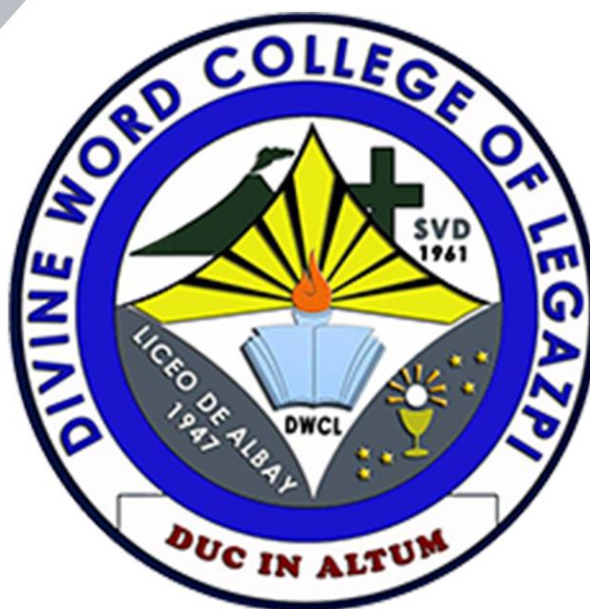


Divine Word College of Legazpi



COLLEGE STUDENT HANDBOOK

(2020 Edition)

FOREWORD

Congratulations! You are one of the privileged few who have been blessed by God to continue your studies in college. Thank you for choosing the Divine Word College of Legazpi (DWCL), the Alma Mater of so many successful and good Catholic leaders in our community, as your school.

Welcome! The Divine Word College of Legazpi wants you to feel at home and be part of the big Divinian Family. DWCL is committed to your success.

To make you feel at home here at DWCL, this **HANDBOOK** is made available for you to know what you can do and give in order to attain quality higher education, and in the process, become a better person. The information contained in this HANDBOOK has been culled from various policies formulated by the academic, administrative and campus ministry officials. It is updated to make it relevant and useful to you as well as to the faculty and personnel.

Please understand them well. Let this handbook guide your actions, ambitions, dreams and motives. Remember that while you are with us, the college will do everything possible to help you grow and develop and lead you to a meaningful future. Remember always that you are a student of Divine Word College of Legazpi, a CATHOLIC school named after the Son of God, Jesus "the Word made flesh and dwelt among us" (Jn. 1:14). As the DWCL aptly says, "Divinians: **Witness to the Word.**"

In your conduct, therefore, both in and out of the school, as a student and future professional, let the Christian thoughts, beliefs, sentiments and ideals, which you learn in the school, guide your way of life. Touch others and lead them to God as you have been led by those who went ahead of you. Our mission is to make you truly human and Christian through education. Your mission is to pass this on and influence others like you.

DUC IN ALTUM!

The Divine Word College of Legazpi

Your Success... Our Word!

The DWCL SEAL



LICEO DE ALBAY (LDA) was a diocesan school entrusted to Fr. Juan Carullo in 1947. Firmly embedded in the gospel message, DUC IN ALTUM, the school had been in active operation for five years when, as a result of the powerful Typhoon Trix hitting the region, its physical structure gradually weakened. Consequently, LDA was severely affected and struggled for survival for the next six years.

The monstrance and **six stars** signify Christian characteristics in promoting Christ the Savior through the formation of the youth in the Bicol Region.

The SVD stands for the Society of the Divine Word, which formally took over the management of the Liceo de Albay in 1961. Retaining the same Christian spirit (Lk. 5:4), anchored on the Cross, and invigorated by the same dictum DUC IN ALTUM, the school is widely known as DIVINE WORD COLLEGE OF LEGAZPI, offering various academic programs anchored on theoretical and practical knowledge.

The unceasing spewing smoke of **MAYON VOLCANO** symbolizes the perseverance and resiliency of the Albayanos.

BLUE (pantone 287 C) is the color that dominates the Divinian spirit, often associated with depth and stability. It symbolizes intelligence, faith, truth, heaven and the Divinian core values of excellence, professionalism, service, justice, peace, and integrity of creation.

GRAY (pantone 17-3911 Silver filigree) is a cool, neutral, and balanced color. It is a formal, conservative, sophisticated, yet timeless, and practical color, creating a sense of serenity and tranquility.

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COURSE OFFERINGS

DEGREE PROGRAMS

SCHOOL OF BUSINESS, MANAGEMENT, & ACCOUNTANCY

- Bachelor of Science in Accountancy
- Bachelor of Science in Internal Auditing
- Bachelor of Science in Management Accounting
- Bachelor of Science in Business Administration majors in:
 - Financial Management
 - Human Resource Management
 - Marketing Management
 - Operations Management

SCHOOL OF EDUCATION, ARTS, & SCIENCES

- Bachelor of Special Needs Education
- Bachelor of Elementary Education
- Bachelor of Secondary Education
 - Majors in:
 - English,
 - Filipino,
 - Mathematics,
 - Science
- Bachelor of Physical Education
- Bachelor of Science in Psychology
- Bachelor in Human Services

SCHOOL OF ENGINEERING & COMPUTER STUDIES

- Bachelor of Science in Civil Engineering with specialization in
 - Construction Engineering Management
 - Structural Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Technology
- Bachelor of Library and Information Science

SCHOOL OF NURSING

- Bachelor of Science in Nursing

SCHOOL of HOSPITALITY MANAGEMENT

- Bachelor of Science in Hospitality Management

GRADUATE SCHOOL of BUSINESS & MANAGEMENT

MASTER IN BUSINESS ADMINISTRATION

FIELDS OF SPECIALIZATION

- Financial Management
- Executive Leadership Development
- Enterprise Development & Management
- Business Education
- Environment Management

MASTER IN PUBLIC MANAGEMENT

FIELDS OF SPECIALIZATION

- Public Administration
- Development Management
- Executive Leadership Development
- Environment Management

NON-DEGREE COURSE

- Certificate in College Teaching

SHORT-TERM TESDA COURSES

(Pilot for K+12 Program)

- Bread & Pastry Production NC II
141 Hours
- Food and Beverage Service NC II
356 Hours

ARTICLE 1

GENERAL INFORMATION

VISION

A PRESTIGIOUS, SERVICE-ORIENTED CATHOLIC EDUCATIONAL INSTITUTION
WITH QUALIFIED, COMPETENT, AND COMMITTED ACADEMIC AND
ADMINISTRATIVE PERSONNEL PRODUCING GLOBALLY COMPETITIVE
GRADUATES GUIDED BY MORAL VALUES

MISSION

AS WITNESS TO THE WORD, DWCL PROVIDES QUALITY EDUCATION AND
SERVICE, AND PURSUES A CULTURE OF EXCELLENCE TOWARDS HOLISTIC
HUMAN DEVELOPMENT.

GOAL

TO BECOME A CENTER OF DEVELOPMENT AND/OR ATTAIN LEVEL III
ACCREDITATION STATUS FOR ALL PROGRAMS/LEVELS

CORE VALUES

EXCELLENCE, PROFESSIONALISM, SERVICE, JUSTICE, PEACE AND INTEGRITY
OF CREATION

EXPECTED DIVINIAN GRADUATE ATTRIBUTES

GOD FEARING , LAW ABIDING, DISCIPLINED, COMPETENT,
PASSIONATE TOWARDS WORK, EFFECTIVE LEADER,
RESILIENT,INTERPERSONALLYSKILLED,
SERVICE ORIENTED
RESPONSIBLE STEWARD

PATRON SAINTS

St. Arnold Janssen: SVD Founder

Arnold Janssen was the second son born to Gerhard and Anna Katharina Janssen. He grew up in a devoted Catholic family of seven children (five boys and two girls). His father was a freight hauler, a man of deep faith who educated his children to think beyond their own limited world-view and be aware of the missionary needs of the Church around the world. Their family prayer included a nightly rosary, which was followed by the Prologue of St. John's Gospel "In the beginning was the Word and the Word was with God and the Word was God."

As a young man, Arnold developed an early interest in the natural sciences. He went on to study in this field and qualified to be a high school teacher. Having completed these studies, he went on to study theology and was ordained a diocesan priest for the Diocese of Muenster on August 15, 1861. His first assignment was to teach in a secondary school in Bocholt.

At the age of 24, the scientist became a priest enriching the secular with the sacred, the human with the Divine. His heart was filled with the desire to share Christ and his Divine treasures to all people especially to those who had not heard of Him.

On September 8, 1875, Arnold founded the religious order, "The Society of the Divine Word (SVD). He also founded the Holy Spirit Missionary Sister (SSpS) and the Holy Spirit Sisters of Perpetual Adoration (SSp-SAP).

On January 15, 1909, Arnold Janssen died at Steyl, Netherlands. He was beatified in 1975. On October 5, 2003, at the Vatican before some 30,000 people, Pope John Paul II declared Arnold Janssen, a Saint of the Church.

St. Joseph Freinademetz

St. Joseph Freinademetz, SVD, was born on April 15, 1852, the fourth child of Giovanmattia and Anna Maria Freinademetz. The family eked out a living on their poor and simple small farm as did their neighbors. Years later, the little farm house and quiet hamlet of Oies in the Gader Valley changed when Joseph Freinademetz, SVD, was beatified in 1975 by Pope Paul VI and then canonized a saint in the Roman Catholic Church on October 5, 2003, by Pope John Paul II in Rome. Pilgrims regularly find their way to pray at the small parish church of St. Martin where Joseph served as a curate for three years. Or they visit the little mountain chapel high above the family farm or visit his ancestral home. It is a surrounding that seems to speak of prayer and devotion.

Joseph's early years were uneventful. He helped with the farm chores, attended daily Mass at his local parish and, on the advice of the parish priest, attended a school some eleven-hour walk from his home. He eventually entered the major seminary and was ordained a priest for the Brixon Diocese in 1875. He was initially assigned as a teacher, but soon an article in the local diocesan newsletter about the new Mission House at Steyl, Holland, founded by Fr. Arnold Janssen caught his attention. Joseph went

to visit the Mission House. The visit was enough to convince Joseph that this was where he could pursue his vocation as a missionary priest. He joined the fledgling group at Steyl in 1878, and barely a year later he received his mission cross along with Fr. John Baptist Anzer, SVD. He had one more brief visit to his family home to say goodbye for the last time, as he would never return to his homeland again. He was to be a missionary in China. In 1881, the Mission House had received its own mission territory, the Province of Shandong. Joseph was so devoted to his mission that, except to recover from an illness, he never left Shandong.

As so many missionaries have discovered, the grounding of their mission work is first supported by a strong personal prayer life. Joseph had promoted this amongst the clergy along with the words, "Do you imagine you can become holy without meditation, something no saint was able to do? Without meditation life is lost." He said his daily Mass and prayed his Divine Office with the same intense dedication as he did with his missionary work. Joseph had unwavering hope and belief in the power of God and the sacraments.

During such difficult times as the Boxer Rebellion in which two young Divine Word Missionaries were martyred, he remained at his mission post. Well before his death, the Chinese people and others with whom he worked recognized him as a saintly man for his humility, for his firm yet gentle approach to his work, and for his total love of his people. Toward the end of his all-too-few years, he was appointed the Provincial for the Society of the Divine Word, a post he held until his death from typhus in 1908 at age 46.

Blessed Ma. Helena

Blessed Maria Virgo (Helena Stollenwerk) was born in Rollesbroich, Germany on November 28, 1852. While still at the little village elementary school she began enthusiastically reading the annuals of the Holy Childhood Association, now the Papal Work for Children, in her free time. They roused her determination to help the children of China. When at the age of twenty she tried to follow her calling, she found no convent in Germany that sent missionary sisters to China and for many years she searched in vain for the address of such a congregation.

During a visit to Steyl, she learned that Arnold Janssen saw the need to found a congregation of missionary sisters although he could not promise that he would do so in the near future. He offered her employment as a maid in the Mission House kitchen. Helena was 30 years old when she accepted his offer. She hoped in that way to reach her goal.

Two years later, in 1884, she was joined by Hendrina Stenmanns from Issum in the German Lower Rhineland. For the first several years, the two women worked in the kitchen and in the laundry and lived in a small, very simple house. Years later, when a neighbouring convent became vacant, they moved there. On December 8, 1889 Helena, now Mother Maria and superior general, co-founded with St. Arnold, the Missionary Sisters. From then on the development of the Congregation of the "Servants of the Holy Spirit", as they are officially called, really took off. The rapidly growing community

sent out the first sisters to Argentina in 1895; soon followed by a group sent to Togo. After only seven years the Congregation numbered 100 sisters.

Arnold Janssen regarded prayer as an absolute necessity to support mission work. He had long been thinking of a third, contemplative branch for his foundations. So on 8 December 1896, he clothed the first Adoration Sisters in their pink religious habit. In 1898 Mother Maria transferred to the cloistered Sisters becoming a novice with the name Sister Maria Virgo. She would really have preferred to remain with the Missionary Sisters but responded generously to Arnold Janssen's wish when he asked her to take the step. Helena's dream, to go out to the great land of China, was never fulfilled. On February 3, 1900 Helen was stricken by a serious illness, she was admitted to religious profession as a Holy Spirit Adoration Sister on her deathbed. On May 7, 1995, she was beatified by Pope John Paul II.

Bl. Josepha Hendrina Stenmanns

Mother Josepha Hendrina Stenmanns was born on 28 May 1852, in Issum, Germany, the eldest of seven children. Even as a child she was concerned for the poor and the suffering whom she visited with her mother. After leaving school, she contributed to the family income through her work as a silk weaver.

At the age of 19, she joined the Franciscan Third Order, which nurtured in her a spirit of simplicity and a deep prayer life. Her wish to consecrate herself to God increased as she absorbed the Franciscan spirit, but the German Kulturkampf (which sought to subject the Roman Catholic Church to State controls) made religious life impossible. When her mother was dying, Hendrina promised to care for her siblings. It began to look as though she would have to renounce the idea of religious life.

Some years later she found her way to Steyl, Holland, where German-born Fr Arnold Janssen, due to the Kulturkampf, had gone to establish a centre to train priests for mission work. Fr Janssen accepted Hendrina's request to be part of the Mission House as a kitchen maid. Her real intention, however, was to support the mission cause by her work in the kitchen. When she arrived in Steyl, she was almost 32 years old. She did not have great plans, but simply wished to do what she recognized as God's will for her at each moment.

Through her decision to live as a kitchen maid, Hendrina stepped down to the lowest rung of the social ladder. A life of hard work and renunciation began that was to last five years as she waited for the women's branch of the Mission House to be founded. On 8 December 1889, she and a few other women became postulants. The foundation of the Missionary Sisters Servants of the Holy Spirit had been laid. The novitiate followed and then in March 1894 she professed first vows and was given the name Josepha.

Sr Josepha was responsible for the practical matters in the house. Later on as directress of postulants, she showed great understanding of human nature and was able to introduce young women into religious life with wisdom and empathy.

Sr Josepha was known above all for her love of prayer; she progressed ever more into interior quiet and true contemplation in the midst of her manifold tasks. She loved to pray the rosary and short prayers, especially "Come, Holy Spirit" which became her "mantra", leading her inward to the presence of God in the tabernacle of her heart.

In spite of the burden of work and the demands made by a large, young community, she did not lose herself in pure activity. In the depths of her heart she remained in union with God and maintained her inner peace. For Mother Josepha, religious life meant belonging to God entirely. The final months of Sr Josepha's life were marked by serious and painful illness. On her deathbed, suffering from asthma, she bequeathed her spiritual testament to the Sisters (every breath of a Servant of the Holy Spirit ought to be), "Come, Holy Spirit".

She died on 20 May 1903 and was beatified in Steyl, by Cardinal José Saraiva Martins, C.M.F., Prefect of Congregation for the Causes of Saints, on Sunday, 29 June 2008.

THE FOUR SVD MARTYRS

Luis (Ludwik) Mzyk (1905-1940) was martyred as novice master of the Polish Province. After philosophy studies in St. Augustin he was sent to study in Rome where he was ordained in 1932. He applied to work as missionary in Japan or China, but the superiors appointed him for Poland where the SVD needed qualified personnel and where the initial formation program had just began. So, he continued his stay in Collegio del Verbo Divino, studied dogmatic theology at the Gregorian University, and finished his study with the doctorate. In the Polish Province, he became novice master at Chludowo. Short after the beginning of the war, he was arrested and put in the maximum security prison in Poznan where he was cruelly killed on February 20, 1940.

Gregory Frackowiak (1911-1943). He is the youngest one among the four martyrs and was beheaded in the prison in Dresden on May 5, 1943 when he was 32 years old. As receptionist and bookbinder he showed a special sensitivity to the poor who used to come to him asking not only for material help but also spiritual help. At the beginning of the war in 1939, the SVD house in Górna Grupa where he stayed was closed down and confiscated and the confreres were expelled. He went to his family. Some people were involved in distributing the fliers against the Hitler's dictatorship. For some time he was also involved in this action but after a time he stopped doing it. The group was discovered and many persons were arrested. It was clear that some would be sentenced to death. Bro. Gregory, after consultation with his confessor, freely presented himself to the police and took responsibility for the distribution of the fliers. Due to his sacrifice some fathers of families were allowed to rejoin their families. Brother Gregory was brought to Dresden where he was beheaded. Many others met a similar death not only in the Hitler's time but also in the first years in East Germany under communism.

Stanislaus Kubista (1898-1940). He was a mission animator and communicator. His contribution to mission animation is amazing. As director of the SVD printing press in Poland he shared the Founder's enthusiasm for the printing and editorial apostolates. He edited two missionary magazines, wrote articles and published a book. After his arrest, he was sent to the concentration camp at Sachsenhausen where he was killed with

extreme cruelty. According to witnesses who survived, he died maintaining his priestly and religious dignity.

Aloysius Liguda (1898-1942). He was good educator and was often sought out as a spiritual director. As chaplain in the schools he was appreciated and loved by young people. His conferences during recollections and retreats were valued. One of his books of conferences went into three printings. Our reading for the Office of Readings today is taken from his writings. A man of great tranquility and with a sense of humor, Aloysius was of enormous help to other prisoners in the concentration camp in Dachau. In a situation of human horror, he was able to help people spiritually and psychologically and encouraged them not to give up. Along with nine other prisoners, he was drowned in Dachau on December 9, 1942.

THE WORK OF THE DIVINE WORD MISSIONARIES IN THE PHILIPPINES

The Philippines was a fertile ground for the seed of God to grow and mature. Saint Arnold Janssen realized this through his contact with Fr. Eberhard Limbrock, the Prefect Apostolic to New Guinea. In 1909, shortly before the death of the founder, he considered sending missionaries to Abra upon the request of the Archbishop of Nueva Segovia.

At present, the seed once sown has continuously flourished. The Divine Word Missionaries have spread to all parts of the country from north to south (Abra, Cagayan, Manila, Mindoro, Legazpi, Visayas and Mindanao) and are engaged in varied forms of apostolate: mass media, parish, social action, retreats and spiritual renewal, and educational formation of religious, priests, and laymen.

A Glimpse of DWCL

Through the years, Divine Word College of Legazpi continues to produce some of the best leaders and professionals in the province. Its legacy began when the Liceo de Albay, an exclusive school for boys, was established right after the World War II in 1947 and was managed by a group of clergy of the Diocese of Caceres. The administration was entrusted to Fr. Juan Carullo in 1947 and in a few years of operation the school gained its good reputation. However, the operation was hastily jeopardized as the strong typhoon Trix devastated the Bicolandia including Legazpi City in October 1952, a year after Legazpi was established as a Diocese. With the languishing condition of Liceo de Albay, Fr. Carullo, a retired Army Chaplain, invested his personal money and borrowed from local people to rebuild the devastated building. With his being willful, Liceo de Albay was rebuilt and continued its educational operation. Still, Fr. Carullo confessed that he was financially exhausted to sustain the struggle of the school apart from being physically tired. At just about the same time, the Societas Verbi Divini (SVD), a Catholic missionary religious congregation founded by St. Arnold Janssen, was looking for an ideal place in the Bicol Region for missionary expansion. These circumstances seemingly dovetailed Liceo de Albay and SVD to one another. The SVD lobbied with the bishop, Most Reverend Flaviano B. Ariola, D.D., for the transfer of the Liceo from the diocese to the SVD Congregation.

In 1961, the SVD officially took over the management of Liceo de Albay and handed over the administration to Fr. Joseph Bates, SVD, with Msgr. Honesto A. Moraleta, a diocesan clergy, as Principal. The new school kept its exclusivity for the education of boys with the help of Msgr. Nestor C. Cariño and Fr. Florante Camacho, SVD as Regent. Fr. Bates raised more funds from the SVDs, his family and friends to start the reconstruction and the development of the Liceo de Albay. As he was determined to expand the Liceo, he valiantly acquired a five-hectare lot in a year's time of his administration, despite financial struggles. Indeed, the construction of a school building to accommodate the growing population was his top priority as the school began offering the grade school program.

In 1965, the school raised its status to tertiary education, offering liberal arts, commerce, education and secretarial programs. Five years later, Fr. Joseph Bates initiated the construction of a new building in the acquired property. Through concerted effort and with the new President, Fr. Florante Camacho, SVD, the Basic Education Department transferred to the new three-story building in Washington Drive, Legazpi City, now called the North Campus in 1977. A year after the transfer of basic education, the Graduate School of Business Management was opened and offered the Master in Business Administration program. In 1980, the DWCL was one of the thirteen charter-member institutions of the Bicol Conference for Higher Education, the forerunner of the Bikol Foundation for Higher Education.

Since then, DWCL has been offering more Degree Programs to cater to the need for more professionals and human resources of the growing number of offices and agencies in various fields. In the passing of time, the administration continually provided state-of-the-art facilities and additional buildings to cater to the needs of the institution's stakeholders. Faithful to the teachings and traditions of the Church, under the inspiration of St. Arnold Janssen, the DWCL continuously serves the people of God by working together in faith, in response to the needs of the region, the country and the world.

