIES OF 2003**

Guiding Principles

- Random selection of samples and treatment of results, as stipulated in the DDB Regulation shall be strictly enforced and observed by the implementing agencies.
- Pursuant to the guiding principles enumerated under the Regulation, records of students who are randomly selected for the activity shall be treated with utmost confidentiality.
- Under no circumstances shall this activity be used to incriminate any student for further legal action which may result in having administrative/criminal records and/or incarceration.
- Implementers shall explain the objectives of the program to the student and if available, his/her parents, assuring and allaying fears of the activity.

Who are required to undergo random drug testing?

Students from Secondary and Tertiary

- Pursuant to Board Regulation No 6, 2003
- As Amended by DDB Reulation No 3, 2009

- To determine prevalence of drug users among stud
- To assess the effectivity of school-based and community-based prevention programs
- To deter the use of illegal drugs
- To facilitate rehabilitation of drug users and depend
- To strengthen collaboration efforts of identified agencies against the use of illegal drugs

If found positive

- Board Regulation no 6, 2003
Shall not be ground for expulsion or any criminal or disciplinary action
Drug testing is treated as "health Issue" and not as law enforcement issue

RANDOM DRUG TESTING FLOW CHART

Pre- Specimen Collection Phase

Informs parents/families of students on the conduct of random drug testing in writing

Preparation for the conduct of random drug testing

RANDOM DRUG TESTING FLOW CHART

Specimen Collection Phase

RDT Team orientation about Random Drug Testing

Accomplish drug testing form

Observed collection will be done

The student will affix his signature, date and time of collection to the sealing tape

The specimen collector “seals” the specimen bottle in front of the students.

The specimen collector and student affix final signatures in the drug testing form attesting to the validity of the procedure done

RANDOM DRUG TESTING FLOW CHART

Post-Specimen Collection Phase

The supervising agency will coordinate with the school drug testing coordinator. If confirmed positive, the laboratory shall forward a sealed copy to the Supervising Agency to ensure confidentiality

The school drug testing coordinator shall personally inform the parent and the student about the result and appropriate intervention

part 4

PEN Student Code of Conduct

PEN Student's Right

Students of the PHINMA Education Network deserve quality education define as:

1. provides opportunities for learning globally in-demand skills
2. helps PEN Students grow and develop into mature, responsible, effective and worthy citizens of their community.

PEN Student Code of Conduct

Together with the PEN Student's Right is the PEN Student's responsibilities to:

1. live up to the standards of academic excellence and integrity.
2. live and work according to the PEN Values.

Any deviation from the PEN Student Code of Conduct may result in suspension, dismissal, or expulsion.

- A PEN Student is still governed by the PEN Student Code of Conduct
1. even in school-sponsored activities outside the campus and beyond school hours.
 2. if the misconduct involves his status as a student or affects the good name or reputation of the School

PEN Table of Offenses and Disciplinary Action

Category	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
1	R	S	D/E
2	S	D/E	
3	D/E		

Legends		
R	= Written Reprimand	This disciplinary action results in an erring student resolving a written reprimand for the offense that he has done
S	= Suspension	This disciplinary action bars an erring student from attending classes for 3 academic days. The student will incur absences on the classes he missed as a result of his suspension.
D/E	= Dismissal / Expulsion	<p>Dismissal This disciplinary action results in the dropping of the erring student from the school. This shall be without prejudice to enrollment in other schools. This student concerned shall have no chance of readmission in the school.</p> <p>Expulsion This disciplinary action results in the separation or debarring of the erring student from enrollment not only in college, but also in any private or public school as well.</p>

Offenses and Corresponding Categories

OFFENSE AGAINST	Category
1. ACADEMIC INTEGRITY 1.1 PLAGIARISM In addition, offenses against academic integrity will result in the student getting the lowest possible score in the graded work concerned.	3
1.2 Cheating on any graded work (e.g., quizzes, examinations) In addition, offenses against academic integrity will result in the student getting the lowest possible score in the graded work concerned.	2
2. PERSONS 2.1 Physical assault resulting to injury on anybody inside the school campus and fighting with school personnel or with another student within the school campus.	3
2.2 Threats and coercion committed to fellow students and school personnel within the campus.	2
2.3 Bullying / Cyber Bullying	2