Timeline

- 1947 The Department of Instruction granted Liceo de Albay the permit to operate a secondary school for boys. The administration was entrusted to Fr. Juan Carullo, a native of Malinao, Albay.
- 1952 The school operation was jeopardized by the strong typhoon Trix
- 1959 The SVD started to lobby for the acquisition of the Liceo de Albay
- 1961 The SVD assumed the operation of the school from the Diocese of Legazpi
- 1962 Purchase of the 5-hectare lot at Washington Drive, Legazpi City now called the North Campus
The construction of the 3-storey building started, replacing the old classrooms of the old Liceo.
- 1965 Offering of programs in liberal arts, commerce, education and secretarial which elevated the school to a tertiary level and thus renamed Divine Word College of Legazpi (DWCL)
- 1971 The school went co-educational; in response to the need for additional services in secondary education, a night class was opened for working students.
- 1978 DWCL started the Graduate School of Business and Management as part of the institutional thrust of developing would-be leaders in the business community
- 1980 DWCL became one of the thirteen Charter Member-institutions of the Bicol Conference for Higher Education, the forerunner of the Bicol foundation for Higher Education
- 1983 Recognized by DECS as the Center for Development in Commerce/Business Education of Region V
- 1998 The High School Department initiated the Free Secondary Education Program for adult working students.
- 2000 The Center for Development, Research and Extension Service (CRDE) was organized under the aegis of the Office of the President.
- 2001 The programs of the Colleges of Accountancy, Commerce Education and Liberal Arts were awarded Level I PAASCU Accreditation status.
- 2002 The CRDE was dissolved and the CES (Community Extension Service), Research Center and Planning Office became independent bodies under the Office of the President for purposes of focus and in line with specific requirements of the PAASCU. Thus, the Research Center became an independent unit. Regular publication of the DWCL Journal also started.
- 2005 Pioneered the first On-line Enrollment System in Bicol Region; renaming of the street fronting the DWCL main entrance from Ma. Clara Street to Fr. Joseph Bates Street through the efforts of the Barangay Officials of Brgy 14, Ilawod and Barangay 16, East Washington and DWCL Alumni Association, in cooperation with the Office of the Mayor and the Sanggunian Panglungsod of Legazpi City.
- 2006 Opened Certificate in Teaching and Special Education under the College of Education
- 2008 PAASCU Level II Reaccreditation status for the arts and sciences, teacher education and business education programs
- 2015 Launched "Serbisyong Divine", the DWCL Teleradyo Program
- 2016 Offering of the SHS program for the Basic Education department
- 2017 The SHS Department transferred to the newly constructed 3-storey SHS building at the North Campus.

DWCL HYMN

All hail, Divine Word College
Our Alma Mater dear,
Pure fount of truth and knowledge
Where God is always near.

Through fair and stormy weather
Wherever we may be
We'll do our best together
To live for eternity.

REFRAIN:

With every breath of song we sing
We pledge thee all our love
And pray that God to thee may
bring
More blessings from above

(REPEAT REFRAIN)

Words and Music:
Dr. Rodrigo E. Salazar

SOARING HIGH

(DWCL Jingle)

composed by Anne Kathrine A. Francia

Our dreams are there to weave
Our hopes are there to achieve
There is so much time to give
So much life to live

REFRAIN:

We can soar high
So high,
Witnessing to the word anew
At Divine Word College
Our dreams come true

In excellence we yearn to see
Persons in future we want to be
This is a clear reality

With education in quality
In this place of learning we'll
realize, clearly
(Repeat refrain then Bridge)

BRIDGE:

Reaching farther, it will be
Searching harder, you will see
Aiming higher, we will be...

Soaring high
So high
Witnessing to the word anew
At Divine Word College
Our dreams come true (2x)

At Divine Word College...
Our Dreams do come true...

Arranger: James Andrew Atos
Singer: Dianne Deang

**ST. ARNOLD'S JEWEL
(OPENING PRAYER)**

L. God, eternal truth
A. We believe in you
L. God, our Strength and Salvation
A. We trust in you
L. God, infinite goodness
A. We love you with all our heart
L. You sent the WORD into the world as our savior.
A. Make us all one in Him
L. Fill us with the Spirit of Christ
A. That we may glorify your NAME. Amen
L. May the Holy Triune God live and reign in our hearts
A. And in the hearts of all. AMEN!

**ST. ARNOLD'S PRAYER MOTTO
(CLOSING PRAYER)**

L. May the darkness of sin and the night of unbelief vanish before the light of the WORD and the spirit of Grace!
A. And may the Heart of Jesus live in every heart. Amen.
L. Sts. Arnold Janssen and Joseph Freinademetz
A. Pray for us.

Article II

ACADEMIC POLICIES

Section 1. Entrance Examinations

- 1.1 All incoming freshmen, transferees, and second undergraduate degree applicants are required to take the Divine Word College Admission Test (DWCAT).
- 1.2 The DWCAT shall be administered by the Admission, Guidance, and Testing Center (AGTC).
- 1.3 A minimal and non-refundable Testing Fee of One Hundred Fifty (P 150.00) shall be paid at the Cashier's Office. International students shall pay US\$ 10.00. The fee may be subject to increase as the need arises.

Section 2. Required Admission Credentials

Divine Word College of Legazpi (DWCL) maintains an open admission policy. This institution accepts qualified freshmen, transferees, second undergraduate degree applicants, cross-enrollees, refresher course students, and international students with valid admission credentials.

2.1 All applicants to DWCL are required the following:

1. Original Form138 (except for transferees)
2. Original Certificate of Good Moral Character from the Principal or the Guidance Counselor
3. Photocopy of PSA Birth Certificate (except for cross-enrollees)
4. Two copies of recent color 2x2 color picture
5. Photocopy of Marriage Certificate for married applicant(except for cross-enrollees)
6. Original recent Medical Certificate for nursing students

2.2 ADDITIONAL REQUIREMENTS

2.2.1 International Students

1. Academic Credentials certified by the Philippine Foreign Service Post in the applicant's country of origin
2. Passport, Visa
3. CHED & Bureau of Immigration approved Permit to Study (to be processed after admission)

2.2.2 Transferees and Second Courser from Other Schools

1. Certificate of Transfer Credentials/Honorable Dismissal
2. An Official Transcript of Records or certified lists of subjects taken indicating all ratings and credits earned.

2.2.3 Cross-enrollees

1. Permit from his/her school allowing him/her to attend classes at DWCL

2.2.4 Refresher Course Students

A refresher course student (as mandated by the MORPHE, Section 89) may be admitted to a higher education institution at anytime during a school term for audit purposes without earning credits, subject to such requirements and conditions as the school may prescribe. At the discretion of the institution, a refresher course student may be exempted from class assignments and examinations.

Section 3. ADMISSION PROCEDURES

- Step 1. Checking of requirements at AGTC
- Step 2. Payment of testing fee at the Cashier's Office
- Step 3. Admission testing
- Step 4. Release of Admission Test Results (DWCAT) to the applicant
- Step 5. Interview with the Dean

Section 4. Registration/Enrolment Guidelines

4.1 Every student seeking admission shall register during the prescribed enrollment period.

4.1.1 No enrollment is possible without the necessary credentials.

4.1.2 Enrolment shall be done in person; hence, enrollment by proxy is discouraged.

4.1.3 All students are given ID number. This ID number should be kept and used by students all throughout their stay at DWCL, especially when they want to get access to their school records via the Internet.

4.1.4 A student is considered officially enrolled when s/he has submitted all the required credentials and acquired a validated print-out of class schedule issued by the Registrar.

4.1.5 A student should check his/her validated print out before attending his/her classes to ensure the correctness of the courses and sections s/he is attending.

4.1.6 Old students are required to submit the completely signed clearance form for enrollment. This clearance form shall be signed by the following:

- 1. Respective school deans
- 2. AGTC
- 3. SAO
- 4. Library
- 5. Clinic
- 6. VP Finance

4.2 No student is allowed to enroll in DWCL and in another institution simultaneously for another degree during a given semester/school year.

4.3 The following enrollment procedures shall be followed:

ENROLLMENT PROCEDURES

A. NEW STUDENTS (FRESHMEN, TRANSFEREES, SECOND COURSER and INTERNATIONAL STUDENTS)

Step 1: Information Center

Initial briefing on the enrollment process and for general instructions and directions.

Step 2: Admissions, Guidance & Testing Center

Encoding of name to the system, interview, filling-out of personal data sheet, and signing of Data Privacy Act (DPA) Waiver and Career Guidance (for Transferees).

Step 3: Dean

Final Interview, submission of photocopied valid credentials, approval of admission and appropriate curriculum and advice on what subjects to enroll.

Step 4: Registrar

Submission of original valid credential, assigning of ID number, and encoding of course and year Level

Step 5: Cashier

Payment of the required initial school fees

Step 6: Dean

For encoding of subjects to enroll

Step 7: Registrar

Printing and releasing of validated print-out of schedule of classes

Step 8: Medical/Dental Clinic

Physical and dental checkup

Step 9: Student Affairs Office

School I.D. application and ID picture taking, and instructions on the prescribed uniform

B. OLD STUDENTS

Step 1: Information Center

Initial Briefing on the Enrollment Process

Step 2: Admissions, Guidance and Testing Center (AGTC)

Signing of Data Privacy Act (DPA) waiver, updating of contact details and general instructions and directions

Step 3: Dean

Advice on the course and year, and subjects to enroll, and checking of clearance

Step 4: Cashier

Payment of the required initial school fees

Step 5: Dean

Encoding of the subjects to enroll

Step 6: Registrar

Printing and releasing of validated print-out of schedule of classes

Step 7: Medical/Dental Clinic

Physical and dental checkup

Step 8: Student Affairs Office

School I.D. application and ID picture taking or validation during the 2nd semester

C. FOR SHIFTERS

Any change in the student's degree program or major is allowed during the registration period only. The following are the steps to be followed:

Step 1: Information Center

Initial briefing on the enrollment process, and general instructions and directions

Step 2: AGTC

Career guidance, securing of shifting form, signing of Data Privacy Act (DPA) waiver, and updating of contact details

Step 3: Dean of current program

Clearance and endorsement

Step 4: Dean of new program

Acceptance and advice on program and subjects to enroll

Step 5: Registrar

Change of program and enrollment of approved subjects

Step 6: Cashier

Payment of Required Initial Fee

Step 7: Dean of New Program

Enrollment of Approved Subjects

Step 8: Registrar

Printing and releasing of validated print-out of schedule of classes

Step 9: Medical & Dental Clinic

For physical and dental check-up

Step 10: Student Affairs Office (SAO)

For the School ID application and picture taking

D. INTERNATIONAL STUDENTS

Step 1: Information Center

Initial briefing on the enrollment process, and general instructions and directions

Step 2: Registrar

Dialogue regarding credentials to be presented and evaluated, acceptance of the credential validity, and comparative assessment of credentials to the chosen course.

Step 3: AGTC

Administration of the DWCL College Entrance Test, encoding of name to the system, interview, filling-out of personal data sheet, and signing of Data Privacy Act (DPA) waiver

Step 4: Deans

Final interview, submission of photocopied valid credentials, approval of admission and appropriate curriculum, and advice on what subjects to enroll

Step 5: Registrar

Submission of original valid credentials, assigning of ID number, and encoding of course and year Level

Step 6: Cashier

Payment of the required initial school fees

Step 7: Dean

Encoding of subjects to enroll

Step 8: Registrar

Printing & releasing of validated print-out schedule of classes

Step 9: Medical & Dental Clinic

Physical and dental check-up

Step 10: Student Affairs Office (SAO)

School ID application and ID picture taking, and instructions on prescribed uniform

Step 11: Office of the Vice President for Administration

Instructions and submission of documents for processing with the Bureau of Immigration

SECTION 5. ACADEMIC LOADS

The academic load of a full-time student in a semester is based on the specific requirements of each curriculum established by the Divine Word College of Legazpi as approved by CHED. The regular load in any given semester depends on the program prescribed by his/her curriculum for that semester.

During the Summer Term, a student may carry a maximum load of nine (9) units. Students graduating during that term however, may take an additional 3- unit load.

5.1. Course Load and Sequence

- 5.1.1 The course load and the course sequence of the student shall be in accordance with the approved curriculum for each chosen program of study.
- 5.1.2 As a general rule, no course shall be taken unless the prerequisites have been taken and passed. No student is allowed to take advanced courses unless s/he has satisfactorily passed the pre-requisites.
- 5.1.3 NSTP and PE should be taken by all first and second year students at the right semester. In like manner, religious education courses should be taken during the 1st two (2) years.

5.2 Excess or Overload

5.2.1 Following the CHED guidelines, only graduating students are allowed to take a maximum overload of six (6) academic units in excess of the normal load specified in the curriculum for the last term. Taking courses in excess of the normal load is subject to the recommendation of the Dean and the Registrar and for approval of the Vice President for Academic Affairs.

5.3 Cross-Enrolment

5.3.1 A student is allowed to cross-enroll in another school only on the following conditions:

- 5.3.1.1 The student is graduating during the current semester or summer term.
- 5.3.1.2 The course is not offered at DWCL usually as a result of changes or revisions in the curriculum.
- 5.3.1.3 The course content and credit units of the course to be taken in another school are similar to those of DWCL
- 5.3.1.4 The maximum number of units for which cross enrolment is ordinarily permitted is six (6) units during regular term and three (3) units during the Summer Term.
- 5.3.1.5 The permission for cross-enrolment is issued by the Registrar only upon the recommendation of the Dean concerned.

5.4 Tutorial Classes

5.4.1 As a general rule, tutorial classes are discouraged. However, graduating and irregular students may be allowed to take tutorial classes provided that:

- 5.4.1.1 The course is not offered on a regular schedule; or the course is offered but the schedule conflicts with another course that the student is taking;
- 5.4.1.2 The student is affected due to a change/revision of the curriculum;
- 5.4.1.3 The student and parent agree on the tutorial fee to be charged by the school; and
- 5.4.1.4 There is qualified and available faculty to teach and conduct classes just like a regular course.

5.4.2 The Dean should attest that the faculty has really given the tutorial instruction confirmed by the student(s).

5.4.3 The computation for payment is as follows:

Tuition fee/unit x the number of units, plus the
rate of faculty's salary/hour x no. of contact hours = the total
amount to be paid by the student

5.4.4 The 75% of the tutorial charges shall be paid by the student upon approval of the request to be able to enroll the course.

5.4.5 Filing and approval of the request for tutorial during the enrollment period. This request should be signed by the program head, the Dean, and the Registrar and shall be approved by the Vice President for Academic Affairs.

5.5 Dissolved Classes

5.5.1 Students enrolled in a course, which is later dissolved, can enroll in another course upon the recommendation of the program head and the approval of the dean of the school.

5.5.2 Students who are enrolled in dissolved classes and who do not wish to take another course or cannot take another course are entitled to tuition fee adjustment.

5.6 Changing/Adding of Course/s

5.6.1 During the enrollment period, a student may change or add course/s but must seek the approval of the dean.

5.6.2 Changing or adding of courses after enrollment is allowed within one (1) week after the 1st day of classes for valid reasons such as:

5.6.2.1 change in schedules of course/s resulting in conflicts,

- 5.6.2.2 opening of petitioned/requested course,
- 5.6.2.3 dissolved course, and
- 5.6.2.4 failure in prerequisite course.

5.7 Dropping of Course/s

5.7.1 A student who wishes to drop any course must present a consent letter from his/her parent.

5.7.2 A student who officially drops any course before the mid-term examination will be marked "Dropped" (DR).

5.7.3 A student who is forced to discontinue after the mid-term due to a reasonable cause should visit the AGTC prior to seeking the approval of the Dean and submitting the drop form to the Registrar. If a student fails to obtain this approval before the discontinuance of the course, s/he shall receive a failing grade (5.0).

5.7.4 Tuition fee refunds for dropped courses are subject to school policies in effect at the time of withdrawal.

Section 6. Withdrawal of Enrollment

A student who desires to withdraw his /her enrollment, should secure an Application for Withdrawal from the Registrar with his/her parent/s or guardian. The said application should be filed within the enrolment period. After securing the application form and filling out all the required entries, the applicant shall pay the corresponding fee to the cashier and submit to the Registrar the accomplished form for the release of credentials.

Section 7. Scholastic Requirements

7.1 Curricular requirements

7.1.1 **Physical Education (PE).** All students are required to complete eight (8) units in P.E. during the first two years. Simultaneous enrolment in two or more P.E. courses in a particular semester or term is not permitted unless a student is graduating.

Students who are physically challenged and unable to participate in strenuous physical activities should attend the classes in Physical Education and perform assigned activities suited to their physical conditions.

7.1.2 **National Service Training Program** Act of 2001 under R.A. 9163 requires all freshmen students to comply with the NSTP requirements of three (3) units per semester for two (2) semesters during the first year of enrolment. The Commission on Higher Education (CHED) states that NSTP is an academic subject; however, it is not included in the computation of the GWA.

Incoming freshman shall upon enrollment, select one (1) program from among the three (3) components of the NSTP.

The National Service Training Program is aimed at enhancing social-civic consciousness and defense preparedness among the students by developing the ethics of service and patriotism while undergoing any of the three (3) Program Components designed to enhance the youth's active contribution to the general welfare of the community. These three program components are:

7.1.2.1 **Reserve Officers Training Corps (ROTC)** refers to the program component, institutionalized under Section 38 and 39 of Republic Act No. 7077, which is designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

7.1.2.2 **Literacy Training Service (LTS)** is a program component designed to train the students to teach literacy and numeracy skills to school children, out-of-school youths, and other segments of society in need of their services.

7.1.2.3 **Civic Welfare Training Services (CWTS)** refers to the program component or activities contributory to the general welfare and the betterment of life for the members of the community especially those devoted to improving health, education, environment, entrepreneurship, and other social welfare services.

7.1.3 Institutional requirement

Religious Education. Being a Catholic Institution, the Divine Word College of Legazpi gives emphasis on Religious Education in the curriculum to form Christian attitudes, internalize moral values, and create a Christian atmosphere for learning and working. The completion of twelve (12) units in Religious Education in the first two years of enrolment is an institutional requirement for graduation. It is not included in the computation of the GWA.

Section 8. Admission and Retention

8.1 BS ACCOUNTANCY

8.1.1 General Provisions:

All BS Accountancy students are subject to the retention policy of 85% rating in all core and professional courses.

8.1.2 Specific Provisions:

After admission to the program, the student, regardless of year level must maintain good grades at all times. He/she must meet the following requirements:

8.1.2.1 A student who wishes to enroll in BS Accountancy should take and pass a qualifying examination before his/her admission.

8.1.2.2 An accountancy student must **maintain a general weighted average of 2.0 or 85% with no failing grade in any course** enrolled in during the semester.

- 8.1.2.3 A **required grade of at least 2.0 or 85% in all accounting and accounting-related courses** must be maintained for each academic year.
- 8.1.2.4 A student who fails to meet the minimum retention grade of 2.0 or 85% for a maximum of six (6) units of the major courses enrolled in will be put under probation and given one academic year to lift said status.
- 8.1.2.5 The probationary status will be lifted once the student enrolls in and passes all previously failed minor courses during the succeeding semesters. If the probation is due to failure to meet the required grade of 2.0 or 85% in accounting and accounting-related courses, s/he will be required to **retake the course but only once and during the immediate succeeding semester or summer term.**
- 8.1.2.6 A student must take a departmental examination (for an accounting course taken) every semester (the result of which will form part of his/her final grade) and a comprehensive examination upon completion of board courses taken. The result of the said examination will form part of the evaluation of the student's academic standing.
- 8.1.2.7 To qualify for graduation with a BS Accountancy degree, the student must pass a comprehensive written (mock board) examination for all board courses during the last semester of the 4th academic year. Non-passers may retake the examination for a maximum of three (3) times until finally qualified. Students who fail for the third time shall re-enroll at least six units of 4th year courses as recommended by the Dean. Passing the written comprehensive examination is an absolute requirement for graduation.

8.1.3 Transferees/Shifters/Second Coursers

- 8.1.3.1 All transferees from other higher education institutions (HEIs) are admitted on probation.
- 8.1.3.2 Transferees from other HEIs in the same program shall observe the following admission and retention requirements:
 - 8.1.3.2.1 They must not have any failure in any accounting and accounting-related courses.
 - 8.1.3.2.2 The accounting courses taken from other schools/programs will be considered only if they have met the minimum grade requirement of 2.0 or 85%.
 - 8.1.3.2.3 Those with grades lower than that stated above will be required to re-enroll the pertinent accounting courses.
 - 8.1.3.2.4 Only a rating of 2.5 or better will be credited for English and mathematics courses taken in other HEIs/programs.
 - 8.1.3.2.5 Only a rating of 3.0 or better will be credited for non-professional courses included in the curriculum taken from other schools/programs.
- 8.1.3.3 Their admission requires the appropriate action of the Dean.
- 8.1.3.4 If admitted, they shall also be subject to all the conditions required for all accounting students stated in the general and specific provisions.

8.2 BACHELOR OF SCIENCE IN NURSING

Bachelor of Science in Nursing implement an open-admission policy for new entrants.

- 8.2.1 A student should obtain a passing grade in all the major and minor courses s/he is enrolled in to be granted re-admission. However, if s/he obtains a failing mark in one major or minor subject and desires re-admission, s/he should seek the approval of the Dean to be re-admitted.
- 8.2.2 A student who incurs a failing mark in two major and minor courses in a term shall not be granted re-admission. *This policy, however, is only applicable to those students enrolled in nine (9) or more units per semester. Nonetheless, the Dean reserves the right to re-admit a student with two (2) or more failing marks.* The Dean may require a reduced academic load or place under probation a student if s/he is given the chance to continue his course, or s/he may be advised to leave the program.