OFFENSE AGAINST	Category
3. PROPERTY	
3.1 Intentionally damaging the property of the School, school personnel and fellow students. The amount involved exceeds five hundred pesos (PHP 500.00)	3
3.2 Stealing the property of School, school personnel, and fellow student on school premises at any time.	3
3.3 Intentionally damaging the property of the School, school personnel and fellow students. The amount involved is five hundred pesos (PHP 500.00)	2
3.4 Vandalism, writing or drawing on the walls, chairs, tables, in comfort rooms, and tampering of official notices and posters in bulletin boards	2
3.5 Posting flyers, posters, announcement without school approval	1
3.6 Littering; spitting on the floor, throwing waste paper, cigarette butts, or rubbish; leaving empty bottles and other trash on the campus grounds, stairway and in classroom	1
3.7 Sitting on the balustrade or window pane	1
4. security and public order	
4.1 Picketing the school entrance and exit, coercing students to join the picke, or preventing the students and teachers from attending or holding their classes, and disrupting on going classes or school programs.	3
4.2 Public campus disturbance and actuations intended to cause panic or confusion inside the campus	3
4.3 Possessing subversive, libelous, and defaming material or distrib- uting it to fellow students, faculty, or ny of the school personnel and officials.	2
4.4 Lending one's ID to another and willful possession of two or more ID's	1
4.5 Unauthorized entry to the faculty rooms, offices, laboratory rooms and restricted areas.	1

OFFENSE AGAINST	Category
4.6 Improper or indecent attire such as tattered pants, sleeveless t-shirt, undershirts, walking shorts or short pants, sandals, slippers, non wearing of school uniform and IDs, wearing of earrings and long hair among male students.	1
5. Public morals	
5.1 Illegal possession, use, distribution, or peddling of narcotics or dangerous drugs inside the school.	3
5.2 Bringing intoxicating beverages inside the school campus	2
5.3 Gambling inside the campus	2
5.4 Using and uttering blasphemous language against school personnel or a fellow student; gross and deliberate acts of courtesy in words or in deed which tend to put any school personnel or fellow student in ridicule and contempt	2
5.5 Smoking inside the campus	1
5.6 Drunkenness, entering the school under the influence of intoxicating beverages	1
6. School Interest	
6.1 Alteration or falsification or misuse of school documents, records and credentials; dishonesty and submission of falsified documents in the application of scholarships; falsification and tampering of examination permits, admission slips, official receipts, and other school records and tampering or changing the photograph in an ID	3
6.2 Refusal to heed summons, notices, and orders issued by school officials.	2

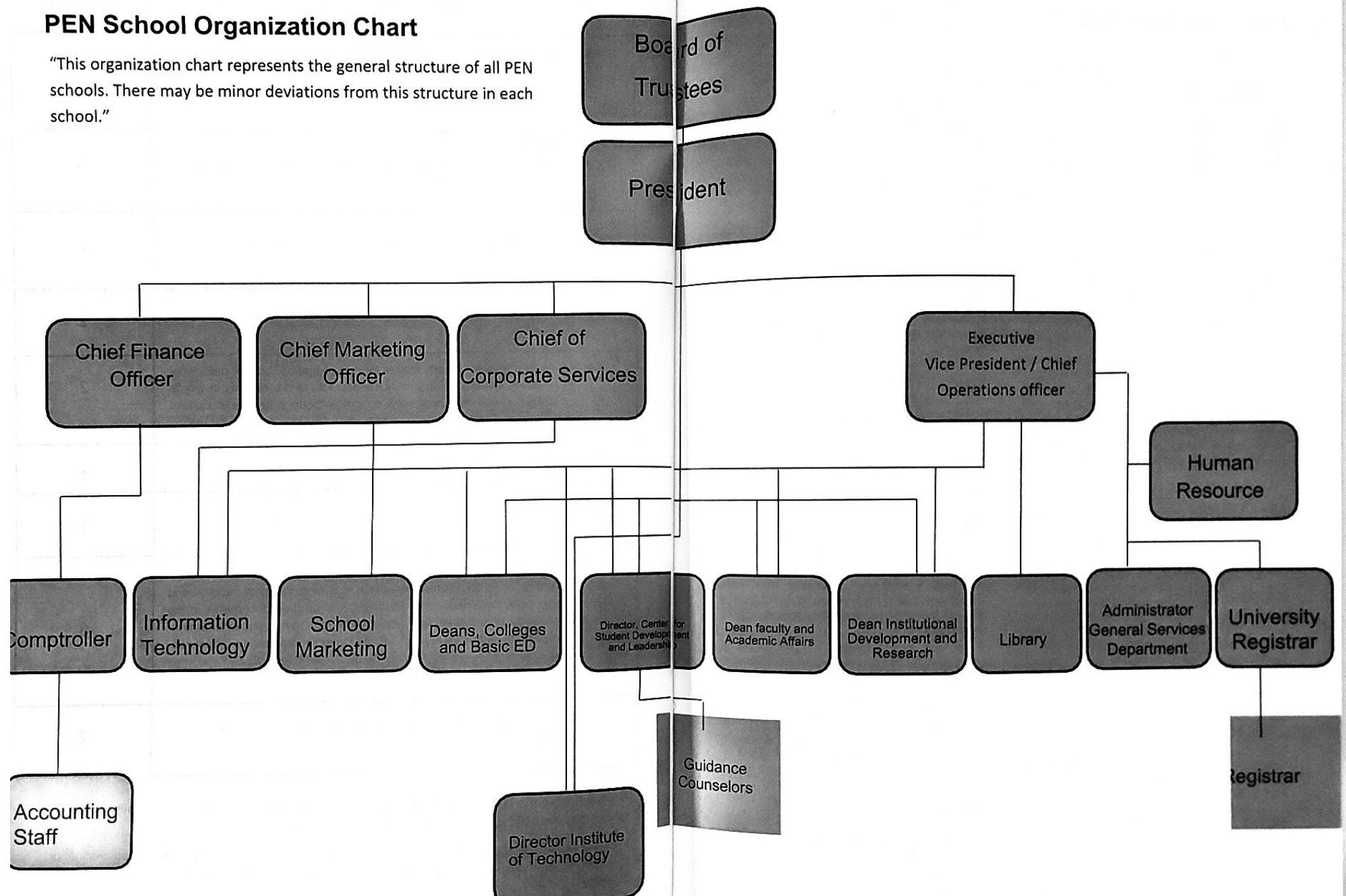
Any act similar or analogous to the foregoing offenses may result in the same disciplinary action. The school may also add additional offenses to the table above.

In cases wherein property has been damaged or stolen, the school may file appreciation criminal or civil actions, or impose penalties for the purpose of restitution and / or reparation of the damaged property.

Appendix 1

PEN School Organization Chart

"This organization chart represents the general structure of all PEN schools. There may be minor deviations from this structure in each school."



Appendix 2

About the PHINMA Group

How it all began

The PHINMA story began in 1956 and it's a kind of story that will be told and retold as a fitting tribute to the enterprising men who had high hopes for the Filipino and the national economy. Their names belong to an honor list of Who's Who in Philippine business—Filemon C. Rodriguez, Ramon V. del Rosario, Sr. and Ernesto O. Escaler.

These pioneers were accomplished professionals in their respective fields. They were young and ambitious. But they were different. They believed in developing Filipino entrepreneurship, in promoting the professional management skills of Filipino managers, in corporate social responsibility and community building.

With the establishment of PHINMA came the birth of a business organization that would give rise to a culture of excellence—one that would touch the lives of millions of Filipinos and contribute to the development of Filipino enterprise, as well as the upliftment of the average person's quality of life.

Milestones

1956

Ramon V. del Rosario, Sr., Filemon C. Rodriguez, and Ernesto O. Escaler form PHINMA, then the first Filipino-managed investment firm. The new Company purchased Cebu Portland Cement Company in Bacnotan, La Union Cement. Since then, BCC has become the foremost producer of cement in the Philippines, together with its subsidiary-sister plants.

1959

PHINMA established an oil refinery in Rosario, Cavite. Filoil's marketing strategy of "Filipino First" inspired a nationalistic sense of consumerism among Filipinos to purchase Filoil.

1963

PHINMA ventured into GL sheets manufacturing, through Bacnotan Consolidated Industries Incorporated, with its steel plant into Poro Point, La Union. This spawned a galvanizing plant known as Union Galvasteel Corporation.

1969

Trans-Asia Oil and Mineral Company was formed to undergo exploration in the northwest seas of Palawan. Success in this endeavor has snowballed into other energy projects such as coal mining, and energy generation.

1971

PHINMA ventured into the paper and packaging business with the United Pulp and Paper Company (UPPC) in Calumpit, Bulacan. The plant produced sack Kraft paper, for use in the cement packaging business. UPPC has continuously upgraded their production capacity and has increased revenues significantly.

1984

Community Relations, COMREL, was formed to reach out to the communities where PHINMA plants are located, and to coordinate with local government units in order to improve Filipino livelihood. COMREL is PHINMA's example of good corporate citizenship and community building.

1987

PHINMA Reality Corporation and FC Development Corp merged into a new company: PHINMA Property Holdings Corporation. With housing projects being prosperous, other business evolved including property management, and sanitations.

1987

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1989

Through the efforts of Mr. Ramon del Rosario, Jr., PHINMA partnered with A. Soriano Co. and the Benguet Mining Corporation to launch the Asian Savings Bank into a commercial banking institution in 1989, later named Asian Bank in 1990.