8.3 TEACHER EDUCATION and PSYCHOLOGY PROGRAMS

- 8.3.1 Only those who obtained an average or above average rating in the admission exam shall be considered for admission in the teacher education and psychology programs.
- 8.3.2 A student or a new entrant whose private or public behavior is manifestly at odds with the objectives and standards established by the institution may be denied admission.
- 8.3.3 All students should obtain a general weighted average (GWA) of 2.0 or 85% or higher and should not have a failing grade. A student with a GWA lower than 85% and/or a grade of 5.0 in any course shall not be admitted in the program in the succeeding semester.
- 8.3.4 All students should obtain a grade of 2.0 or 85% or higher in professional and major courses. A student who obtains a grade of 80% to 84% in professional and major courses may be reconsidered if he/she passes the summative test in the professional or major course where he/she obtains a rating lower than what is required. His/her rating in the summative test should be 85% or higher; otherwise, he/she needs to retake the course.
- 8.3.5 A student who obtains a grade lower than 80% in a professional and/or major course must retake the professional and/or major course where he/she obtains an unacceptable rating.
- 8.3.6 All first year teacher education students are required to take the Standardized Aptitude Test for Teachers before the end of the first semester. Only those who pass the test shall be accepted for enrollment in the semester that follows.
- 8.3.7 The 2nd year BS Psychology students are required to take the qualifying examination, which shall be in two parts, APTITUDE and ACHIEVEMENT. To qualify for enrolment in the following semester, a student should pass both.

Section 9. Promotion

Students who have completed all the required units of the course at the lower year level are promoted to the next higher year level. Normally, a bachelor's degree is completed in four years.

Section 10. Examination and Exemptions

- 10.1 Aside from the regular class quizzes and short tests, four major examinations are given, namely: preliminary, mid-term, pre-final, and final examinations.

Dates of these examinations are announced by the Registrar and cascaded by the teachers to their students ahead of time.

- 10.2 No student activities shall be scheduled a week prior to any of the four major examinations.
- 10.3 Exemptions of deserving students from taking the final examinations are left to the discretion of the instructor.
- 10.4 Preliminary, mid-term and pre-final examination papers are returned to the students for their information. However, the final examination papers are to be kept by the faculty within a period of one year for reference in cases of inquiries or investigation.
- 10.5 Students are furnished by mail a statement of accounts by the Accounting Office for information regarding outstanding obligations.

Upon settlement of their accounts for a given period, students are required to secure their examination permit duly signed by the Vice President for Finance for the examination.

- 10.6 Students are always expected to come on time for their exam.

Section 11. Grades

11.1 Grading System

Grades are reflective of the students' final academic performance in the class and usually impart a sense of finality. Hence, extensive care should be taken such that a student merits the grade that s/he has worked for during the semester/Summer term. This can only be achieved if the grading system is reasonable and highly objective, and the measuring instruments are valid and reliable. Consequently, all faculty members are enjoined to adhere strictly to the guidelines stipulated in the grading system embodied in this College Student Handbook.

11.1.2 Grades and Bases for Grading

Grades	Percentage Equivalent	Adjectival Rating
1.0	95-100	Outstanding
1.5-1.1	90-94	Very Satisfactory
2.5-1.6	80-89	Good
3.0-2.6	75-79	Fair (Passed)
5.0	Below 75	Failed

NC (No Credit) – when a student fails to take a final examination or submit an academic requirement for completion of a course, and his/her scholastic performance is not sufficient to merit a final passing grade. Such a grade is permanent and cannot be subsequently changed.

DR (Dropped) – when a student officially withdraws from the subject upon presentation of a signed slip from the Registrar's Office.

INC (Incomplete) – when a student fails to take the final examination or submit academic requirement due to excusable reason, such as sickness, emergency, or accident, but his/her scholastic performance is sufficient to merit a final passing grade. Rectifications of INCs submitted within 30 working days after the last day of submission of grades are automatically reflected as the final grade.

WH (Withheld) - when a student whose class standing throughout the semester or term is passing but fails to settle school fees.

If the student does not enroll in the following semester, the WH will remain in his records and included in the submission of promotion report to CHED.

P (PASSED) - when a student fulfills all requirements in a religious education course

F (FAILED) - when a student does not fulfill all requirements in a religious education course

* Any provisional, conditional or temporary grade given at the end of the semester or term for any curriculum course, which is still subject to conversion into another grade (such as *Conditioned*), shall NOT be allowed. (Section 83 of the Manual of Regulation for Private Schools)*

11.2 COMPUTATION OF THE GRADES

There are three PROCEDURES FOR THE COMPUTATION OF GRADES both for general education and major field of specialization courses, except for the School of Nursing (Please refer to page under *School of Nursing*).

GRADES refer to the final evaluation of the achievement of the student at the end of every grading term.

There are three procedures based on the unit-credit of the various courses.

11.2.1 PROCEDURE No. 1 Computation of grades for a 3-unit (lecture) course.

- a. **Preliminary Grade** = 0.67 Class Standing + 0.33 Transmuted Prelim Exam or its equivalent
- b. **Mid-Term Grade** = 0.67 Class Standing + 0.33 Transmuted Mid-Term Exam or its equivalent
- c. **Pre-Final Grade** = 0.67 Class Standing + 0.33 Transmuted Pre-Final Exam or its equivalent
- d. **Tentative Final Grade** = 0.67 Class Standing + 0.33 Transmuted Final Exam or its equivalent

$$\text{FINAL GRADE} = \frac{1}{4} (\text{Prelim Rating} + \text{Mid-term Grade} + \text{Pre-Final Grade} + \text{Tentative Final Grade})$$

11.2.2 PROCEDURE No. 2 Computation of grades for the laboratory component of a course.

- a. **Prelim Grade** = 0.4 (performance) + 0.3 (experiments) + 0.3 (practical exam)
- b. **Mid-Term Grade** = 0.4 (performance) + 0.3 (experiments) + 0.3 (practical exam)
- c. **Pre-Final Grade** = 0.4 (performance) + 0.3 (experiments) + 0.3 (practical exam)
- d. **Tentative Final Grade** = 0.4 (performance) + 0.3 (experiments) + 0.3 (practical exam)

$$\text{FINAL GRADE} = \frac{1}{4} (\text{Prelim Grade} + \text{Mid-term Grade} + \text{Pre-Final Grade} + \text{Tentative Final Term Grade})$$

11.2.3 A 5-unit Science/Technological Course – (3-unit Lecture and 2-unit Laboratory)

11.2.4 Compute the rating in each term for the lecture component (Procedure 1)

11.2.5 Compute the rating for the laboratory component (Procedure 2)

11.2.6 Average the Term Grades:

- 11.2.6.1 **Preliminary Grade** = .6(Preliminary. Lecture Grade) + .4 (Prelim. Laboratory Grade)
- 11.2.6.2 **Mid-Term Grade** = .6(Mid-Term. Lecture Grade) + .4 (Mid-Term. Laboratory Grade)
- 11.2.6.3 **Pre-Final Term Grade** = .6(Pre-Final Lecture Grade) + .4 (Pre-Final Laboratory Grade)

$$11.2.6.4 \quad \textbf{Tentative Final Grade} = .6(\text{Final Lecture Grade}) + .4 (\text{Final Laboratory Grade})$$

$$\textbf{FINAL GRADE} = \frac{1}{4} (\text{Prelim Grade} + \text{Mid-term Grade} + \text{Pre-Final Grade} + \text{Tentative Final Grade})$$

11.2.7 A 4-unit technological course (Computer, Info. Tech, etc.) with 3-unit lecture and 1-unit hands-on.

11.2.8 Compute the grade in each term for the lecture component (Procedure 1)

11.2.9 Compute the grade for the laboratory component (Procedure 2)

11.2.10 Average the Term Grades:

a. Prelim. Grade	= .75(Preliminary Lecture Grade) + .25 (Prelim Laboratory Grade)
b. Mid-Term Grade	= .75(Mid-Term Lecture Grade) + .25 (Mid-Term Laboratory Grade)
c. Pre-Final Grade	= .75(Pre-Final Lecture Grade) + .25(Pre-Final Laboratory Grade)
d. Tentative Final Grade	= .75(Final Lecture Grade) + .25 (Final Laboratory Grade)

$$\textbf{FINAL GRADE} = \frac{1}{4} (\text{Prelim Grade} + \text{Mid-term Grade} + \text{Pre-Final Grade} + \text{Tentative Final Grade})$$

11.3 SCHOOL OF NURSING

The major nursing courses are generally taught by a team of 2-3 faculty-cum-clinical instructors. Major courses have a Related Learning Experience (RLE) component. The grade for each grading period is the average of the grades of the teachers handling the course. Each teacher computes the grade of the students on his/her share of the course content for each grading term.

Related Learning Experience grade is given by the Clinical instructor for each group of 8-15 students depending on the level.

11.3.1 Preliminary Grade:

$$11.3.1.1 \text{ Pre. grade of individual teachers} = 0.67 \text{ Class Standing} + .33 \text{ Transmuted Preliminary Exam.}$$

11.3.1.2 Average grade of the three teachers, A, B, and C:

$$\text{Preliminary Grade} = \frac{1}{3} (\text{Prel. Grade of T.A} + \text{Prel. Grade of T.B.} + \text{Prel. Grade of T.C.})$$

11.3.2 Mid-Term Grade:

11.3.2.1 Mid-term grade of individual teachers = 0.67 Class standing + .33 Transmuted Mid-Term Exam.

11.3.2.2 Average grade of the three teachers, A, B and C:

Mid-Term Grade = $1/3$ (Mid-Term Grade of T.A + Mid. Term Grade of T.B. + Mid-Term Grade of T.C.)

11.3.3 Pre-Final-Term Grade:

11.3.3.1 Pre-final grade of individual teachers = 0.67 Class standing + .33 Transmuted Pre-Final Exam.

11.3.3.2 Average grade of the three teachers, A, B and C:

Pre-Final-Term Grade = $1/3$ (Pre-Final Grade of T.A + Pre-Final Grade of T.B. + Pre-Final Grade of T.C.)

11.3.4 Final Term Grade:

11.3.4.1 Final grade of individual teachers = 0.67 Class standing + .33 Transmuted Final Exam.

11.3.4.2 Average grade of the three teachers, A, B and C:

Final-Term Grade = $1/3$ (Final Rating of T.A + Final Grade of T.B. + Final Grade of T.C.)

Final Grade in the Course= $\frac{1}{4} \left\{ \begin{array}{l} \text{Ave. Pr Grade of 3 Ts + Ave. Mid-Term,} \\ \text{Grade of 3 Ts + Ave. Pre-Final Grade of} \\ \text{3 Ts + Ave. Final Term Grade of 3 Ts} \end{array} \right\}$

11.4 Students' final grades are mailed to parents/guardian every semester for proper information regarding their child's/ward's academic performance.

11.5 All grades in the courses taken are included in the computation of the semester weighted average except for the grades in NSTP, BLEPT Review Class, Religious Education and bridging/enhancement courses. The semester weighted average is computed as follows:

- 11.5.1 Multiply the grade received by the number of credits to get the equivalent points.
- 11.5.2 Add all the equivalent points to get the sum.
- 11.5.3 Divide the sum by the total number of credits for the semester. The semester weighted average or the general weighted average is rounded off to three decimal places.

Example 1 – Semester Average

COURSES	GRADES (A)	CREDITS/UNITS (B)	EQUIVALENT POINTS (A X B)
GE 01	1.5	3	4.5
GE 02	1.0	3	3.0
GE 03	1.0	3	3.0
GE 04	1.7	3	5.1
GE 05	1.5	3	4.5
Acctg Ed 01	2.0	3	6.0
PE 01	1.8	2	3.6
Rel Ed 01	PASSED	(3)	0.0
NSTP	1.5	3	0.0
Total		20	29.7

Weighted Average: $29.7/20=1.48$

11.5.4 The cumulative weighted average or the general weighted average is the total average sum of all the equivalent points and credits earned every semester.

Example 2 – General Weighted Average

Semester/Term	Units/Credits	Equivalent Points
1 st Year – 1 st Semester	30	45.0
2 nd Semester	30	50.5
2 nd Year – 1 st Semester	27	30.0
2 nd Semester	29	35.0
Total	116	160.5

GWA = $160.5/116 = 1.384$

11.3.5.1 Grades of transferees for all courses taken in other higher education institutions are converted to grade equivalent in DWCL and are included in the computation of the General Weighted Average.

11.6 The students are responsible for monitoring their general academic performance periodically and especially at the end of each semester.

Section 12. Attendance, Absences, and Tardiness

Prompt and regular attendance in all classes is required. Attendance is counted from the first day of regular classes, regardless of the time of enrollment. Classes missed due to late enrollment or illnesses are considered absences. Students are responsible for all work given by the faculty during their absence.

- 12.1 The maximum number of permitted absences from class consists of 20% of the prescribed number of class periods for the course based on the matrix shown below.

UNITS	TIME/WEEKLY MEETINGS	ALLOWED ABSENCES
1.5 UNITS	1.5 hrs once a week	3 absences
2 UNITS	2 hrs once a week	3 absences
3 UNITS	1.5 hrs twice a week	7 absences
	1 hr thrice a week	10 absences
	3 hrs once a week	3 absences
4 UNITS	2 hrs twice a week	7 absences
	4 hrs once a week	3 absences
5 UNITS	2.5 hrs twice a week	7 absences
	5 hrs once a week	3 absences
6 UNITS	3 hrs twice a week	7 absences
	2 hrs thrice a week	10 absences
8 UNITS	4 hrs twice a week	7 absences
	2 hrs 4x a week	14 absences

- 12.2 When contingencies arise which may hinder the teachers from coming on time, the following guidelines are to be observed:
- 12.2.1 For 1-hour class, students should wait for 10 minutes.
 - 12.2.2 For 1.5 -hour class, students should wait for 15 minutes.
 - 12.2.3 For 2 -hour class, students should wait for 20 minutes.
 - 12.2.4 For 2.5 -hour class students should wait for 25 minutes.
 - 12.2.5 For 3-hour class, students should wait for 30 minutes.
 - 12.2.6 For 4-hour class, students should wait for 40 minutes.
 - 12.2.7 The class representative should notify the Dean concerned of the teacher's absence.
 - 12.2.8 Only after the notification of the teacher's absence and the subsequent order from the Dean's Office to dismiss the class may the students leave the room.
 - 12.2.9 Teachers arriving late but whose arrival is still within the prescribed waiting time may mark the students absent if they leave their classes earlier than the prescribed waiting time.
- 12.3 Once a student accumulates half the number of permitted absences, which may render him/her ineligible for a passing grade, the concerned teacher sends a warning notice to the Office of the Dean, who, in turn, summons the student for academic advising.
- 12.4 A student who wishes to be excused from class or from any activity must write a formal request to his/her instructor or officials concerned who in turn shall forward the request to the Dean for approval. This case is referred to as "approved absence". Similarly, the Dean may authorize in writing the absence of a student who is designated official school representative at some outside function or event.

- 12.5 No one may summon a student seeking to be excused from class without a note signed by the Dean. Any other person except the Director of Student Affairs (for official purposes) must course the request to dispense a student from classes through the Dean. Absence duly covered by this provision shall be recorded as excused in the official records of the teacher.
- 12.6 An excess in the maximum number of permissible absences shall be sufficient for a student to be given a failing grade (5.0) and earn no credit (MORPHE Sec. 101).
- 12.7 A student who incurs an absence for a valid reason should apply for a certificate of excused absence at the Dean's Office upon return to school. S/he should do the following:
- 12.7.1 Present a medical certificate or a letter signed by the parent or guardian, in duplicate, stating the reason(s) for his/her absence.
 - 12.7.2 Have the certificate approved by the Dean.
 - 12.7.3 Submit one copy to be presented to the instructor(s) concerned.
- 12.8 If a student with an excused absence desires to take a missed quiz, s/he should seek the permission of his/her teacher who has the prerogative to deny or grant such request.
- 12.9 The faculty member shall submit the list of students who have incurred 40% of the allowed absences to the concerned program head. The program head shall call the attention of the student for preliminary conference regarding the consequences of his/her irregular class attendance.
- 12.10 If the student continues to commit absences, s/he shall be referred to the Dean who shall call the student and his/her parents for a conference.
- 12.11 All students are expected to be in their respective classrooms promptly. Two instances of tardiness without justifiable reasons are equivalent to one absence.

Section 13. Residency

- 13.1 The minimum residency period is one (1) full school year with academic load of at least sixty (60) units, including the religious education courses.
- 13.2 The maximum residency period shall be six (6) academic years.

Section 14. Leave of Absence

- 14.1 Students should apply for leave of absence if they are not able to enroll for one academic term. They may re-apply for leave of absence as long as they complete their academic program within the maximum residency period.

14.2 The student should submit a letter of application to the Dean duly signed by the parent stating the reasons for leave of absence. Copies should be furnished the Vice-President for Academic Affairs, Student Affairs Office, the AGTC, and the Registrar for records purposes.

14.3 At the end of the leave of absence, the student submits an application for readmission to the AGTC. Once the AGTC has processed the application, the same shall be forwarded by the student to the concerned Dean.

Section 15. Academic Recognition

15.1 The Dean's List

The Dean's List recognizes exceptional students every semester except during the summer term. It is a ready reference of honor students every year.

15.1.1 Policy/Guidelines for the Dean's List

- 15.1.1.1 A student can be in the Dean's List as early as his/her first year in college.
- 15.1.1.2 The student should carry the prescribed number of academic units in the curriculum for the semester. However, this provision shall not apply to a scholar under a contract not to enroll more than the prescribed number of units.
- 15.1.1.3 The student should have no grade lower than 2.5 (80%), DROPPED, NC, INC or failing marks.
 - 15.1.1.3.1 The average rating should not be lower than **1.700**.

15.2 Academic Achievers

Academic Achievers are students who have exceptional academic accomplishment for the school year.

Criteria for the Selection of Academic Achievers

- 15.2.1 The semesters to be considered are the first and second semesters of the previous school year.
- 15.2.2 The student should carry the prescribed number of academic units in the curriculum for the semester. However, this provision shall not apply to scholars under a contract not to enroll more than the prescribed number of units and to graduating students who have no other course to take.
- 15.2.3 A student should have no grade lower than 2.5 (80%), DROPPED, NC, INC and failing marks.
- 15.2.4 The average grade should be computed up to three (3) decimal places and should not be lower than **1.500 (90%)**.

Section 16. Graduation Requirements

16.1 Only students who have fulfilled all academic and non-academic requirements shall be allowed to join the graduation ceremonies. Academic requirements include completion/passing all the courses with grades in the academic program that student has enrolled in (including Religious Education, Physical Education and NSTP). In addition, the following conditions shall be met:

- 16.1.1 The candidate must have undergone a three-day retreat required by the institution for all graduating students.
- 16.1.2 The candidate must have formally applied for the degree with the Registrar on the date specified by the Office and must have returned or submitted the accomplished and approved application form within ten (10) working days after the pre-final examination.
- 16.1.3 S/he must have settled all her/his financial obligations.

Section 17. Honors and Awards

Students maintaining high academic standards are recommended by the Honors and Awards Committee for graduation with honors of SUMMA CUM LAUDE, MAGNA CUM LAUDE, CUM LAUDE and WITH ACADEMIC DISTINCTION.

17.1 A college student graduates with honors if s/he:

- 17.1.1** has taken the prescribed units in religious education or has been granted exemption by the School President;
- 17.1.2** has for all courses a general weighted average of 1.310 to 1.500 (cum laude), 1.210 to 1.300 (magna cum laude) or 1.000 to 1.200 (summa cum laude);
- 17.1.3** has completed at least 75% of the total academic units required for graduation at the Divine Word College of Legazpi;
- 17.1.4** has carried the prescribed number of academic units in the curriculum for each semester. However, this provision shall not apply to a scholar under a contract not to enroll in more than the prescribed number of units.
- 17.1.5** has no grade lower than 2.5 (80%), DROPPED, NC, INC and failing marks.

17.2 A student who meets the stipulations in 17.1.2 and in 17.1.5 but fails to meet the requirements stipulated in 17.1.1, 17.1.3, and 17.1.4. may qualify only for Academic Distinction.

17.3 Loyalty awards are given to students who completed their entire basic and tertiary schooling at Divine Word College of Legazpi. Students who have cross-enrolled in other higher education institutions remain eligible, provided that the cross-credits do not exceed six (6) units.

17.4 Special awards include Most Outstanding Graduate, Institutional Leadership Award, and Institutional Service Award

17.4.1 Screening Committee:

This shall be composed of the Student Affairs Director as Chairperson and the concerned program heads of the nominee/s. The Screening Committee has the following tasks:

- 17.4.1.1 Conduct the preliminary selection based on the nominations submitted; and
- 17.4.1.2 Determine the top five (5) finalists;

17.4.2 Selection Committee:

The recipient of these awards shall be selected by the Honors and Awards Committee using the point system. The committee shall be composed of the Vice President for Academic Affairs as the Chairman, School Deans, Registrar, Community Extension Service Officer and the Student Affairs Director as members. The Honors and Awards Committee has the following tasks:

- 17.4.2.1 Conduct the final interview of the top five (5) finalists; and
- 17.4.2.2 Determine the recipient/s of the award/s.

17.4.3 Nomination Procedures:

The Student Affairs Director will receive the nominations and convene the Screening Committee. Nominations may be made by the Dean, faculty, staff, fellow students or the student himself/herself. The following documents are to be submitted for the nominations:

- 17.4.3.1 Completed application form (see attachment);
- 17.4.3.2 Copy of grades from 1st year to 4th year first semester, certificates and other proofs of participation in co-curricular/extra-curricular activities;
- 17.4.3.3 Statement of the nominator, in 12 point font, with one-inch margins, not to exceed one page, explaining why the nominee should be considered; and
- 17.4.3.4 Certificate of Good Moral Character

17.5 Most Outstanding Graduate (A Recipient of President's Gold Medal Award)

17.5.1 General Requirements

To qualify for Most Outstanding Graduate award, the student:

- 17.5.1.1 Must be a candidate for Latin Honors.
- 17.5.1.2 Must have finished the course within four years.
- 17.5.1.3 Must have been consistently included in the Dean's List.
- 17.5.1.4 Must have taken 75% of the required courses of the program at DWCL.
- 17.5.1.5 Must have been an officer of an active organization for at least two years during his/her stay in college.
- 17.5.1.6 Must have no record of any violation of the school rules and regulations.

17.5.2 Criteria

The award is given to a student who obtains the highest points on the basis of the following:

17.5.2.1 Academic (50%)

- 17.5.2.1.1 If the applicant is graduating Summa Cum Laude (40 points)
- 17.5.2.1.2 If the applicant is graduating Magna Cum Laude (30 points)
- 17.5.2.1.3 If the applicant is graduating Cum Laude (20 points)

17.5.2.2 Co-Curricular/Extra-Curricular Activities (40%)

- 17.5.2.1.1 Seminars attended (10 points for international, 8 points for national, 6 points for regional, 5 points for local, 3 points for institutional) (10%)
- 17.5.2.1.2 Leadership or service awards received (10 points for national, 8 points for regional, 6 points for local, 5 points for institutional) (10%)
- 17.5.2.1.3 Awards Received (10 points for international, 8 points for national, 6 points for regional, 5 points for local, 3 points for institutional) (10%)
- 17.5.2.1.4 Community extension services participation (10 points for 8 activities and above, 8 points for 6 – 7 activities, 6 points for 5 activities, 5 points for 4 activities) (10%)

17.5.2.3 Panel Interview (10%)

Please refer to Appendix S for the interview rubric.

17.5.3 Selection Procedures

- 17.5.3.1 Two weeks before graduation, the Registrar prepares the list of qualified honor graduates and submits the same to the Vice President for Academic Affairs (VPAA), who shall convene the selection committee composed of the Registrar and the school deans for preliminary selection.
- 17.5.3.2 The qualifiers shall be asked to submit to the Registrar an application form with documents on leadership position held, seminars attended, awards received and participation in community extension services, and certificate of good moral character.
- 17.5.3.3 The Registrar informs the VP for Academic Affairs once the documents are ready. The VPAA convenes again the selection committee to determine the top three qualifiers who shall be interviewed by the committee.

17.6 Institutional Leadership Award

This award is conferred upon a student for his/her ability to lead and organize activities that contributed significantly to the welfare of the college student population and to the promotion of quality of campus life at the Divine Word College of Legazpi.

17.6.1 General Requirements

To qualify, s/he:

- 17.6.1.1 Must be a graduating student;
- 17.6.1.2 Must not have a failing grade in his/her entire college years;
- 17.6.1.3 Must have a GWA of 1.700 and above;
- 17.6.1.4 Must have participated in institutional, local, regional, national and international contests, conferences, seminars, and workshops;
- 17.6.1.5 Must have held leadership positions in school or community Organizations; and
- 17.6.1.6 Must have no record of any violation of the school rules and regulations.

17.6.2 Criteria

The award is given to a student who obtains the highest points on the basis of the following:

17.6.2.1 Academic/Scholastic Achievement (15 points)

- a. 1.0 to 1.25 (15 points)
- b. 1.26 to 1.50 (10 points)
- c. 1.51 to 1.70 (5 points)

17.6.2.2 Officership/Membership in Student Organizations (35 points)

a. Institutional/School-Based Organization

- 1. President/Editor in-Chief -4 pts.
- 2. Vice President/Managing Director -2 pts.
- 3. Secretary/Associate Editor -2 pts.
- 4. Treasurer/Section Editor -2 pts.
- 5. Auditor -2 pts.
- 6. P.I.O -2 pts.
- 7. Buss. Manager -2 pts.
- 8. Member/Contributor/Representative-1 pts.

b. Regional Organization

- 1. President/Editor in-Chief -6 pts.
- 2. Vice President/Managing Director -4 pts.
- 3. Secretary/Associate Editor -4 pts.
- 4. Treasurer/Section Editor -4 pts.
- 5. Auditor -4 pts.
- 6. P.I.O -4 pts.
- 7. Buss. Manager -4 pts.
- 8. Member/Contributor/Representative -3 pts.

c. National Organization

- | | |
|---------------------------------------|---------|
| 9. President/Editor in-Chief | -8 pts. |
| 10. Vice President/Managing Director | -6 pts. |
| 11. Secretary/Associate Editor | -6 pts. |
| 12. Treasurer/Section Editor | -6 pts. |
| 13. Auditor | -6 pts. |
| 14. P.I.O | -6 pts. |
| 15. Buss. Manager | -6 pts. |
| 16. Member/Contributor/Representative | -4 pts. |

17.6.2.3 Involvement in Curricular, Extra-Curricular and Community Extension Service Activities (35 points)

a. Local (i.e, institutional, School-based, municipal, and provincial)

- | | |
|----------------|---------|
| 1. Organizer | -5 pts. |
| 2. Facilitator | -4 pts. |
| 3. Participant | -2 pts. |

b. Regional

- | | |
|----------------|---------|
| 1. Organizer | -7 pts. |
| 2. Facilitator | -5 pts. |
| 3. Participant | -3 pts. |

c. National

- | | |
|----------------|---------|
| 1. Organizer | -9 pts. |
| 2. Facilitator | -7 pts. |
| 3. Participant | -5 pts. |

17.6.2.4 Panel Interview (15 points)
Please see Appendix S for the interview rubric.

17.6.3 Selection Procedure

- | | |
|----------|---|
| 17.6.3.1 | The Student Affairs Office receives the nomination for the award three weeks before the graduation day. |
| 17.6.3.2 | Once the nomination is received, the Student Affairs Director convenes the screening committee to determine the top five (5) finalists. |
| 17.6.3.3 | The names and the necessary documents of the top five finalist are forwarded to the Honors and Awards Committee which shall conduct the final interview and determine the recipient of the award. |

17.7 Institutional Service Award

This award recognizes a student who unselfishly devoted his/her time to significantly contribute to the institution and to his/her community through a service project that impacted people's lives.

17.7.1 General Guidelines

- 17.7.1.1 The recipient of this award must be a graduating student who has been a member or an officer of any student or community organization for at least one year.
- 17.7.1.2 Candidates must have garnered a minimum of ninety (90) points to be considered for the award.
- 17.7.1.3 The award shall be given to a candidate who has received the highest points.
- 17.7.1.4 Attendance in a community extension service activity that is a course requirement or because of political affiliation shall not be credited.

17.7.2 Criteria

- 17.7.2.1 Involvement in One-Time School-Based Community Extension Service Activity (two points for every attendance)
- 17.7.2.2 Involvement in a sustainable School-Based Community Extension Service Activity (three points for every attendance)
- 17.7.2.3 Involvement in a One-Time External Community Extension Service Activity (four points for every attendance)
- 17.7.2.4 Involvement in a sustainable External Community Extension Service Activity (five points for every attendance)

*A sustainable community extension service activity runs for 30 days or longer.

17.7.3 Selection Procedures

- 17.7.3.1 The Student Affairs Office receives the nomination for the award three weeks before the graduation day.
- 17.7.3.2 Once the nominations are received, the Student Affairs Director convenes the screening committee to determine the top five finalists.
- 17.7.3.3 The Student Affairs Director submits the names and the necessary documents of the top five finalists to the Honors and Awards Committee, which shall conduct the final interview and determine the award recipient.

17.8 Outstanding Student Organization Award

This award honors an accredited organization that has made outstanding contributions to the betterment of the College. Only the organizations that obtain 100

points or higher shall qualify for the award. The adviser of the award recipient shall automatically receive the Outstanding Student Organization Advisor Award.

17.8.1 Eligibility

All accredited student organizations in good standing except the CSEB and The Channel may apply for the award.

17.8.2 Criteria

The student organizations shall be evaluated using the following criteria:

17.8.2.1 Attendance of Members in Activities Organized

The score shall be based on the percentage of the members' attendance in the activities organized. The following is the point system:

Membership Population	% Range (Attendance)	Equivalent Points
50 and below	99-100	10
	97-98	9
	95-96	8
	93-94	7
	91-92	6
	89-90	5
	87-88	4
	85-86	3
	83-85	2
	84 and below	1
51-100	98-100	10
	95-97	9
	92-94	8
	89-91	7
	86-88	6
	83-85	5
	80-82	4
	77-79	3
	74-76	2
	73 and below	1
101-150	97-100	10
	93-96	9
	89-92	8
	85-88	7
	81-84	6
	77-80	5
	73-77	4
	69-72	3
	65-68	2
	64 and below	1

151-200	96-100	10
	91-95	9
	86-90	8
	81-85	7
	76-80	6
	71-75	5
	66-70	4
	61-65	3
	56-60	2
	55 and below	1
201-250	95-100	10
	89-94	9
	83-88	8
	77-82	7
	71-76	6
	65-70	5
	59-65	4
	53-58	3
	47-52	2
	46 and below	1
251 and above	94-100	10
	87-93	9
	80-86	8
	73-79	7
	66-72	6
	59-65	5
	52-58	4
	45-51	3
	38-44	2
	37 and below	1

17.8.2.2 Community Extension Service Activity

- a) One-Time Community Extension Service Activity=5 pts. for every activity
- b) Sustainable Community Extension Service Activity (project that lasts for one month or longer)=10 pts. for every activity

17.8.2.3 Affiliation with External Student Organization

- a) Local (barangay, city, municipal and provincial)= 5 pts.
- b) Regional =10 pts.
- c) National= 15 pts.

17.8.2.4 Awards Received by the Organization

- a) Local (barangay, city, municipal, and provincial)= 5pts.
- b) Regional = 10 pts.
- c) National =15 pts.

17.8.3 Selection Procedures

- 17.8.3.1 The aspiring student organization shall submit to the Student Affairs Office the accomplished application form (please refer to Appendix R) with the relevant documents (i.e., attendance sheets for every activity, documents for CES activity, certification of membership in external organization, and awards certificate) five weeks before the Recognition Day.
- 17.8.3.2 The Student Affairs Office (SAO) Director determines the top five finalists on the basis of the documents submitted and endorses them to the Awards Committee (chaired by the Vice President for Academic Affairs with Registrar and SAO Director as members) three days after the deadline of the submission of applications.
- 17.8.3.3 The Awards Committee shall determine the recipient of the award two days after the finalists have been endorsed by the Student Affairs Office
- 17.8.3.4 The student organization with the highest points obtained shall be given the award.

Section 18. Student Records

Student records refer to all the documents/credentials submitted as requirement for enrollment at Divine Word College of Legazpi (DWCL) and the documents maintained and issued by DWCL as a result of a student's enrolment and completion of courses in the institution.

18.1 Student Records Evaluation

The student's grades are continually monitored by the Office of the Registrar. The office checks if the courses taken follow the prescribed sequence that is stipulated in the curriculum and if the pre-requisites are taken and passed.

18.2 Student Documents/Credentials

Student documents/credentials pertain to the Official Transcript of Records (OTR); certification of the following units earned, graduation, grades, course description, grades used in college, English as a medium of instructions, extract copy of Special Order of graduation, general weighted average, NSTP serial number, and honors received; and diploma.

18.3 Release of School Credentials

- 18.3.1 The Official Transcript of Records (OTR) may be issued to a non-graduating student for evaluation or employment purposes. Such OTR will be marked, NOT VALID FOR TRANSFER, and shall be signed by the Registrar and authenticated with the College Dry Seal.
- 18.3.2 For other purposes, such as for government examinations, the OTR may also be issued, but not during the enrolment period.

- 18.3.3 No credentials shall be released unless all admission credentials (e.g. form 137A for Senior High School graduates, original copy of the OTR marked "Copy for Divine Word College of Legazpi" for transferees) are on file at the Registrar's Office and all outstanding property and/or financial obligations to the institution have been settled.
- 18.3.4 Student records/credentials shall be released only to the owner or to an authorized representative who shall present a written authorization from the one s/he is representing. The written authorization should stipulate the name of the owner and his/her representative, the period of the owner's stay in DWCL, the course taken or graduated from, and/or the date of graduation. The authorization is valid only for a specific request.

Section 19. Transfer of Students

A student who desires to transfer to another school may apply for a Certificate of Eligibility to transfer at the Registrar's Office only after the end of the semester/summer term.

- 19.1 Such certificate shall be issued only after the applicant has been cleared of all financial and property obligations and other liabilities.
- 19.2 The official Transcript of Records (OTR) shall be mailed by the DWCL to the school of the transferring student upon receipt of the return slip of the Certificate of Eligibility to Transfer or upon written authority of the admitting institution requesting for the said records.
- 19.3 The Certificate of Eligibility to Transfer is issued only once. If it is lost, the student concerned will be required to submit a duly notarized affidavit of loss stating that the said certificate is lost and has never been used for enrolment in another local or foreign school.
- 19.4 Certificates of good moral character and good standing are issued by the Student Affairs Office upon request.

Article III

FEES AND PAYMENTS

Section 1. Terms and Payments

1.1 Full Payment

Full payment of the total assessed fees entitles students to a cash discount of 5% on tuition fee only if paid within one week from first day of classes.

1.2 Installment Payment

Payment of fees may be made on installment but subject to existing rules and policies of the school.

1.3 Dropping of Subject/s

Any student who wishes to drop from a course/s shall secure a drop form from the Registrar's Office and have it accomplished in duplicate. The accomplished drop form is submitted to the Registrar who shall forward the duplicate copy to the Accounting Office's Assessment Section for the adjustment of the student's accounts. The student who drops a course shall be charged a corresponding tuition fee:

1.3.1 For Regular School Year

10% of tuition fee if the student is dropping within the first week of classes

20% of tuition fee if the student is dropping within the second week of classes

100% of tuition fee if the student is dropping after the second week of classes

1.3.2 For Summer Term

10% of tuition fee if the student is dropping within three days of classes.

20% of tuition fee if the student is dropping within six days from the first day of classes.

100% of tuition fee if the student is dropping on the seventh day of classes.

Miscellaneous and incidental fees are chargeable in full.

Section 2. Discounts

2.1 Discount on tuition fee shall be given to siblings enrolled in 18 units or more.

2.1.1 Two siblings – 5% each

2.1.2 Three to four siblings – 10% each

2.2 Free tuition fee shall be given to whoever is the youngest from among the five or more siblings enrolled in the elementary/junior high school/senior high school/college level. However, the others can no longer avail themselves of any tuition fee discounts.

The above discounts will only be granted when properly applied for upon registration or not later than one month during the first semester, and one week during the second semester from the first day of classes; otherwise, the students automatically forfeit the right to such discount.

During the summer term, only cash discounts may be availed of and application for such should be accomplished during the first week of classes only.

Application forms for discounts are available at the Accounting Office's Assessment Section only during the period stated above.

Article IV

SCHOLARSHIP AND GRANTS

Section 1. Academic Scholarship

1.1 SENIOR HIGH SCHOOL (SHS) ACHIEVERS/HONOR GRADUATES

1.1.1 RANK 1

- a) 100% tuition fee discount if the SHS completers are 100 or more;
- b) 50% tuition fee discount if the SHS completers are 50 to 99; and
- c) 25% tuition fee discount if the SHS completers are 49 and below.

1.1.2 RANK 2

- a) 50% tuition fee discount if the SHS completers should not less than 100;
- b) 25% tuition fee discount if the SHS completers are 50 to 99; and
- c) 10% tuition fee discount if the SHS completers are 49 and below.

1.1.3 RANK 3 to 5

- a) 25% Tuition fee discount if the SHS completers are 100 or more;

1.2 EXPANDED ACADEMIC SCHOLARSHIP GRANT:

This is a scholarship grant to deserving students who are included in the Dean's List, but is limited to three (3) scholars per School based on the official report from the Registrar's Office.

Those with GWA of 1.3 or above for two consecutive semesters
-100 % tuition fee discount

Those with GWA of 1.5 to 1.0 for one semester
-50 % tuition fee discount

1.3 EMPLOYEES' PRIVILEGE DISCOUNT (EPD)

Tuition fee discount given to children of permanent and/or tenured employees who have rendered service for at least three (3) years.

100%	tuition fee discount-	1 st child enrolled in the school
75%	tuition fee discount-	2 nd child enrolled in the school
50%	tuition fee discount-	3 rd child enrolled in the school
25%	tuition fee discount-	4 th child enrolled in the school

1.4 DWCL Chorale

The student scholar should have been endorsed by the Selection Panel (chaplain, trainer & adviser) after the audition and the interview. S/he is entitled to free tuition fee equivalent to 21 pay units.

1.5 THE CHANNEL

The Divine Word College of Legazpi recognizes and respects the students' right to freedom of the press. It recognizes the operations of The CHANNEL as the official college student publication. The institution shall not, however, be responsible for any of its libelous publication as the same is the exclusive responsibility of the writer and the Editorial Board and Staff. It expects however, that the operation of The CHANNEL must be in accordance with the CHED guidelines, the institutional policies, and other existing laws of the land. Any interested student can apply at the publication for as long as he/she meets the necessary requirements and qualifications of the Editorial Board Policy as approved by the President, and passes the examinations given by the Editorial Board Screening Committee (EBSC).

1.5.1 DWCL grants the following tuition fee discounts to The Channel Staff:

100%	-	Editor-in-Chief
80%	-	Associate Editor
75%	-	Managing Editor
50%	-	News Editor
40%	-	Literary and Feature Editor
40%	-	DevCom Editor
30%	-	Sports and Creative Editor
30%	-	Chief Photojournalist
30%	-	Senior Graphic Artist
30%	-	Senior Cartoonist

1.5.2 Failure on the part of the staff/editor to comply with the requirements of the Scholarship Committee subjects him/her to disqualification. This, however, is subject to the final decision of the Scholarship Committee.

1.6 CSEB OFFICERS

A tuition fee discount for a maximum of 21 pay units is given to CSEB Officers:

100 %	-	Chairperson
50%	-	Internal Vice Chairperson
50%	-	External Vice Chairperson
30%	-	Secretary General
25%	-	Deputy Secretary General
30%	-	Budget Officer
30%	-	Finance Officer
25%	-	PRO(2)
25%	-	Business Managers(2)

1.7 STUDENT ASSISTANTSHIP PROGRAM

1.7.1 Poor and deserving students who pass the Student Assistantship (SA) exam, the interview with the Chairman of the Scholarship Committee, and the two-week training are entitled to the following:

Free Tuition Fee	Old Scholars, 24 units
	New Scholars, 21 units

- 1.7.2 A student assistant is given a monthly allowance of Ps 300 if s/he is assigned at the South Campus and Ps 500 if assigned at the North Campus.

1.8 VARSITY PLAYERS

1.8.1 Basketball

Regular students who qualify after the try-out and are recommended by the Coach/Sports Coordinator are given the following scholarship grant:

5 regular players	100% tuition fee discount for 21 units
5 alternate players	75% tuition fee discount for 21 units

1.8.2 Volleyball

6 regular players	100% tuition fee discount for 21 units
4 alternate players	75% tuition fee discount for 21 units

1.9 CEAL Scholarship

DWCL gives a scholarship grant to one scholar for each CEAL school with 100 and below completers. The applicant for the scholarship should bring a recommendation letter from his/her CEAL administrator. Once s/he qualifies s/he is entitled to 50% tuition fee discount for 21 units.

1.10 Scholarship for Persons with Disability (PWD)

20% tuition fee discount for 21 pay units

Section 2. Other Available Scholarship Grants and Loans

1. P.D. 451
2. P.D. 577
3. Dr. Rodrigo E. Salazar Scholarship
4. Alfredo Yuchengco Foundation Scholarship
5. Student Financial Assistance Program (STUFAP)
6. PGMA Higher Education Loan Program
7. Student Assistance Fund for Education (SAFE)

Section 3. CHED Scholarship Programs

1. Full Scholarship Program
2. Private Education Student Financial Assistance (PESFA)
3. Study Now-Pay Later Plan (SNPLP)
4. Tulong-Dunong Grant-In-Aid

Section 4. UNIFAST (Republic Act 10931, Tertiary Education Subsidy)

4.1 TUITION FEE DISCOUNTS ARE NOT TO BE PRESUMED.

All scholarship grants are to be applied for or renewed every semester during enrollment time. The members of the Scholarship Committee are most willing to assist and entertain inquiries anytime during office hours.

Article V

SCHOOL ADMINISTRATORS

SECTION 1. LEVELS OF MANAGEMENT AND ACCOUNTABILITY

DWCL attributes its successful operations to its management team. The management team plays a crucial role in the success of the organization. It has the responsibility of ascertaining the effective execution of tasks essential to the smooth operations and to ensuring high quality service to the clientele.

The Board of Trustees, representing the DWCL Corporation, serves as the major policy-determining body of Divine Word College of Legazpi and is the final authority in its administration.

1.1 *The Top Level Management.* The top-level management is composed of the Board of Trustees, the President, and the vice presidents.

1.1.1 The President, as the Chief Executive of the Divine Word College of Legazpi, exercises general leadership and superintendence over the whole institution, interprets and enforces the policies of the BOT, and implements its general plans.

1.1.2 The Vice President for Academic Affairs is the chief academic officer of the institution in the tertiary level and graduate studies. S/he is responsible for the development and enrichment of the academic life of the faculty members and students of the institution.

1.1.3 The Vice President for Basic Education is tasked to oversee and monitor the academic and administrative operation of DWCL Basic Education Division. The Vice President for Basic Education reports directly to the President and is accountable for the organization and operations of the Basic Education.

1.1.4 The Vice President for Finance assists the President in the implementation of overall policies and programs regarding the financial aspects of the institution's operation. He plans, organizes, coordinates, directs, and controls all financial business activities in the institution.

1.1.5 The Vice President for Administration assists the President in the implementation of overall policies and programs regarding the administrative aspects of the institution's operation.

He plans, organizes, directs, and supervises all administrative service functions in the institution and coordinates with the administrative units concerned in the attainment of the mission, vision and goal of the institution and the support needed by each academic department.

1.2 *The Middle Level Management.* The middle level management are subordinates of the top-level management and are responsible for the organization and direction of the low-level management. They are accountable to the top-level management for the activities of their respective departments.

The middle-level managers in the higher education division are the School deans and the office heads.

1.2.1 The School Dean is the executive, administrative and academic leader in his/her school. S/he takes charge of the operations of his/her School, exercises supervision over the School faculty and students, and proposes programs and policies aligned to the institution's vision, mission, and goals.

1.2.2 The Academic Support Heads (Office Heads)

1.2.2.1 The Chaplain administers the total campus ministry encompassing a variety of programs through systematic planning, organization, coordination, and direction of the operations of his Department. He is directly responsible for the effective and efficient rendering of campus spiritual services to all students and the academic and the non-academic personnel.

1.2.2.2 The Registrar directs and controls the activities involving enrollment, transfer, and graduation of students, and the maintenance and safekeeping of students' records.

1.2.2.3 The Chief Librarian is responsible for collaborating with academic departments to provide reference service, for developing and contributing to library instruction, for evaluating and selecting library materials, and for participating in the implementation of assessment and evaluation of library services for assigned department. S/he facilitates library governance and engages in professional activities, including research and publication.

1.2.2.4 The Admission, Guidance and Testing Center Director handles program coordination responsibilities, such as coordination and support of certain invitational programs of the different feeder schools, as well as some other marketing activities in conjunction with the different schools, basic education departments and offices of the institution. Admission, recruitment, counseling, outreach and application review are all significant functions of this position including the over-all implementation of the institutional yearly guidance and testing program.

1.2.2.5 The Research Director is in-charge of all researches conducted in the institution and other researches embarked on by the Office or commissioned researches from outside private and government agencies (local/regional/national). S/he is also in-charge of conducting research training/conferences for the purpose of enhancing the research capabilities of the faculty and other personnel.

1.2.2.6 The Planning Director is responsible for delivering an effective Institution-wide planning framework to support the successful implementation of Divine Word College of Legazpi's Strategic

- Plan. S/he shall work closely with the institution's top-level management and deliver effective analyses and timely advice on the key aspects of the institution's business.
- 1.2.2.7 The Office of External Relations Director is responsible for the institution's public image and profile. The post holder will lead the development of the school's external relations, linkages, media, communications, and marketing strategy. Pursuant to the institutional agenda of DWCL, s/he will provide direction across all areas of external relations, internal communications, PR, alumni relations, student recruitment, widening participation, marketing, partnership development, public involvement, local or international engagement, liaising with the media, organizing meetings and developing press contacts for cooperation program.
- 1.2.2.8 The Community Extension Service and Social Concerns Office (CES-SC) Director oversees the planning and implementation of all extension programs of the institution in consonance with the DWCL mission, vision, and goals.
- 1.2.2.9 The Accounting Office Head is in-charge of supervising the activities of the Accounting Section, such as those involving the recording of cash receipts and disbursements, maintenance of students' accounts, and preparation of financial and related statements.
- 1.2.2.10 The Cashier's Office Head is responsible for cash receipts and issuance of corresponding official receipts and other forms required by the VP for Finance.
- 1.2.2.11 The Human Resource Development (HRD Office) Coordinator is under the Office of the Vice President for Administration and is tasked to manage the personnel requirements as well as their development and leads the recruitment, selection, testing placement, development, and determination of compensation and benefits.
- 1.2.2.12 The ICTC Supervisor is responsible for the over-all consistency of network connections in all offices of the institution where intranet/internet connections are present.
- 1.2.2.13 The Physical Plant Supervisor is in charge of the physical conditions of the various departments and their facilities, of requisitioning for needed facilities and materials, of planning and supervising construction/repair, and of supervising and ensuring that support services are provided to staff and students. S/he is in-charge of and responsible for the development and enrichment of the operations of the gymnasium.

1.2.2.14 The School Physician is responsible for addressing medical health concerns of all students and employees in the College/Basic Education.

1.2.2.15 The Student Affairs Director oversees the activities, formation, and discipline of students in the college division. S/he reports to the Vice President for Academic Affairs. S/he works with the deans of Schools and the office heads to create a positive and nurturing institutional culture rooted in the Divine Word College of Legazpi's mission and values. Guided by the expected Divinian graduate attributes, s/he collaborates with key constituents (staff, faculty, moderators, parents, and students) to set the priorities for student formation. At the same time, s/he serves as the random drug test coordinator for college students.

1.3 *The Lower Level Management.* The lower level management is also referred to as the supervisory or the operative level of managers. They spend most of their time addressing the functions of the institution, as instructed by the managers above them. The lower level managers are the first line of managers as they function at the base of operations. They communicate the concerns of the organization to the higher level managers.

1.3.1 The Quality Assurance Coordinator oversees, coordinates, monitors and strategically evaluates the planning and the implementation of quality assurance regulations and procedures in all levels of the institution in relation to the government mandated policies and the vision, mission and goal of the institution.

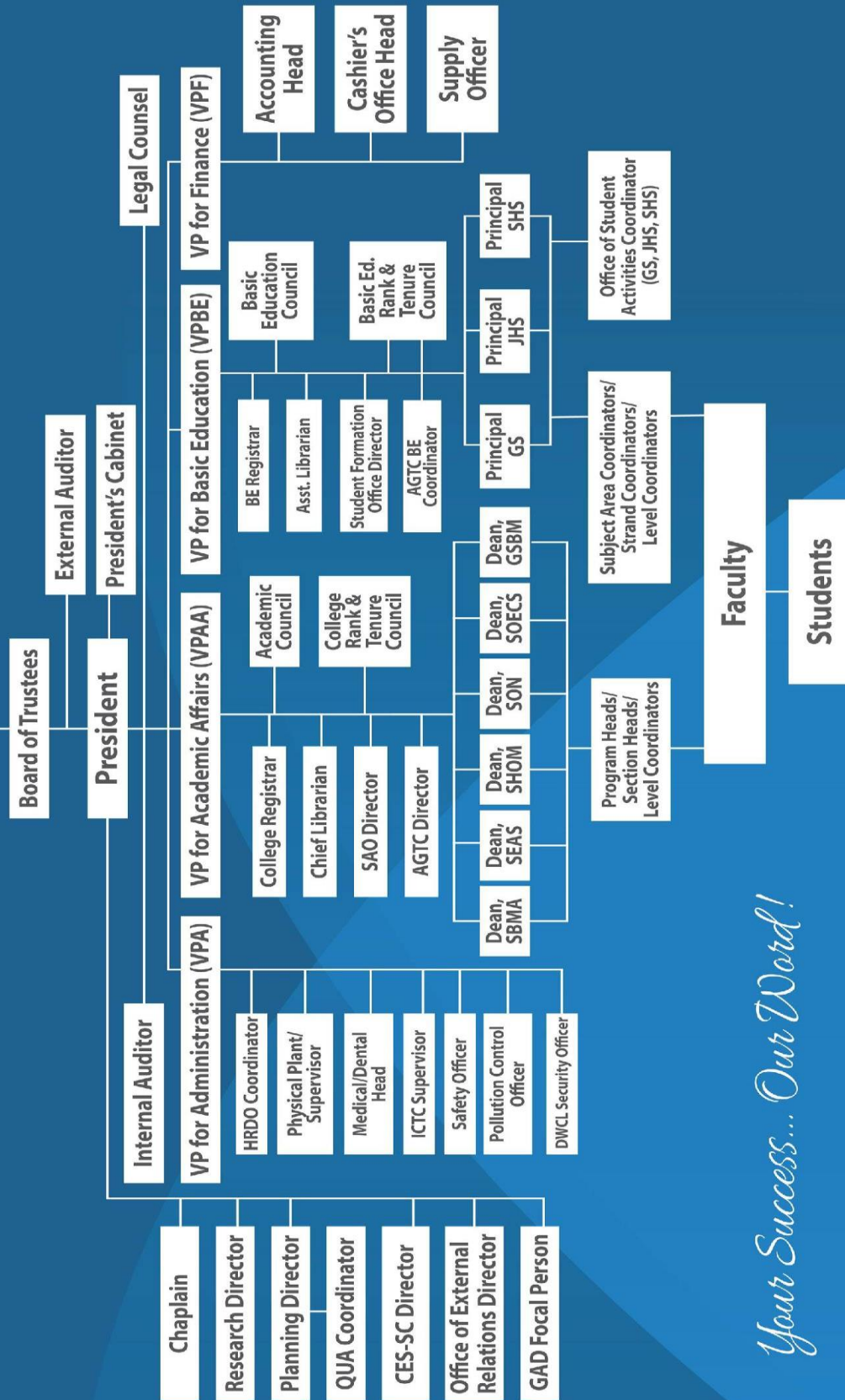
1.3.2 The Program Head assists the school dean or the principal in the following functions: planning, staffing, organizing, and directing/supervising.

1.3.3 The Safety Officer is responsible for planning, developing, evaluating and ensuring the safety, health, and general welfare of the members of the DWCL community.

1.3.4 The Faculty is primarily responsible for facilitating the learning of the students towards the realization of their Christian formation and the attainment of the institutional and School/department goals and objectives

1.3.5 The School Security In-Charge is responsible for developing, organizing, and managing the school safety and security program and emergency management operations. S/he establishes and interprets security policies and procedures and evaluates the security program suitable to the institution.

DIVINE WORD COLLEGE OF LEGAZPI, INC.



Your Success... Our Word!

Article VI

SUPPORT SERVICES

Section 1. Registrar's Office

The Registrar's Office coordinates and controls all activities involving student registration (i.e. validation of credentials and enrollment) transfer, and graduation. The office maintains a Records Section, the services of which include the issuance of transcript of records, certifications of academic status, and other related documents.

Section 2. Student Affairs Office

This office is devoted to creating an integrated learning experience that will help students reach their aspirations. In consonance with the institution's vision and mission. The Office aims to provide occasions for growth and advancement through cultural, spiritual, athletic, co-curricular, and extra-curricular activities aimed at developing well-rounded individuals. It endeavors to nurture a campus environment where academic and non-academic pursuits are balanced, thereby making campus life more enriching, interesting, and worthwhile for students. It aims to serve the needs of students in the many aspects of campus life. In addition to its function of overseeing student activities and safeguarding their interests, the office operates to promulgate and/or enforce institutional and/or CHED policies, rules, and regulations concerning student organizations, programs, activities, student comportment, and student discipline.

Section 3. Campus Ministry Office

This office is concerned with the pastoral needs of the school community. It is in-charge of the different religious activities, such as Masses, recollections and retreats, and ministers to the spiritual needs of the students, academic and non-academic personnel.

The Campus Ministry Office is primarily tasked with the building of relationships in the school community and acts as agent of reconciliation. It also monitors the witnessing, worshipping and serving aspects of the community's faith life. This office is headed by the Campus Chaplain, assisted by the SVD priests and brothers, regents, religious education teachers, student assistants, and others.

Section 4. Community Extension Service and Social Concerns Office (CES-SC)

This office translates the vision, mission, and goals of the institution through extension of services to the outside community. It involves all sectors in the academe in building community-based cooperative or livelihood projects, conducting community-based research and training along socio-economic, political, ecological, and religious aspects, providing school services, and establishing linkages with various sectors of the community.

Section 5. The Human Resource Development Office (HRDO)

The Human Resources Development Office is attached to the Office of the Vice President for Administration and is tasked to manage the personnel requirements as well as personnel development and assist in the attainment of the institution's vision, mission, and goal through the effective management of the development programs for its human resources.

Section 6. Custodian Office

This office keeps all the equipment and facilities. It is supervised by a custodian who is responsible for maintenance and safekeeping and proper and systematic issuance of laboratory equipment to the students/faculty. The custodian also ensures that the laboratory equipment is returned safely.

Section 7. Admission Guidance and Testing Center

The Guidance and Testing Center gathers, analyzes, and interprets data and information concerning students, which can help teachers, administrators and parents in the educative process. It renders personal assistance to students through individual/group guidance and counseling, thereby, enabling them to resolve problems. The center helps students get a total picture of themselves through discovery of their strengths, weaknesses, abilities, and occupational interests through testing; and provides them with pertinent educational, vocational information that will help them in their career decision-making. It also administers college entrance examinations for incoming students. It fosters a wholesome relationship among parents, students and teachers through conferences and home visits. The center also reaches out to others through the Peer Counselors' Organization, which is composed of trained student volunteers. It also assists some outlying schools in their guidance needs through its outreach program.

Section 8. The Office of External Relations (OER)

The Office of External Relations is responsible for the institution's public image and profile. It shall lead the development of the school's external relations, linkages, media, communications, and marketing strategies. Pursuant to the institutional agenda of DWCL, the office provides direction across all areas of external relations, internal communications, PR, alumni relations, student recruitment, widening participation, marketing, partnership development, public involvement, local or international engagement, liaising with the media, organizing meetings, and developing press contacts for cooperation programs.

Section 9. The Internet Server/Computer Laboratories

The computer laboratory caters to students having computer courses in the different schools. It also serves as venue for student/faculty conducting online researches and other online activities allowed by the institution. The Internet Server Section provides Internet connection in DWCL through the use of SUSE Linux operating system. DWCL has the following fully functional servers: Web/FTP Server; Email Server; and Proxy/Cache Server. Its website is www.dwc-legazpi.edu.

Section 10. The Supply Office/Bookstore

This office issues and collects books rented by the college clientele, keeps and maintains the athletic equipment, stocks and supplies and sees to the reception, issuance and/or transmittal of materials to the appropriate requisitioning personnel.

Section 11. Physical Plant Office

The Physical Plant office is in-charge of coordinating and directing the overall operations and activities of the school's maintenance services and physical facilities. It has the following services:

1. Maintenance and repair;
2. Facilities improvement;
3. Fabrication of materials; and
4. Campus development.

Section 12. College Medical/Dental Clinic

1. Medical Care

The College Medical Clinic is open during school days to provide the students, academic, and non-academic personnel medical and first aid services. Common medicines are available at the clinic. The clinic also gives free consultations on family planning and other medical needs. Clinic hours on schools days are from 8:00 a.m. to 8:30 p.m. except on Saturdays, during which clinical hours are from 8:00 a.m.-12:00 noon only. In attendance is a full-time school nurse who renders medical and first-aid services in the absence of the school physician.

2. Dental Care

Adjacent to the Medical Clinic is the Dental Clinic, which employs a dentist who is in charge of the dental services such as tooth extraction and oral prophylaxis of all students. Each student can avail himself/herself of one treatment per semester (tooth extraction and oral prophylaxis).

Section 13. Athletics

This unit ensures wide participation of students in intramural games, promotes sports through organized matches in both indoor and outdoor games, maintains, and lends sports equipment.

Section 14. Canteen

The DWCL school canteen serves the DWCL community through ensuring that healthy and affordable meals are available to students and personnel. Concessionaires are required to submit periodic documents such as sanitation permit and health records of food handlers. The canteen is fully airconditioned.

Section 15. Security Services

The school outsources security services from a licensed private security agency which safeguards the DWCL clientele, administration, staff, and its property. Among others, the guards-on-duty strictly implement the *NO ID, NO UNIFORM, NO ENTRY* policy of the campus. Comments, suggestions, and recommendations regarding the service should be addressed to the DWCL Security Officer In-Charge. The Campus is equipped with CCTV cameras.

Section 16. Library

The College Library is considered as the "brain" of the school. It plays an indispensable role in accomplishing the school's mission, vision, and goal. It has to perform its functions toward the satisfaction of the entire library clientele.

The college library is open from Monday to Friday from 8:00 a.m. to 7:00 p.m., and every Saturday, from 8:00 a.m. to 12:00 noon. During the Summer Term and semestral breaks, the library is open from Monday to Friday from 8:00 a.m. to 5:00 p.m. and on Saturday from 8:00 a.m. to 12:00 noon only.

All bona fide students and personnel of DWCL are entitled to avail themselves of the facilities of the library provided that the student presents a duly counter-signed library card that has been updated for the current semester/ Summer Term.

Alumni are allowed to borrow books for library use only. Patrons from other universities/colleges, NGOs, and government agencies will only be entertained upon presentation of a referral letter from their librarian to use the DWCL library, with a fee of P100.00 per visit.

16.1 SERVICES

a. Online Public Access Catalog (OPAC)

The catalog of the library's collections can be accessed through:
<http://10.2.1.4/app/catalog.cf>

b. Help Desk Services

Assistance is given to the students and faculty inquiring for some resources available for their research and instructional needs.

c. Electronic/Online Databases

d. Circulation Services Books can be taken out by the faculty and students

e. Current Awareness Bulletin is located before the entrance of the library, where updates on the new acquisitions, relevant information and trivia, and announcements are posted.

f. New Arrivals Display

g. New acquisitions are on display for the awareness of students and faculty

g. Audiovisual Services

16.2 RESOURCES

The library has the following resources for the use of students and faculty: books, periodicals and journals (loose and bound), pamphlets, clippings, catalogs and indexes, audiovisual resources like cd-rooms, vcds/dvds, videotapes, transparencies, charts, art reproductions, slide films, maps and globes, and the like.

16.3 BORROWING POLICY

DWCL bonafide students can borrow a maximum of five (5) titles at one time.

Categories of Library Materials	Borrowing Period (New Renewals)	Overdue Fees/Item	Replacement Policy
Reserved Books	1 hour	2.00/hour	Replace same title or pay the cost of the item
Circulation and Filipiniana Books	2 days	5.00/day	Replace same title or pay the cost of the item
Fiction (Pocketbooks)	1 week	5.00/day	Replace same title or pay the cost of the item
Periodicals	For in-library use only		
General References & Special Collections	For in-library use only		
AV Materials	1 hour		Replace same title or pay the cost of the item

16.4 IMPORTANT REMINDERS:

- a. A LIBRARYCARD is required from every student before he/she will be allowed to borrow any library material. The library card must be presented for validation every opening of a semester, and upon signing of clearance at the end of a semester.
- b. SILENCE must be observed at all times. The chairs must be put back silently and one must talk in subdued tone.
- c. Belongings like bags, binders, envelopes and the like must be left at the depository counter before entering the library.
- d. All library materials to be taken out should be presented at all times to the Circulation/Reserve personnel or staff. This is to avoid unnecessary alarm from the Security Device.

Section 17. Student's Rights to the Services of the Institution

Every bona fide college student of the DWCL has the right to make use of the student services available in the institution. However, the DWCL administration has the right and discretion to determine the purpose and the use of its facilities and properties. The use thereof should be in conformity with the objectives of the College and welfare of the students.

It is the responsibility of the students to use properly and protect the property and facilities of the College from harm, damage, or abuse so that all students and personnel may maximize the use of these facilities.

Article VII

CODE OF CONDUCT AND DISCIPLINE

Section 1. General Provisions

When a student enrolls in the Divine Word College of Legazpi, s/he agrees to comply with the rules and regulations of the school. Thus, upon enrolment, the student must first read and understand the contents of the College Student Handbook and continuously refer to it. **Ignorance of the rules and regulations** excuses no one either from their observance or penalty imposed for their violation. All students, therefore, shall exercise responsibility for their actions.

Copies of this revised Handbook will be provided to all students both old and new. An extra copy can be obtained from the Student Affairs Office upon payment of a required fee.

Section 2. General Behavior

Students of Divine Word College of Legazpi are expected to act as responsible persons at all times whether on or off campus and must show respect for proper authority, for the rights of fellow students, and for the good name of the institution, and must uphold the moral standards of a Catholic school. The DWCL student therefore must:

- 2.1 Live up to the core values of excellence, professionalism, service, and justice, peace, and integrity of creation.
- 2.2 Bear in mind that the Divine Word College of Legazpi is a Catholic institution; therefore, all students may be required to attend scheduled institutional Masses, spiritual retreats and recollections, and other similar activities.
- 2.3 At all times be neat, clean, and decent in clothing, and language.
- 2.4 Be punctual and regular in class attendance.
- 2.5 Be well versed with common daily prayers, reciting them with reverence and piety.
- 2.6 Observe the "No Smoking Policy" inside DWCL premises.
- 2.7 Observe cleanliness and sanitation.
- 2.8 Avoid acts that may embarrass the institution, the family, or bring dishonor to one's good name.
- 2.9 Regard fellow students, the administrative officials, staff and faculty members with respect and courtesy.
- 2.10 Show at all times respect and courtesy in dealing with everyone and all visitors in the campus.
- 2.11 In case of any problem or complaint, talk to the proper authority in school: the Student Affairs Director, officer/s of the College Student Executive Board (CSEB), faculty member/s, deans, guidance counselor/s or any priest in the college for proper guidance and help.
- 2.12 By no means resolve any difficulty by violence or by such means that reveal a lack of Christian love. Any student or group of students who disrupts classes or meetings in any way causing a serious breach of peace in the campus may be placed under preventive suspension without prejudice to the consequent appropriate disciplinary action.

Section 3. Prescribed School Uniform

There is a prescribed school uniform for all students to be worn on all class days except Wednesdays and Saturdays. However, all students are required to be in uniform during examination periods. The student ID Card with the official lanyard is part of the prescribed uniform and must be worn at all times while the student is inside the campus.

3.1 DESCRIPTION

FOR FEMALE: Off- white blouse with embossed DWCL Seal.
Checkered green pants/skirt
Closed black leather or leatherette shoes

FOR MALE: Off-white short-sleeved polo (Barong Style) with embossed DWCL Seal.
Greenish gray slacks
Black shoes

Not Allowed 1. Open and colored shoes
2. Skinny or tight fitting pants

FOR NURSING STUDENTS

All students are required to wear their prescribed uniform while in the classroom, clinical area, community visits/immersion, and skills laboratory. Any student not in proper attire will be allowed entry to the campus but will be marked absent for that day equivalent to an unexcused absence.

Clinical Uniform (RLE)

Male and Female White clinical uniform with name plate
Blue-gray smock gown with school seal to be worn in coming to and from the clinical areas
White ward shoes
Powder blue colored scrub suit to be worn in the special areas
Wrist watch with second hand

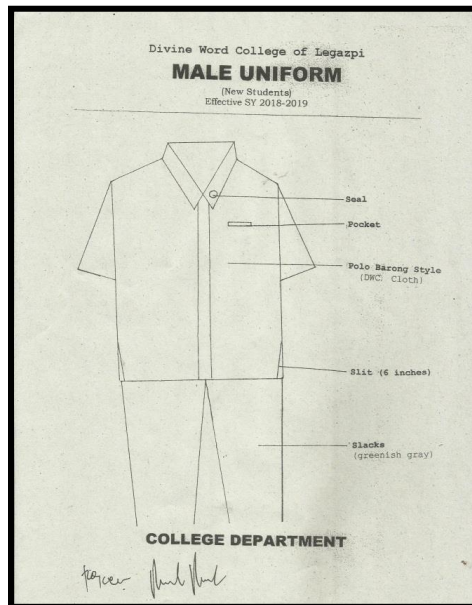
Skills Laboratory

Male and Female Powder blue colored scrub suit with school seal
White rubber shoes
Wrist watch with second hand

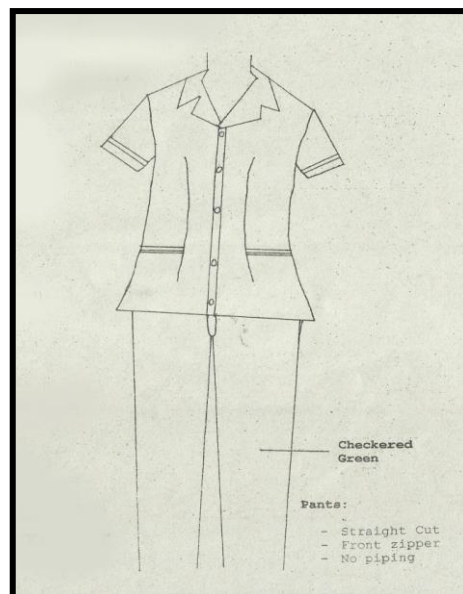
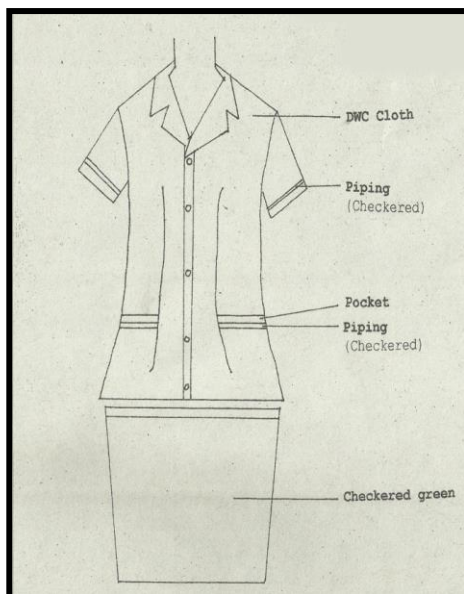
Community

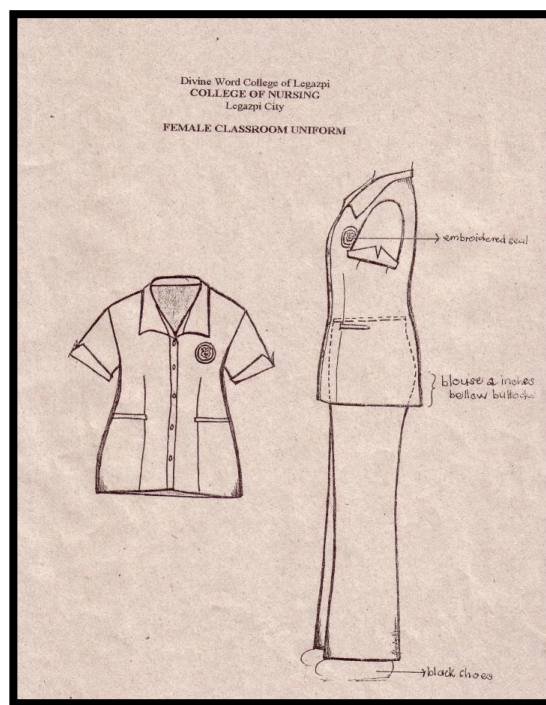
Male and Female CHN T-shirt with DWCL seal
Rubber shoes
Cap/Umbrella
OB Bag/PHN Bag
Wrist watch with second hand

UNIFORM FOR MALES



FEMALE





3.2 Official P.E. Uniform and NSTP Uniform

- 3.2.1 The official P.E. Uniform shall be a t-shirt with authorized logo and jogging pants.
- 3.2.2 The official NSTP Uniform shall be a t-shirt with authorized logo and maong pants
- 3.2.3 PE and NSTP uniforms must be worn during scheduled classes only. Students wearing these uniforms will be allowed entry to the South Campus only during scheduled classes, upon presentation of the validated print out of schedule of classes to the guard on duty.
- 3.2.4 No student shall be allowed to enter the South campus in P.E or NSTP Uniform if there is no scheduled P.E./NSTP class.

3.3 Non-Uniform Days

Uniform-free days will be Wednesday and Saturday; however, all students should adhere to the convention of good grooming and conform to the standards of decency. Appropriate and acceptable clothing shall be defined as that which is not too revealing. The following are prohibited to be worn inside the campus:

3.3.1 Not allowed for female students

- 3.3.1.1 Backless, tube style or blouses with spaghetti-straps
- 3.3.1.2 Plunging necklines, see-through blouses without proper undergarments
- 3.3.1.3 Sleeveless and hanging blouses/shirts
- 3.3.1.4 T-shirts and dirty pants with holes and obscene prints or prints advertising the use of drugs, alcohol, sex, and violence.
- 3.3.1.5 Mini-skirts, dresses, shorts and pedals that do not reach mid-thigh
- 3.3.1.6 Slippers
- 3.3.1.7 Jewelry or accessories not conforming to the school's standard of decency
- 3.3.1.8 Other attire/s the Student Affairs Director may find not proper for school wear.

3.3.2 Not allowed for Male students

- 3.3.2.1 Dirty shirts and pants with holes and obscene prints
- 3.3.2.2 Shirts advertising the use of drugs, alcohol, sex, and violence
- 3.3.2.3 Earrings, tongue rings and other facial piercing
- 3.3.2.4 Loud hair-color
- 3.3.2.5 Long and untidy hair style, spike

Haircut should be at least 1 inch above the ear, 1 inch above the eyebrow and 1 inch above the collar

- 3.3.2.6 Headbands, bonnets, turbans and caps (while in the campus)
- 3.3.2.7 Slippers
- 3.3.2.8 Cross-dressing

Note: There is no prescribed haircut for students in the School of Engineering and Computer Studies (SOECS) and School of Business, Management, and Accountancy (SBMA). However, students' hair style should be clean, combed, and neatly trimmed or fixed. Unconventional hair colors are not permitted. During internship, students are obliged to have a neat hairstyle.

3.5 Uniform Exemption Card

Uniform Exemption Card is preferably given to graduating students provided that they must possess the qualifications for exemptions. They must apply personally to the Student Affairs Director immediately after enrollment. The following may be issued uniform exemption cards (for a specified period only) after paying of the required fee and complying with the needed requirements:

- 3.5.1 Graduate students/working professionals taking up a second undergraduate course;
- 3.5.2 Members of religious congregations who observe their own prescribed attire or habit;
- 3.5.3 Those who are in their later stages of pregnancy (for married students);
- 3.5.4 Those with physical deformities or are handicapped;
- 3.5.5 Those who are taking not more than two subjects ONLY excluding the OJT / Practicum during a regular semester; and
- 3.5.7. Cross-enrollees

3.6 Procedures for applying for an Exemption Card

- 3.6.1 Complete the application form for Uniform Exemption Card which contains your name, student ID number, course and year, reason/s for application, and signature.
- 3.6.2 Attach the following required documents: medical records/certificate/s (for expectant mother/s) duly noted by the school clinic, certificate of employment from one's employer, a copy of transcript of academic records/diploma and other verifiable documents, permit to cross-enroll, the enrollment print-out containing the schedule of the courses enrolled in, duly signed by the Dean/Program Coordinator / Registrar, and official receipt of payment for exemption card.

- 3.6.3 Submit application form to the Student Affairs Director who shall evaluate your application and issue your exemption card.
- 3.6.4 The deadline for the application shall be the last day of enrollment. Request for extension will not be entertained.

3.7 Special uniform pass for students with On- the-Job Training (OJT) / Practicum

- 3.7.1 OJT or practicum students may be given special uniform pass. A complete list of students enrolled in their OJT/Practicum classes including the design of the practicum uniform, certified by the internship coordinator, the program head, and the Dean, must be submitted to the Student Affairs Director who shall furnish the college security guards the said list. If there is no prescribed attire for practicum / OJT students, they are advised to wear their school uniform.
- 3.7.2 Concerned students must, at all times, carry their uniform exemption cards and enrollment print-out for purposes of verification by school guards and the Student Affairs Director. Failure to comply will merit revocation of the issued exemption card.
- 3.7.3 If OJT days coincide with class days, concerned students need not change to the school uniform. They may come to class in their OJT attire.
- 3.7.4 On non-OJT days, students must come to class in their prescribed school uniform.

Section 4. School Identification Card

- 4.1 Students are issued an identification card at the time of enrollment at DWCL. This ID is good for one school year only (to be revalidated in the 2nd semester). It identifies one as a member of the community, enabling access to all the facilities and services afforded the DWCL student.
- 4.2 The Identification card with prescribed official school lanyard/cord is deemed part of the prescribed attire; hence, all students, in entering and while inside the campus, must at all times wear their identification cards with official lanyard/cord. The ID should be clearly displayed, with the identity of the person clearly visible. The following practices are unacceptable:
 - 4.2.1 Wearing the ID underneath one's clothing (shirt, jacket, etc.)
 - 4.2.2 Pinning the ID on a bag or any other item; and
 - 4.2.3 Hiding important information on the ID card

Non-wearing of ID inside the campus shall merit a penalty provided for in the Sanctions for Infractions.

- 4.3 Loss of one's school ID exposes the student and the whole DWCL community to various risks; hence, lost ID must be replaced. The concerned student should immediately report the loss of his/her identification card to the Student Affairs Director and apply for an ID replacement within ONE WEEK after the loss.

4.3.1 Procedures in applying for ID replacement

- 4.3.1.1 For lost ID, secure an affidavit of loss;
- 4.3.1.2 Present your worn out/torn ID or affidavit of loss to the Student Affairs Director;

- 4.3.1.3 Pay ID replacement fee at the Cashier's Office; and
- 4.3.1.4 Proceed to the Student Affairs Office for ID replacement procedure.

Section 5. Disciplinary Action

The Student Affairs Director is directly responsible for supervising and monitoring the behavior and conduct of students both inside and outside the school campus. S/he has the task of ascertaining the facts of all cases of rule infractions and imposing the corresponding sanctions for violations of the rules and conduct unbecoming of a student of a Catholic school in accordance with due process. The Student Affairs Director may seek the help of the College Student Executive Board (CSEB) on this matter. S/he convenes the Discipline Committee when necessary for cases requiring due process.

According to the Manual of Regulations for Private Higher Education (MoRPHE) of the Commission on Higher Education (CHED, 2008), there are four categories of disciplinary actions which may be imposed on erring students and which are commensurate to the nature and gravity of the violation of school rules and regulations. DWCL, however, includes a fifth (**dismissal**).

- 5.1 **SUSPENSION:** Suspension is the penalty denying and depriving an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed number of school days for a school year or term.

The decision of the institution on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school year or term should be forwarded to the CHED within 10 days from the termination of the investigation of each case.

EFFECTS:

- 5.1.1 No transfer credentials shall be issued to a suspended student until such suspension shall have expired.
- 5.1.2 A suspended student may be allowed to re-enroll in DWCL on condition that the said student shall execute a sworn affidavit indicating that s/he will stay in the college with exemplary conduct when readmitted.
- 5.1.3 A student suspended for the second time may suffer the penalty of non-readmission.

5.2 **NON-READMISSION.** The penalty of non-readmission allows the school to deny or deprive a student the privileges to enroll for a semester or a school year following the semester when the resolution or decision finding him/her guilty for the offense charged and imposing the penalty of non-readmission has been promulgated.

EFFECTS:

- 5.2.1 Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission has been promulgated.

5.2.2 The student may be reinstated in the school after the duration of non-readmission and upon compliance with the sanctions and interventions stated in the decision.

5.2.3 A student who has been meted out twice with non-readmission may suffer the penalty of exclusion.

5.2.4 If during the period of non-readmission, the erring student decides to transfer to another school, s/he may be issued transfer credentials upon compliance with the required sanctions and interventions, and completion of the school's clearance process and requirements.

5.2.5 The student may not be entitled to Honorable Dismissal and Certificate of Good Moral Character.

5.3 **EXCLUSION:** Exclusion is a penalty which permits the school to exclude or drop the name of an erring student from the school rolls. A summary investigation is conducted and no prior approval by the CHED is required in the imposition of the penalty. Exclusion is usually considered proper punishment for acts and offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing.

The decision of the institution for every case involving the penalty of exclusion from the rolls, together with all the pertinent papers thereof, shall be filed in the school for a period of one year in order to afford the CHED the opportunity to review the case in the event an appeal is made by the party concerned.

EFFECTS:

5.3.1. A student who has been excluded or dropped from the school "rolls" shall be issued immediately his certificate of eligibility to transfer anytime during the term.

5.3.2 Once an erring student is excluded, s/he becomes ineligible for readmission to DWCL.

5.3.3 The student is not entitled to a Certificate of Good Moral Character.

5.5 **EXPULSION.** By exacting the penalty of expulsion, the institution declares an erring student disqualified for admission to any public or private schools in the Philippines. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct which are considered criminal pursuant to existing penal laws. To be valid and effective, the penalty of expulsion requires the approval of the Chairman of the Commission on Higher Education (CHED).

EFFECTS:

5.5.1 Once an erring student is meted the penalty of expulsion, s/he becomes ineligible for readmission to DWCL and any other school in the Philippines.

5.5.2 The school will not issue a CERTIFICATE OF ELIGIBILITY TO TRANSFER nor CERTIFICATE OF GOOD MORAL CHARACTER to the student who has been expelled from DWCL.

Section 6. List of Offenses and Sanctions

6.1 GRAVE OFFENSES are considered extreme deviations from the norms of the community and pose a threat to the values and culture of the institution. A complaint may be brought to or initiated by the Student Affairs Director. A student accused of any violation/s mentioned below shall be referred to the Discipline Committee for proper disposition of the case and recommendation/s to the President for appropriate action. The penalty for a grave offense shall be dismissal or expulsion.

Penalties for grave offenses for higher education students are based on Section 104 of the Manual of Regulations for Private Higher Education or MoRPHE.

- 6.1.2 Falsification of official documents, namely, tampering of school records, such as but not limited to, academic credentials, transfer form and certifications
- 6.1.3 Physical Injury and conviction of a crime involving moral turpitude
- 6.1.4 Direct/indirect assault (physical or verbal) causing injury to a fellow student, faculty member, administration, support staff and others within the campus premises or within the immediate vicinity of the College
- 6.1.5 Acts or activities that lead to damage of campus or school property and facilities such as vandalism of or willful destruction of property belonging to the school, of a school official, to a faculty member, personnel, another student, or to a visitor
- 6.1.6 Possession, use, or trafficking of prohibited drugs or regulated drugs or chemicals without proper prescription, inside school premises or within its immediate vicinity or outside the school during an academic function, school activity or social function, and any other violation of the provisions of R.A. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002
- 6.1.7 Possession of firearms, or other deadly weapons, explosives, or substances within school premises or during school functions or activities in or outside the campus
- 6.1.8 Malversation of funds collected from the students/unlawful disbursement of school funds
- 6.1.9 Gross misconduct, such as stealing and sexual harassment
- 6.1.10 Disgraceful and immoral conduct such as having an illicit affair
- 6.1.11 Any student/s who, without a public uprising, shall employ force or intimidation, or shall attack or strike with or without a weapon, a person, a person in authority, personnel or student inside and outside the campus.
- 6.1.12 Hazing of any variety inside or outside the premises of DWCL by an individual student or a group of students
- 6.1.13 Misuse of the school's information technology facilities

6.1.14 Engaging in behavior/s that might lead to loss of life or serious injury, including one's own, whether intentionally or as a result of recklessness or gross negligence (such as removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols)

6.1.15 Dishonesty – including

6.1.15.1 Tampering with and/or falsifying school or public documents and/or communication, or securing or using such documents whether physical or electronic, especially those that are part of, or affect, the official processes of the institution;

6.1.15.2 Illegally obtaining or gaining access to and/or using restricted school documents, facilities or equipment;

6.1.15.3 Plagiarism of online or printed publications and/or any form of documents

6.1.15.4 Forgery

6.1.16 Committing acts in violation of the Cybercrime Prevention Act of 2012 (R.A. 10175) such as those stipulated in Article II

6.1.17 Acts committed in violation of the Data Privacy Act (R.A. 10173)

6.1.18 Acts committed in violation of the Anti-Photo and Video Voyeurism Act (R.A. 9995) such as those stipulated in Sec. 4

6.1.19 Possession, dissemination or showing of violent/immoral literature, films, pictures or materials. Under no circumstances should students view, upload or download any material that is likely to be unsuitable for students or that will affect the good name and reputation of the institution.

6.2 LESS GRAVE OFFENSES - are considered serious deviations from the norms of the community and pose a threat to the values and culture of the institution. A student found to have violated any of these offenses shall face the Student Affairs Director for proper disposition of the case and shall be recommended for necessary action to the Discipline Committee. The penalty for a less grave offense shall be suspension which shall cover no less than (3) school days and not more than 20% of the total school days as provided in the Manual of Regulations for Private Schools. The following constitute less grave offenses.

6.2.1 Defacing, damaging or destroying any property of DWCL or of its students, personnel, employees, or guests

6.2.2 Theft, misappropriation of and unauthorized sale of any kind of property belonging to DWCL or member of the school community or a guest of the institution or of any other person

6.2.3 Unauthorized solicitation or collection of contributions/donation or sale of ticket using the name of DWCL, for any cause or purpose within or outside the institution's premises

6.2.4 Creating disorder, tumult, breach of peace, serious disturbance inside and outside the institution premises

6.2.5 Threatening, coercing, intimidating, compelling, encouraging or convincing any student to be absent from class or to participate in any unauthorized activity

6.2.6 Instigating, planning, organizing, participating or leading in boycott / demonstration and disruption of classes

- 6.2.7 Preparing, publishing or distributing libelous, defamatory statement's or formulating distrust of duly constituted authorities within or outside the College or by SMS and any form of social media
- 6.2.8 Willful possession of two or more IDs, lending or borrowing an identification card, library card, registration form or examination permit
- 6.2.9 Drinking alcoholic beverages, or manifesting drunken behavior during official school activities within or outside the campus; coming to the school premises under the influence of liquor
- 6.2.10 Use of tobacco, cigarette, e-cigarette, or vape within the school vicinity based on the provisions of Executive Order No. 26 (s. 2017).
- 6.2.11 Acts of gross disrespect, in words or in deed, including online or through social media, text messages and the like, which tend to insult or ridicule or show contempt for any member of the faculty, administration, or support staff including students and visitors
- 6.2.12 Cheating - Talking during examination, passing or receiving any information or other reference materials, notes or any other attempt to copy or cheat
- 6.2.13 Gambling in any form including playing cards within the campus involving a wager
- 6.2.13 Public display of affection
- 6.2.14 Violation against the rules and regulations of the school's auxiliary units, (i.e. immersion rules, retreat and recollection rules, internship)
- 6.2.15 Committing other acts in and outside the campus which affect the good name, order, or welfare of the school or have direct and immediate effect on the discipline, morale, or general welfare of the school
- 6.2.16 Having tattoos in any form in any part of the body
- 6.2.17 Bullying and/or any form of harassment or abuse whether done in person or in any platform of media, including any social networking site, website, and text messaging
- 6.2.18 Habitual disregard or repeated willful violations of established policies and regulations as well as commission of light offenses beyond the limit prescribed in the Table of Light Offenses shown on page 74.

Habitual or repeated violation happens when a student commits an offense beyond the limit set. Likewise, commission of multiple (3 or more) concurrent violations is considered habitual or repeated violation.

6.3 LIGHT OFFENSES are considered as slight deviations from the norms of the community and pose a threat to the values and culture of the institution. A student committing such violations may be called by the Student Affairs Director for the proper disposition and recommended necessary action. The Student Affairs Director may, by virtue of the office s/he occupies, call the attention of the student for any of the following violations:

- 6.3.1 Not wearing the official ID and lanyard while inside the campus
- 6.3.2 Disrupting or disturbing classes or making excessive noise within the school premises
- 6.3.3 Loitering in corridors during class sessions
- 6.3.4 Disruptive use of mobile phones or other similar communication devices during classes or any formal assemblies.
- 6.3.5 Wearing of Inappropriate campus attire

- 6.3.6 Misbehavior during school programs, activities or competitions
- 6.3.7 Distribution of unauthorized printed materials inside the campus
- 6.3.8 Disturbance or disruption of the educational environment, classes or any education related programs or activities
- 6.3.9 Disrespect for DWCL symbols or National Symbols
- 6.3.10 Littering and/or improper disposal of waste materials
- 6.3.11 Violation of "hair length" policy for male students
- 6.3.12 Wearing caps or bonnets inside the campus
- 6.3.13 Tampering the ID (using another picture or drawing marks on ID)
- 6.3.14 Wearing the ID underneath one's shirt, jacket, etc.
- 6.3.15 Unauthorized posting of announcements

Other sanctions such as but not limited to reflection paper, community service, mandatory work, academic integrity seminar, or service-learning may be imposed.

Mandatory work is defined as community service in the form of an additional manpower to assist a certain department or unit (e.g. Library, Registrar's Office, etc.) with their work. The deployment of student-violators to a department or a unit for mandatory work is to be determined by the Student Affairs Office.

After the student's compliance with the mandatory work, the head of the department or unit shall issue a certificate of completion to the student. The said certificate of completion shall be submitted to the Student Affairs Office.

Students who commit three (3) violations for the same offense will be automatically referred to the AGTC.

Students who commit light offenses are still eligible to receive certificate of good moral character.

Section 7. Due Process

The right to due process is guaranteed under the 1987 Philippine Constitution and defined by the Manual of Regulations for Private Higher Education. This right shall be observed in the conduct and resolutions of any and all disciplinary case/s. Due process involving students, requires that:

- 7.1 The student must be informed in writing about the nature and cause of the accusation against him/her;
- 7.2 The student shall have the right to answer the charges against him/her;
- 7.3 The student shall be informed of the evidence against him/her;
- 7.4 The student shall have the right to adduce evidence in his/her own behalf; and
- 7.5 The evidence must be duly considered by the investigating committee or official designated by the school authorities to hear and decide on the case.

Section 8. Procedure for Adjudication and Investigation of Disciplinary Cases

The disciplinary process essentially involves three major stages: (1) reporting, notice, and investigation; (2) referral, deliberation, and resolution; (3) Implementation

8.1 Reporting, Notice, and Investigation

- 8.1.1 A possible disciplinary offense is reported in writing to the Student Affairs Office. Any faculty member, staff, or student may file a complaint or report with the SAO. Such a report or complaint must be filed in writing and signed by the complainant. The nature and the circumstances of the offense committed by the student (respondent) must be clearly stated. The evidence or other materials relevant to the case must be included in the case description. The SAO receives and records and/or files the report.
- 8.1.2 The SAO Director may initiate investigation *motu proprio* on disciplinary cases that may not have any complainant.
- 8.1.3 The Student Affairs Director notifies the student/s (respondent/s) concerned of charge/s against him/her and furnishes him/her with the copy of the complaint and the evidence against him/her. The student respondent is required to reply in writing to said charge/s including in the response statements of witnesses, and other evidence/s within 72 hours after receipt of notice, or within the time frame prescribed by the SAO Director. Failure to submit a reply within the specified period for insufficient reason will constitute as a waiver of one's right to be heard in the case that shall proceed in his/her absence.
- 8.1.4 After receipt of the answer, the SAO Director conducts a preliminary investigation in order to determine whether or not there is reasonable basis for the complaint or report or whether or not a prima facie case exists.
- 8.1.5 If the facts have been ascertained, after the preliminary investigation, the Student Affairs Director assesses the gravity of the offense presented and the evidence of guilt or innocence. For minor offenses, the Student Affairs Director shall resolve the case and impose appropriate sanctions. (See table of offenses with corresponding sanctions). However, in cases where the repeated commission of a minor offense may merit a graver sanction, the SAO refers the case to the Discipline Committee. If the student appeals the decision of the SAO on a minor offense, the case is automatically referred by the SAO to the Discipline Committee.

8.2 Referral, Deliberation, and Resolution

- 8.2.1 Major and less grave offenses are always referred by the SAO to the Discipline Committee (DC).

Exceptions to these are offenses related to lewd or indecent behavior, or violations of the Anti-Sexual Harassment Act, which, given their delicate nature, need not undergo the Disciplinary Committee's review. Sexual harassment cases and other offenses of sexual nature will be referred by the Student Affairs Director to the Committee on Decorum and Investigation (CODI) and are governed by a separate policy. (See Guidelines on Anti-Sexual Harassment Cases labeled Appendix L).

- 8.2.2 The SAO Director, as Chairman of the Discipline Committee notifies through writing the Discipline Committee Members including the parents or guardian/s of the concerned students, that their representation/presence at the formal hearing is required.

8.2.3 The Student Affairs Director also notifies the student/s (respondent/s) concerned of the charge/s against him/her and furnishes him/her with the copy of the complaint and the evidence against him/her. The student respondent is required to reply in writing to said charge/s including in the response statements of witnesses, and other evidence/s within 72 hours after receipt of notice, or within the time frame prescribed by the SAO Director. Failure to submit a reply within the specified period for insufficient reason will constitute as a waiver of one's right to be heard in the case that shall proceed in his/her absence.

8.2.4 The Discipline Committee shall be convened within two (2) working days after the receipt of the complaint affidavit and counter affidavit by the respondent and complainant. The respondent's failure to reply constitutes a waiver of his/her right to be heard in a formal hearing conducted in the presence of the parents of both sides.

8.2.5 The Student Affairs Director presents the written report, including formal charges, evidence and other related materials relevant to the case, as well as past disciplinary records of the student/s concerned.

8.2.6 The investigation/hearing shall be conducted only for the purpose of ascertaining the truth and without necessarily adhering to technical rules applicable in judicial proceedings. It shall be conducted by the Discipline Committee concerned. The rules of hearing shall be discussed by the chairman.

8.2.7 During the hearing, each party presents its side with supporting evidence (documents as well as witnesses). The Discipline Committee questions the parties and their witnesses to determine/find whether or not the student(s) committed an offense and shall impose the specific sanction, if warranted. In all cases, the respondent's refusal to cooperate shall be noted but will not hamper disciplinary proceedings, and a decision may be rendered with the evidence at hand. The body may also entertain appeals from the student(s) in the course of the deliberation. The Discipline Committee then deliberates on the case and decides whether the respondent is guilty or innocent. In case the Discipline Committee needs further inquiry/investigation, it shall set the date and time for another formal hearing and deliberation.

8.2.8 The Student Affairs Director submits the decision in writing to the President for approval.

8.2.9 The student/s concerned may appeal the judgment to the President within three (3) days from receipt of judgment.

8.2.10 The decision of the President on any appeal is final and executory.

8.3 Implementation

8.3.1 The resolution or decision is communicated in writing to all parties concerned—including the parents or guardian(s), as the case may be, by the SAO. The SAO shall facilitate the implementation of the sanction. Thereafter, the SAO closes the case by completing the case documentation and placing it in the disciplinary archives. A copy of the decision shall also become part of the student's official record.

Section 9. The Discipline Committee

9.1. The Disciplinary Committee (DC) is an ad hoc body convened to deliberate on major disciplinary cases, where the sanction ranges from suspension, non-readmission, exclusion, dismissal, to expulsion.

- 9.1.1 The Disciplinary Committee is composed of four (4) voting members: the Dean/s of the School to which the student(s) belong/s, two (2) senior faculty members, and one (1) student representative (usually the CSEB chairperson or his/her representative. The SAO director serves as Chair of the Discipline Committee who must be present at all DC meetings/hearings as a non-voting member except in case of tie. The SAO secretary serves as the secretariat of the DC, facilitating communication between the DC and other parties. A majority vote will be upheld in decisions made by the Committee. They shall hold a term of at least one (1) school year.
- 9.1.2 In any hearing of the Committee, all members must be present. Delegated representatives have to be duly appointed and oriented about the nature of the Committee, the case, and the tasks to be accomplished.
- 9.1.3 The DC reviews the available material turned over by the SAO and may request the student(s) concerned or faculty members, staff or officers of the school who may have some information regarding the incident under investigation to appear before the Committee to present evidence on his (their) own behalf.
- 9.1.4 A student's failure to appear before the DC at the appointed hearing—after due notification and without sufficient cause—shall be noted and the proceedings shall proceed ex parte without prejudice to the respondent's appearance at subsequent hearings, and a decision or resolution of the case may be rendered based on the evidence presented and admitted and/or adduced.
- 9.1.5 The DC exercises full discretion in determining the admissibility or inadmissibility of evidence presented, and may impose limitations on the same as it sees fit, upon reasonable grounds. The DC shall not be bound by any technical rules or procedures, being subject only to the requirements of due process, and the principles of impartiality, justice, and fair play. The DC is also not bound by public rules of evidence and discovery, and neither shall it require any certainty beyond the preponderance of the evidence at hand, in order to arrive at a decision. A decision or resolution of a case shall be grounded on facts, not hearsay, of such degree of certainty as the evidence adduced in the DC would support.
- 9.1.6 The DC at any point may entertain appeals during the deliberation, but the DC's decision is final and immediately executory in cases falling short of exclusion or expulsion. In cases where the decision is exclusion or expulsion, the student(s) concerned may appeal the decision to the President, beyond which there is no further appeal. Should there be no objection from the school President, recommendations of the DC that involve exclusion shall be final and immediately executory, while recommendations of expulsion must have the approval of the Commission on Higher Education (CHED) before they can be implemented.

9.2 Formative interventions such as but not limited to guidance counseling may be offered to students involved in discipline-related concerns. Students who are given disciplinary sanctions are required to undergo guidance counseling. The Student Affairs Director officially refers the student/s to the Admissions, Guidance, and Testing Center (AGTC) for counseling services. Related files and documents of referred students with discipline-related concerns are to be provided to the Guidance Counselor assigned for the task, complete with target expectations and goals to be considered in counseling, as well as the timeline for completion. A certificate of completion from the Guidance Counselor duly noted by the AGTC Director will be required for clearance. The student/s concerned will thereby be accountable to the Student Affairs Director for the services afforded him/her.

9.3 When a student facing the Discipline Committee procedures manifests or has been diagnosed with mental health problems and concerns, the school's Mental Health Advisory Group may be consulted for interventions and recommendations.

9.4. Confidentiality (in all stages of the proceedings)

9.4.1 All deliberations of the Discipline Committee are recorded and filed at the Student Affairs Office under lock and key. Access to such information shall be allowed only with the approval of the School President and shall be disclosed only to appropriate fora (e.g., for guidance and counseling referral, CHED in case of appeal, or courts in case of formal charges filed) with the rights of all parties concerned duly considered under the Data Privacy Act. The SAO or official having jurisdiction over a case shall ensure compliance.

9.4.2 The parent/s or guardian of a student involved in disciplinary cases shall at the earliest instance, be notified, regardless of the age of the student/s.

Section 10. Provisions on Penalties

10.1 The duration and conditions of sanctions recommended by the Discipline Committee are to be implemented and followed. The student is automatically dismissed if any of the conditions is violated.

10.2 A student under investigation of a case involving the penalty of suspension, dismissal or expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and/or the school head is morally convinced that the continued stay of the student during the period of investigation constitutes sufficient disruption to the normal operation of the school or poses real or imminent threat or danger to persons and property in the school premises.

Section 11 . General Provisions for Amendments of Policy/Regulations

This Handbook provides opportunities for change or amendments, as the need arises. These changes and amendments are to be presented, discussed, and deliberated upon by the Academic Council, which shall recommend changes or amendments to the School President for approval.

Article VIII

STUDENT ORGANIZATIONS AND ACTIVITIES

Section 1. General Policies

- 1.1 The college recognizes school organizations, which pursue clearly established objectives consistent with the Filipino and Catholic principles and are not contrary to law, morals, public policy, public order and existing rules and regulations of the College.
- 1.2 The rules and regulations issued by the CHED governing the establishment and operations of student organizations are adopted by the Collegesl.
- 1.3 The DWCL explicitly states that the students have the right to free assembly and the freedom to organize as defined and guaranteed by the Constitution of the Philippines and the Education Act of 1982. However, this freedom of organization does not impose on the College the obligation to recognize every organization.
- 1.4 The DWCL recognizes and respects the political rights of each student as citizen of the Republic of the Philippines. However, the college does not recognize student organizations which are affiliated with the local and national political parties or organized for the purpose of local and national politics including fraternities and sororities and the like.
- 1.5 Only recognized organizations of the College can use the name of the Divine Word College of Legazpi. The use of the name of the school by any organization not recognized is prohibited.
- 1.6 All accredited student organizations under a School will be the direct concern of the respective deans.
- 1.7 The dean shall monitor the organization's activities and recommend its accreditation to the Student Affairs Office. The Accrediting Officer is the Father President.
- 1.8 Students may form and join any organizations of their choice provided that such associations are favorably recommended for accreditation by the Student Affairs Office to the President of the College, who shall grant their recognition. Every student is urged to be a member of at least one of the recognized organizations as long as s/he can handle his/her academic responsibilities. A student may seek the advice of the SAO in choosing which organization to join. As officer, the student may occupy only one major and one minor position in an accredited organization.
- 1.9 The SAO publishes and makes available upon request a handbook containing rules and regulations governing campus organizations and procedures of the student's activities as well as official list of duly accredited student organizations.
- 1.10 The Organizational Fund shall be deposited in a reputable bank or if not possible due to bank requirements, fund shall be entrusted to the dean of the School at the end of the academic year. The passbook shall be surrendered to the Student Affairs Office. The organization's adviser, president and treasurer shall be the signatories to all withdrawals of the organization.
- 1.11 All accredited organizations are required to take part in all the activities of the College (where necessary) including:
 - a. Intramurals
 - b. Foundation Day Celebration
 - c. Leadership Training
 - d. Disaster Drills
 - e. Seminars and Workshops
 - f. Meetings

- 1.12 Officers are required to attend a minimum of 15 School approved activities; non-officers are required 10. This is a requirement for the signing of clearance slip at the end of each semester at the SAO. Attendance is checked via Electronic Student Attendance Monitoring System (ESAMS). Students who fail to comply with the required number of events to attend shall render community service based on the following table. **The imposition of penalty shall be managed by the School concerned.**

Attendance in Student Activities		Community Service to be Rendered
Officers	Students	None
15	10	
14	9	3 hrs.
13	8	6 hrs.
12	7	9 hrs.
11	6	12 hrs.
10	5	15 hrs.
9	4	18 hrs.
8	3	21 hrs.
7	2	24 hrs.
6	1	27 hrs.
5		30 hrs.
4		33 hrs.
3		36 hrs.
1-2		39 hrs.

Section 2. Objectives

A student organization must have the following noble and primary objectives:

- 2.1 To foster love of God, country and fellowmen;
- 2.2 To promote the goals of the institution, especially leadership, and citizenship training among the members;
- 2.3 To promote and enhance individual personality and the dignity of the students;
- 2.4 To develop and promote mutual understanding, cooperation, good will and harmonious relationship among students; and
- 2.5 To promote scholarship and academic excellence among students.

Section 3. Supervision

3.1 All accredited student organizations under the Schools shall be under the direct supervision of the deans. Therefore, all activities of these organizations are subject to the dean's approval. All other student organizations are under the direct supervision of the Student Affairs Office.

Section 4. Accreditation

4.1. To be entitled to privileges and protection, a student organization must have been granted accreditation by the institution. Only those recommended by the Student Affairs Office and approved by the President are considered as accredited.

4.2. The requisites for accreditation of newly formed student organizations are:

- 4.2.1 Application letter (signed by the highest officer and noted by the adviser);
- 4.2.2 List of officers and members with their corresponding program, addresses, contact numbers and signatures;
- 4.2.3 A copy of the proposed organization's Constitution and By-Laws promoting worthy and noble objectives that ensure wholesome and beneficial training for the members and providing for the promotion of the goals of the institution;
- 4.2.4 One year plan of activities with tentative schedule, venue and budgetary requirements; and
- 4.2.5 Officer's Profile with 1x1 photo and Adviser's Profile (form available at the Student Affairs Office)

4.3 Organizations Seeking Re-Accreditation

A letter of request for re-accreditation must be submitted to the Director of Student Affairs together with the following documents:

- 4.3.1 A copy of the organization's Constitution and By-Laws together with the revisions and amendments, if any;
- 4.3.2 The list of the organization's officers with their pictures, addresses, programs, year, and signatures;
- 4.3.3 A letter of acceptance of the faculty adviser/s chosen by the student organization;
- 4.3.4 Proposed plan of activities during the school year when the re-accreditation is applied for;
- 4.3.5 Financial and accomplishment reports;
- 4.3.6 Documentation of all activities; and
- 4.3.7 Officer's Profile with "1x1" photo and Adviser's Profile (form available at the Student Affairs Office)

Section 5. Sanctions for Inactive Organizations

Should any organization become inactive for one academic year, written justification shall be required and failure to present valid reason shall mean the loss of its privilege to be recognized in the next academic year.

Section 6. Changes and Amendments

Changes in the list of officers, members, faculty adviser/s or provisions (as amendments) in the Constitution and By-Laws shall be reported immediately to the Director of Student Affairs through a letter or resolution.

Section 7. Required Documents for Submission

Student organizations must submit the following:

- 7.1 A report of projects or activities undertaken during the semester. Such report should reflect the activities planned and submitted by the organization for the academic year. Failure to carry out any of the planned activities should be supported by written explanation.
- 7.2 Financial statement duly signed by the organization's president every end of the semester.
- 7.3 Bank book and/or cash balance to the dean of the Schools at the end of the academic year.
- 7.4 Accomplishment reports to the Student Affairs Office for clearance purposes.

Section 8. Erring Student Organization

Any student organization found to have committed fraud or misrepresentation shall be reported to the Office of Student Affairs for appropriate action.

Section 9. Organization Adviser/s

Every student organization shall have an adviser to be chosen by the student organization in consultation with the School Dean to be recommended for approval to the Director of Student Affairs. The selection of the adviser shall be based on the qualifications and based on the trust and confidence of the organization officers and the School dean. The faculty adviser shall serve the organization for a period of one (1) year and may be re-appointed. The faculty adviser can serve only one (1) organization and shall perform the duties and responsibilities as stipulated in the contract.

Section 10. Student Activities

- 10.1 The President of the Organization shall submit the plan of activities and file an application to hold all activities duly signed by him/her and the faculty adviser and recommended by the School dean. A written request to conduct an activity shall be addressed to the President through the Vice President for Academic Affairs duly noted by the Director for Student Affairs. For programs/activities that include religious practice like Mass/ religious service, the letter shall be noted by the head of the Campus Ministry Office.
- 10.2 No activities shall be allowed one week prior to and including the week of the major exams. Activities may be scheduled only up to the week prior to the final exams.
- 10.3 Activities or programs shall be conducted on such a day and time that will not disrupt classes or deprive students of attendance in regular classes.
- 10.4 The activity shall be evaluated by the participants, organizers, and adviser. Results shall be included in the accomplishment report.
- 10.5 For off- campus activities, full compliance with the requirements stipulated in the CHED Memo Order No. 63 Series 2017 must be ensured.

Section 11. Facilities for the student activities

- 11.1 St. Joseph Freinademetz Gymnasium in the North Campus is a fitting venue for physical education activities, games and sports as well as for outdoor programs and events. It is equipped with a sound system and can accommodate up to 3000 persons. It has a basketball court.
- 11.2 Audio-Visual Room (AVR) The AVR is a spacious fully air-conditioned hall situated at the ground floor of the South Campus. It is equipped with a sound system and can accommodate up to 250 persons. This venue is fit for indoor activities such as conferences, seminars, symposia, film showings, etc. Reservation should be filed at the Office of the Vice President for Administration at least two (2) weeks before the scheduled activity.
- 11.3 Students' Venue for Discussion (SVD) Lounge in the South Campus a place where students could stay or meet with friends and classmates to do various activities or to just simply lounge around. It is open up to 10 o'clock in the evening.
- 11.4 College Stage. The stage is situated in front of the DWCL quadrangle. It is ideal for special shows, programs and institutional celebrations involving bigger audience. Reservation for college student activities is done with the Office of the Vice President for Administration.
- 11.5 Training Room. This is a fully air-conditioned room situated on the second floor of the College Building. It can accommodate up to 50 persons.
- 11.6 St. Martha's Training Hall. This is another fully air-conditioned hall located at the North Campus. Also equipped with a sound system, the Hall can accommodate up to 150 persons. Reservation is done with the VPA Office. Reservation should be done at least two (2) weeks before the scheduled activity.
- 11.7 St. Arnoldus Hall and Blessed Helena's Hall located inside the School Gymnasium can accommodate 75 persons each. These may serve as venue for meetings, seminars and lectures.
- 11.8 Alumni Social Hall. This is a fully air-conditioned room located at the ground floor of the Junior High School Building. It can accommodate up to 200 persons.
- 11.9 The DWCL College Chapel in the South Campus. The chapel is a constant reminder to start and end the school day with prayer and thanksgiving. The chapel is a solemn place where students can pray, meditate and experience God's loving presence.
- 11.10 Diner's Café. This is a fully air-conditioned room located at the North Campus. It can accommodate up to 100 persons.
- 11.11 Steyl Hotel. This is fully air-conditioned and is located at the North Campus. It can accommodate up to 25 persons.

Article IX

STUDENT PUBLICATION

Section 1. Student Publication

- A. The Divine Word College of Legazpi recognizes and respects the students' right to freedom of the press.
- B. It recognizes the operations of *The CHANNEL* as the official college student publication. The school shall not, however, be responsible for any of its libelous publication as the same is the exclusive responsibility of the writer and the Editorial Board and Staff.
- C. It expects, however, that the operation of *The CHANNEL* must be in accordance with the CHED guidelines, the school policies, and other existing laws of the land.
- D. Any interested student can apply at the publication for as long as s/he meets the necessary requirements and qualifications stipulated by the Editorial Board Policy as approved by the President and passes the examinations given by the Editorial Board Screening Committee (EBSC).
- E. Failure on the part of the staff/editor to follow the requirements of the Scholarship Committee subjects him/her to disqualification of his/her application and stay in the publication. This, however, is subject to the final decision of the Scholarship Committee.

ARTICLE X

REPEALING
CLAUSE AND
EFFECTIVITY

Section 1: All rules and regulations not consistent with the provisions of this Handbook are hereby repealed. Nevertheless, all related policies, rules and regulations existing and still to be issued shall be as effective and binding as the provisions contained in this handbook.

Section 2: The school reserves the right to amend, supplement or revise the provisions of this College Student Handbook and all school policies, as may be needed from time to time.

Section 3: This College Student Handbook shall take effect upon approval of the Board of Trustees and shall be valid and binding until revised, amended or supplemented.

APPENDICES

APPENDIX A

GUIDELINES FOR THE CONDUCT OF EDUCATIONAL TOUR AND OTHER OFF -CAMPUS STUDENT ACTIVITIES BASED ON CMO No. 63, Series of 2017

I. Introduction

DWCL recognizes the conduct of off campus activities in promoting quality education for the continuing intellectual growth and the advancement of experiential learning advocated in the institution's academic plan for undergraduate education. In order to promote the success and safety of all involved in off campus based activities and trainings, Divine Word College of Legazpi has established this policy in compliance with CHED Memo No. 63, series of 2017.

II. PURPOSE

To establish policy and related procedures for off campus activities that involve faculty members, staff, students, and/or other personnel.

III. DEFINITION OF TERMS

A. **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).

B. **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

a. Educational tours refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.

b. Field trips refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.

c. Field study/experiential learning/related learning experience refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.

C. **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured, such as mission-based activities (e.g., retreat, recollection, etc); conventions, seminars, conferences, symposiums, trainings and teambuilding; volunteer work including peer helper programs, relief operations, community outreach and immersion; advocacy projects and campaigns; participation in sports activities; activities initiated by recognized various student groups; interschool competitions/tournaments; or culture and arts performances and competition.

D. **Off-campus** activities refer to activities which include all authorized DWCL curricular and non-curricular activities undertaken outside the premises of the Institution.

E. **Institution** refers to DWCL where the student is enrolled or where the personnel is employed.

- F. **Students** refer to students enrolled at DWCL and participating in the said off campus activity.
- G. **Personnel-in-Charge** refers to the faculty members or other employees designated to be in charge of the activity.

IV. GUIDELINES

- A. No educational tour and/or off campus student activity shall be allowed without the approval of the appropriate school authorities as such, all relevant school policies, and local and national laws apply to trip participants.
- B. Curricular activities such as educational tour and/or field trips shall be reflected in the course syllabus of the subject concerned of which recommending approval of the program head and the dean is needed.
- C. Non-curricular activities including Invitation to convention, seminars, workshop, contest and the likes shall be accommodated provided these are endorsed by an accredited professional organization or endorsed by the Commission on Higher Education, Department of Education and National Youth Commission. Participation in these activities should be approved by the Dean and paper work accomplished at least one month before the scheduled activity. The proposal to attend the activities shall include as attachments requirements for off-campus activities. Thus, faculty members/personnel in-charge are required to complete the checklist of requirements prior to the off-campus activity.
- D. Off campus activities, ideally, should begin and end on campus or at designated congregation or commuter areas.
- E. Students who have valid reasons and are unable to join a field trip should be provided alternative educational activities.
- F. Students with disabilities must always be permitted to participate in field trips, and trips should be arranged in ways that reasonably accommodate them.
- G. All participants are individually responsible for their personal conduct while on off-campus activity. The institution will not be held responsible for the legal consequences of actions and behavior that violate national and local laws.
- H. No alcoholic beverages, narcotics, illegal drugs or other controlled and prohibited substances shall be transported or consumed at ANY TIME during the course of the off-campus activity.
- I. No deadly weapons, flammable materials, and explosives shall be transported during the course of the off campus activity.
- J. Strictly NO ACTIVITY shall be allowed one (1) week prior to the final examination and those which will fall during Christmas break, intramurals and foundation day celebration, except when the dates of said off campus activities like convention, seminar, workshop and the likes are fixed by the organizing committee/organization and/or CHED/Department of Education.
- K. For educational tour, only those students with no accounts from the previous school year shall join the activity. However, if the student and/or parent would request for consideration, the concerned student/ parent must discuss the matter with the head of the Finance Office.

V. SANCTIONS

A. Imposition of sanctions for non-performance/violation of above-mentioned actions/policy should be in accordance with the HEI's policies including the initiation of formal charges under relevant school policies, and local and national laws.

VI. CHECKLIST OF REQUIREMENTS

A. Before the Off-Campus Activities

1. Faculty member/s concerned are required to complete the checklist prior to the off-campus activity. The above mentioned checklist of requirements together with recommending approval letter from the program head and dean shall be endorsed/forwarded to the following offices and the flow of the applications shall be: Director of Student Affairs, VP for Administration and Finance, VP for Academic Affairs and the President for final approval.

Item	Proofs
a.1.1 Curriculum	
The curriculum should include the off- campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Attach course syllabus which reflects the relevance of requiring and justifying an educational tour and the field trip.
a.1.2 Destination	
As much as practicable, destination of off- campus activities should be near the concerned HEI in order to minimize cost. CMC No. 11, s. 1997 enjoins Higher Education Institutions (HEIs) in the country to make, insofar as practicable, all registered museums and cultural sites and landmarks as venues for educational tours and field trips and courses for studies and researches. Places that may be visited among others are registered museums, cultural sites and landmarks depending the objectives of the off-campus activity. The where the trip is to be held should be selected. If possible, the Trip Leader should visit the general area prior to the field study course or demonstrate sufficient knowledge of the area. Cost and travel distance should be minimized at all times without compromising the safety of participants. The destination and schedule should be relevant to the subject matter. Advance or proper coordination with NGA, LGU or NGO that has jurisdiction over field trip site should be done	Appropriate report
a.1.3 Handbook or Manual	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual

a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students Obtain a copy of all students' medical certificates issued by the College Physician or one's own physician allowing the student to participate in the off-campus activity. The medical examination should be conducted not more than one week before the scheduled trip to ensure that the student is fit to travel. Obtain signed copies of the Statement of Medical Information Form. The latter will be kept confidential by the Trip Leader. Review medical forms prior to departure so that the personnel-in-charge is aware of any health conditions.	Medical clearance of the students, if appropriate duly signed by the HEI or by a government physician
a.1.6 Personnel-In-Charge	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge. With appropriate first-aid and medical emergency training.	Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities. Relevant certificate on first-aid training
a.1.7 First Aid Kit	
The HEI should provide a complete first-aid kit. Availability of a first aid kit throughout the trip.	First-aid kit
a.1.8 Fees/Fund Source	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. There should be a breakdown of fund sources and other resources properly secured and accounted for.	Duly approved schedule of fees Appropriate report
a.1.9 Insurance	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students	
a. 1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting a.1.10.2.1 Franchisee	o Certification from LTRFB for the validity of the franchise of the proposed operator (i.e. legitimate,current and up- to-date), if applicable. o Special Permit from

	<p>LTFRB if transportation is out-of-line</p> <ul style="list-style-type: none"> o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT. If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> o Copy of Travel and Tour Operator Accreditation Certificate by the DOT o Duly approved Plan/Itinerary of travel by the HEI o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
a.1.11 LGUs/NGOs	
<p>The HEI should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> o Copy of the letter sent to the LGUs o Copy of acknowledgement letter from the LGUs
a.1.12 Activities	
a.1.12.1 General orientation to students	<p>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</p>
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	<ul style="list-style-type: none"> o Letters to parents, students and adult companion preferably faculty o Appointment with conforme of personnel-in-charge
a.1.12.4 Briefing to concerned faculty and students and	<ul style="list-style-type: none"> o Itinerary

provide the needed info materials before the trip	o Handy information materials for students
a.1.12.5 Learning journals for students	Standard format of learning journals given to students
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p> <p>Prepare a detailed schedule or day-to-day instructional agenda for the trip including health and safety instructions for all participants.</p> <p>Create a participant list including contact or emergency numbers. Copies of this document should be provided to the personnel-in-charge, the department, SAO and concerned parents/guardians.</p> <p>Review permissible conduct rules. Communicate codes of conduct for staff and students, addressing such issues as consumption of alcohol, and conduct during "free time." Advise participants of the consequences of noncompliance and take appropriate action when aware that participants are in violation and other possible hazards or dangers at the trip site that might affect the health and safety of the participants.</p>	Appropriate report

VII. DURING THE OFF-CAMPUS ACTIVITY

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identified overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

VIII. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ evaluation report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

IX. SUBMISSION OF REPORTS

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

1. Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A of CMO No. 63, s. 2017)
2. Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B of CMO No. 63, s. 2017)
3. Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C of CMO No. 63, s. 2017)

X. EXEMPTION FROM SUBMISSION OF REPORT TO CHED

1. HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)
2. Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

APPENDIX B

POLICY ON SPECIAL EXAMINATION

1. As a general rule, students must secure their examination permit prior to the examination. All teachers are enjoined to check the students permit.
2. Within three (3) days after the regular examination, the instructor must submit the list of students who fail to take the examination to the Dean.
3. Special examinations are given to students who miss the regular examination for valid reasons which shall not be subject to special examination fee.
 - a. Death of immediate member in the family to be supported by a death certificate);
 - b. Confinement in the hospital of the student as supported by an authentic medical certification;
 - c. Activity approved by the school, whether co-curricular and extra-curricular; and

- d. Emergency cases, which validity must be determined by the Instructor, program head, and the Dean.
4. Other reasons not specified above shall be subject to special examination fee. Students must formally file an application for Special Examination with the Office of the Dean stating the reason/s for failure to take the scheduled regular examination.
5. The Dean determines the merit and approves the request in consultation with the subject instructor.
6. The student pays an examination fee of P 100.00 per subject at the cashier's office.
7. A special examination must be administered by the instructor within one (1) week after the last day of the regular examination to students who missed the regular examination.
8. The Dean schedules the special examination and designates the date, time and room with the approval of the Vice President for Academic Affairs. The concerned Instructor shall submit a copy of original examination and a special examination to the Dean.
9. Failure to take the special examination within a specified period will result in a grade of 5.0. in the term examination.

APPENDIX C

POLICY ON THE REMOVAL OF INCOMPLETE GRADE (INC)

Section 109 of the 2009 Edition of the Manual of Regulation for Private Schools states that:

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

1. No provisional, conditional, or temporary final grade for any curricular or component subject/ course shall be given to a student.
2. In case a student fails to take a final examination or submit an academic requirement for completion of a subject/course and that his/her scholastic performance is not sufficient to merit a final passing grade, an institution may, consistent with its academic policies, give the student a final grade which does not earn any academic credit such as "NC" for "No Credit". Such a grade is permanent and cannot be subsequently changed. *Provided, however, that where the failure to take final examination, or to submit academic requirements, is due to excusable grounds such as, sickness, emergency, or accident, the student may be given an incomplete mark or "INC". Provided further, that the institution allows special or completion examinations, or additional time for compliance of the requirements. In no case shall an incomplete or "INC" mark remain for more than one (1) academic year".*

Consistent with this policy, the following shall be observed:

1. A student may be marked No Credit (NC) in the grading sheet by a faculty member for the student's failure to submit the required academic requirements and/or to take the final examination and that the student's scholastic performance is not sufficient to merit a final passing grade. Such a grade is permanent. The student shall have to retake the subject in order to earn credit.
2. If a student fails to take the examination due to excusable grounds, such as sickness, emergency, or accident, the student may be given an incomplete mark or INC.
3. After the required submission of grades, the faculty member must submit the list of students with INCs to the Dean indicating the requirements to be completed by the student.
4. The student shall complete the INC within thirty (30) days after the last day of submission of grades so that the INC mark shall be automatically corrected. In case the INC is not completed within one (1) academic year, the student shall have to retake the subject in order to earn credit.
5. Completion form must be filled out by the student and submitted to the Instructor. The instructor shall submit the same together with the needed requirements and/or results of the examination with the final computation to complete the grade to the School Dean.
6. Completion of grades shall be forwarded by the School Dean to the Registrar with the supporting papers attached thereto within three (3) days from receipt of the final computation of the grade.
7. In case the faculty member who has given the INC is not anymore connected with the institution, the Dean shall give the grade after the student shall have submitted/complied with the requirements within the required period.
8. Issues and concerns pertaining to NC and INC shall be resolved before the Office of the School Dean.
9. This policy shall take effect first semester of the school year **2019-2020** upon approval of the Board and publication.

APPENDIX D

POLICY ON THE CONTESTING OF GRADES

1. All grades submitted to the Dean's and Registrar's Offices are considered final. However, a student has the right to request clarification and verification from the teacher concerning the computation and basis of the grade.
2. A student who believes s/he was unfairly graded by an instructor must file a request in writing to the School Dean by presenting substantial evidence in support of his/her petition to merit favorable action.

3. The Dean determines the merit of the request in consultation with the subject instructor who shall resolve the same within fifteen (15) days.
4. A change of grade by a teacher may be allowed only if there is a mistake on the computation of the grade. However, the change must be substantiated by the necessary documents, namely, the class record, examination paper, and other related documents.
5. Change of grades shall be transmitted by the School Dean concerned to the Registrar by way of a Notice of Change of Grades, which shall be in writing and shall contain the findings and the decision of the Dean with the supporting documents attached thereto.

APPENDIX E

REMOVAL OF WITHHELD (WH) MARK

A WH mark is given to a student whose class standing throughout the semester or term is passing but fails to submit/present his/her final examination permit for whatever reason.

The faculty member concerned shall write WH in the column provided for final grades but will encode the actual computed grade in the adjacent column.

The accounting office shall furnish the Registrar Office a list of students who are already fully paid.

The College Registrar shall convert the WH mark to the grade encoded by the faculty.

APPENDIX F

POLICIES AND GUIDELINES IN THE USE OF SCHOOL FACILITIES

1. USE OF DWCL GYMNASIUM

The Gymnasium, which is located at the high school grounds in Washington Drive, provides venue for big gatherings of the school, such as foundation day activities, graduation programs and baccalaureate masses, conventions, seminars, etc; serving not just the college department but the high school and grade school as well. It is also available for sports events during intramurals serving as venue for physical education classes.

- a. Users (students, school organizations, and employees) should present an approved permit form signed by the VP for Administration. It should be noted that the seating capacity in the gymnasium is 2,000 persons.
- b. Lessee/Players (outsiders) should report to the Gym-In-Charge for reservation on the date of use and pay the rental fee at the Cashier's Office prior to its use. The receipt will be presented to the guard on duty upon entering the gym on the specified date and time of use.
- c. The guard on duty shall check the validated receipt, record it in the log book and acknowledge it by signing the date and time of use. Validated receipts paid in advance will be valid only for one (1) week. Extension of basketball

games is not allowed without receipt. Cash payment shall not be accepted by the guard on duty.

- d. Students are not allowed to stay, rest or stand by during break time (recess/lunch) at the back of the gym.
- e. Students taking P.E. classes inside the gym are required to wear the prescribed P.E. uniform including rubber shoes. Sandals, slippers and black – leather shoes are not allowed inside the playing court.
- f. Nursing students having classes in the gym are required to wear the prescribed school uniform and I.D. Civilian clothes are allowed only during activity day and Saturdays.
- g. Chewing gums are not allowed inside.
- h. Spitting inside the court is prohibited.
- i. When decorating the stage backdrop, use only staplers, pins and small nails for attaching decors. Glue or paste is not allowed.
- j. The guard on duty shall always conduct inspection inside and outside the gym after every activity and during lunch break and surrender found items to the Gym-In-Charge.
- k. The Gym is opened at 6:00 a.m. and closed at 12:00 noon and will be opened at 1:00 p.m. except when there is an ongoing program or scheduled P.E. class and varsity practice at 12:30 p.m.
- l. All activities shall end at 12:00 midnight.

2. USE OF MOCK HOTEL AND HM LABORATORIES

I. In making Reservation and Borrowing of Laboratory Equipment

- a. Reservation shall be made two days prior to the date of the activity.
- b. Accomplished reservation form must be signed by the subject professor and submitted to the Laboratory Custodian.
- c. Borrowed equipment must be clean, dry, in good shape and properly arranged after use.
- d. Returned equipment should be checked and acknowledged by the custodian.
- e. Any damage or loss of items borrowed will be charged to the borrower.

II. Inside the Laboratory Room

- ❖ During a laboratory activity, students should be in their proper laboratory uniform. Ex. Chef uniform, apron, hair net and hand towel.
- ❖ Laboratory facilities should be used correctly and according to their functions.
- ❖ Damages and accident that may happen during a laboratory activity shall be subject to proper investigation.

III. Maintenance of the Laboratory Room

- a. Cleanliness of the working area must be maintained at all times.
- b. Floor must be kept clean and dry.
- c. Kitchen utensils, tools and equipment shall be cleaned and returned to its proper place after the activity.
- d. Water and electricity must be conserved and utilized properly.
- e. Gas tank and other electrical appliances shall be switched off before leaving the laboratory room.
- f. Any damage in the kitchen must be reported to the laboratory custodian immediately for appropriate action.

3. USE OF THE TRAINING ROOM

- ❖ A reservation form shall be secured from the AVR Officer-in-Charge.
- ❖ Any set-up of audio-visual equipment shall be handled by the user. It is expected that the room shall be cleaned and in proper order after use.
- ❖ Accomplished reservation form shall be submitted to the SAO.
- ❖ Lights, air-con, electric fan and TV should be switched off before leaving the room.
- ❖ The sponsoring organization/department/office shall be responsible for any damage to the room or furnishings caused by persons or attendees of the activity.
- ❖ Cleanliness should be maintained and vandalism is prohibited.

4. USE OF ST. ARNOLD JANSSEN and SVD AUDIO VISUAL HALL FACILITIES AND MATERIALS

The Audio Visual Hall located at the ground floor of the college building is available for convocations, meetings, programs and other gatherings of duly recognized organizations upon obtaining permission from the Office of the Vice President for Administration. Forms, however, are available at the AVR, Student Affairs Office, and Office of Vice President for Administration.

- ❖ Reservation shall be made at least three (3) days before the scheduled activity so that proper permit can be issued and the concerned administrative staff is informed.
- ❖ All school equipment and facilities should be handled with care. Any damage will be charged against the borrower.
- ❖ For use of equipment/materials outside the campus, the borrower should present a written request approved by the VP for Admin./President. Materials and equipment should be returned immediately after use.
- ❖ Food and drinks including candies and chewing gums are prohibited inside the AV Hall.
- ❖ Littering and disposing garbage anywhere inside the AV Hall are likewise prohibited.

5. USE OF INTERNET LABORATORY

- ❖ Students are allowed seven (7) hours per semester and a maximum of two (2) hours for internet use per day.
- ❖ Students should SWIPE their school ID to login and logout.
- ❖ Internet at the Laboratory is for research use only. Chatting, games, etc. are not allowed.
- ❖ Students are not allowed to delete or change any window desktop and/or computer settings.
- ❖ No USB is allowed unless it is authorized.
- ❖ Adults' sites and/or any other sites that may lead to the violation of the school rules and regulations are strictly prohibited.
- ❖ Students should observe the proper etiquette or netiquette when using the Internet Lab.
- ❖ One student is allowed to use one computer only. There should be no bystanders.
- ❖ Vandalism will be dealt with accordingly

6. USE OF THE CHAPEL

- ❖ Primarily, the Chapel is the place where we celebrate our faith particularly, the Holy Eucharist. The Blessed Sacrament is kept in the tabernacle so that at any time of the day, anyone can visit and spend time in prayer and in communion with the Lord. Hence, we enjoin everyone:
 - To observe silence at all times (casual conversations are not allowed; however, group prayer like recitation of the rosary is encouraged)
 - To make proper gesture or reverence when entering and leaving the Chapel (e.g. bowing, genuflecting, kneeling or making the sign of the cross)
 - To participate in the daily celebration of the Mass and feast days (schedule is posted on the entrance door of the Chapel)
 - To spend sometime during the day (especially during break/ free time) in prayer or personal reflections.
- ❖ Every Wednesday there is a Novena to our Mother of Perpetual Help before the Mass.
- ❖ First Friday Mass is celebrated aside from the daily scheduled mass.
- ❖ Individual Confession can be administered before and after Mass.
- ❖ For Mass intentions, please coordinate with the Campus Ministry Office before the Eucharistic Celebration.
- ❖ For special use of the Chapel, kindly ask permission from the Campus Ministry Office.

7. USE OF DWCL FITNESS ROOM

- ❖ Fitness room is open from Monday to Friday @ 7:30 a.m. – 5:00 p.m. and during Saturday from 7:30 a.m. to 12:00 nn.
- ❖ Interested students and employees of the institution may use the facility through proper coordination with the Sports Coordinator.
- ❖ Students and employees must secure permit from the Office of the Vice President for Administration, to be signed by the Sports Coordinator for recommendation and final approval of the VPAF.
- ❖ Basketball and volleyball varsities are allowed to have their work-out during their scheduled time for training and their available time with the supervision of their coaches.
- ❖ Permit must be shown to the guard/s on duty before varsity members will be allowed to enter the Fitness Room.
- ❖ Only those with permit and proper work-out attire are allowed inside. Users who are half naked during work-out shall not be allowed.
- ❖ All users must leave their bags to the guard on duty.
- ❖ Sports towel is required for personal use and for sanitary purposes. It shall be placed on the benches before lying or before doing any exercises.
- ❖ Upon entry, students must write their names, course and year on the log book provided; for employees, their names and department.
- ❖ Throwing and dropping of the equipment must be avoided so as not to cause harm to other users. The equipment must be returned to their proper places after use.
- ❖ Since there is no gym instructor available, it is assumed that users are already equipped with the principles and knowledge in bodybuilding and other programs pertaining to fitness. They are responsible for themselves when inside the Fitness Room. In case of any untoward incident that may happen, the Administration, guard/s on duty and the sports coordinator will not be held liable.
- ❖ All users must observe cleanliness. Empty bottles of any kind and plastic wrappers should not be left inside.
- ❖ Outsiders may also use the facilities/Fitness Room, provided they pay the amount of P30 per session and or P300 per month at the DWCL cashier. Proof of payment must be shown to the guard/s on duty or to the Sports coordinator. They must also write their names and signatures on the log book provided.

8. USE OF SCIENCE LABORATORY

LABORATORY RULES

- ❖ Come to the laboratory prepared. It is essential that you understand what is to be done