1995

PHINMA constructed the Don Filemon C. Rodriguez Training Center in Tagaytay City under a spin-off company named PHINMA Group Development Foundation. The Training Center houses facilities for management as well as technical training over 2.7 hectares. It has 52 room trainees quarters for overnight sessions. The center is also open to non-PHINMA companies.

1996

PHINMA's corporate social responsibility program, which is run through PHINMA COMREL, fostered the communal spirit along with the individual's sense of responsibility to the community, as well as promote self-sufficiency in the immediate vicinity. For this, PHINMA received the Corporate Citizenship Excellence Award from the Philippine Business for Social Progress.

1997

Trans-Asia Power Generation Corporation, the joint venture project of Trans-Asia Oil and Hi-Cement Corporation commissioned its 52 MW power plant in Bulacan.

1998

Bacnotan Consolidated Industries, Inc. (BCII) and Atlas Cement Corporation (ACC) entered into an agreement with Holderbank for a strategic partnership in the cement business of PHINMA.

1999

United Pulp and Paper Company, Inc. inaugurated its second paper mill amounting to P6 Billion, making it the biggest and most advanced paper manufacturing facility in the Philippines. This was a joint venture project between PHINMA and Thailand's Siam Cement Group, the largest industrial conglomerate in Thailand.

2000

The three cement companies of PHINMA, namely Bacnotan Cement Corporation, Hi-Cement Corporation, and Davao Union Cement Corporation, merged into UNION Cement Corporation in an effort to integrate and improve coordination among the plants.

2001

PHINMA and other subsidiaries / sister companies move into the new PHINMA Plaza in Rockwell Center, Makati.

2003

Siam Pulp and Paper Company, PHINMA's strategic partner in the paper business, agreed to infuse new equity that completed the buy-out of United Pulp and Paper Company.

2004

PHINMA celebrated its investment in the Cement Business which marked the end of more than four decades of industrial primacy and the beginning of a new journey into the services sector.

Also in the same year, PHINMA and BCII acquired a controlling interest in Araullo University its maiden investment in the Education sector.

2006

PHINMA celebrated its 50th year. As part of five-university system goal, PHINMA has acquired Cagayan de Oro College.

Demonstrating its zeal in providing affordable housing, PHINMA acquired the Philippine franchise of Microtel Inns & Suites. Through its wholly owned subsidiary, PHINMA Property Holdings Corp. (PPHC), the company has also became a leader in affordable medium-rise housing in Metro Manila with more than 4,000 condo units.

2007

PHINMA ventures into Business Process Outsourcing (BPO) with the following firms: PHINMA Finance and Accounting Outsource Corporation (PHINMA F&A), and PHINMA Architecture and Engineering Outsource Corporation (PHINMA A&E). PHINMA BPO companies provide offshore clientele with cost-effective and value-added offshore services.

2009

PHINMA adds two more schools to the PHINMA Education Network (PEN). These are University of Pangasinan and University of Iloilo. PEN now has four schools in the network.

PHINMA also adds Toon City Animation, Inc. to its group of BPO companies. Toon City provides outsource animation production services to major international studios. As a 15-year old studio providing traditional, Flash and 3D CGI (computer generated imagery) animation production services, Toon City has excelled at producing Feature Animation, Direct to Video (DTV), TV series, and short programs for major clients such as Walt Disney, Nickelodeon, Warner Bros. and Universal Studios.

Appendix 3

PHINMA Group's Mission

The PHINMA GROUP'S MISSION is to help build our nation through competitive and well-managed business enterprises that enable Filipinos to attain a better quality of life. With effective management as our distinctive edge, we aim to give Filipinos improved access to the essentials of a

We will focus our ongoing enterprises and seek new opportunities in pursuit of our Mission. We will build not only affordable high quality education, but also a brighter future for globally competitive Filipino professionals and workers. We will explore opportunities in the energy sector to offer not only reliable and affordable power, but also more productive lives—particularly to communities in greatest need. We will offer attractive investment advice to encourage capital formation. We will aggressively seek opportunities primarily in the services sector that will allow us to address the basic needs of our society, while being globally competitive and generating attractive stakeholder values.

In pursuit of our Mission, we look to our tradition, our experience, our reputation and, above all, our people, as the principal factors that will enable us to achieve our lofty goals.

We believe that a well-qualified and competitively compensated work force, treated with trust and respect, will be highly motivated and productive partner in the pursuit of our goals. We shall continue to conduct ourselves according to the highest ideals of competence, patriotism, integrity and professionalism. The PHINMA Group believes that the process of self-improvement and innovation, and the quest for excellence, are never-ending tasks.

The PHINMA Group shall forge strategic alliances with partners who share our values and concerns and who can provide capital, expertise, technology, market access and other strategic elements. As general rule, the PHINMA Group shall invest in enterprises to the extent needed to support a continuing and meaningful management role.

In focusing on providing on the basic needs of the Filipino through well-managed enterprises, the PHINMA Group shall demonstrate that private business can mutually serve the aspirations of shareholders and the needs of society.

Appendix 4

PHINMA today

Changes in the Philippine business climate and the global economy have led the PHINMA Group to embark on a new direction.

From a conglomerate involved in heavy industry and manufacturing, particularly in cement and paper, the company now believes that it will best serve the nation's and its stockholders' interest by focusing on the Filipinos' basic needs.

With Effective management as its principal resource, the company believes it can contribute high quality but affordable education, decent and affordable homes, reliable and affordable electricity and other goods and services that touch people's lives—daily.

Today, the PHINMA Group is pursuing opportunities in energy, low-cost housing, education and financial services, and is considering investments in service-oriented business. To illustrate, the company laid the foundation of its education business in 2004 with acquisition of the 7,000-student Araullo University in Cabanatuan City. Its low-cost housing subsidiary, PHINMA Property Holdings, has become the largest developer of low-cost, medium-rise condominiums. Its affiliate TA Oil & Energy has constructed a power plant that will supply the energy requirements of Guimaras province in the Visayas.

These Companies make up a huge reservoir of potential contribution that the country would require to sustain its growth program. With its capabilities in energy development, power generation, education, low-cost housing, financial and management services, the PHINMA Group is well on its way to becoming a major player in the country's thrust toward social upliftment and economic progress—a familiar role envisioned by its founders since its establishments in 1956.

Appendix 5

PHINMA Group of Companies

Philippine Investment Management (PHINMA), Inc.
Bacnotan Consolidated Industries, Inc.
Atlas Holdings Corporation

Business Process Outsourcing

The Phinma Finance and Accounting Outsource Corp.
The Phinma Architecture and Engineering Outsource Corp.
Toon City Animation Inc.

Education

Araullo University
Cagayan De Oro College
University of Pangasinan
University of Iloilo
Republican College
Rizal College of Laguna
Saint Jude College
Union College of Laguna
Southwestern University

Energy

Trans Asia Oil and Energy Development Corporation
Trans Asia Power Generation Corporation
Trans Asia Renewable Energy Corporation
Trans Asia Karang Besar Petroleum Corporation
CIP II Power Corporation
Trans Asia Gold and Minerals Development Corporation

Financial Services

AB Capital and Investment Corporation
AB Capital Securities, Inc.
Stock Transfer Services, Inc.
T-O Insurance Brokers, Inc.

Foundation

PHINMA Foundation, Inc.

Property & Shelter

PHINMA Property Holdings Corporation
Microtel Development Corporation
Microtel Inns & Suites (Pilipinas), Inc.

Roofing

Union Galvasteel Corporation

Adviser and Classes:

1. Where can I find my adviser for my subjects?

- Professors can be found at the faculty offices. Schedules of their advising hours are also posted in the respective departments.

2. Can I change schedules or request for transfer to another section/block?

- You may ask at the Registrar's Office regarding this concern.

3. Where should I go if I need a "clearance" or to replace my I.D.?

- First, payment at the cashier should be accomplished
- I.D. - 200.00 Php
- Good Moral Certificate - 50.00 Php
- Secure an ID replacement form at the CSDL's Office then proceed to ITS Office for printing.
- Accomplish a clearance form from the Registrar's Office and proceed to CSDL Office to submit your request. (Note: 1 day processing)

4. When and where can I claim my uniform?

- Uniforms can be claimed at the Business Center.

5. Where should I go if I need assistance or want to apply for a scholarship grant?

- Proceed to CSDL Office or send a message through the CSDL FB Page.

6. When and where can I apply for a Student Financial Aid-Promissory Note?

- Student may get an application form at CSDL Office 2 weeks before the exam (1st and 2nd Period only).
- PN is not permitted to pay the full tuition fee. It is only to subsidize the shortage of the payment or delayed remittance.

PHINMA AU One-Stop QR Support

Have questions? Need help? We got you!

Visit our PHINMA AU One-Stop QR Support and familiarize yourself with the different departments in the University and the transactions/services of each for your guidance.

On this site, you'll find the services/transactions under each Department, helplines, important links, and answers to common concerns and inquiries.

Make sure also to like our pages and join your respective FB Groups for updates and announcements.

Kindly scan the QR code below:

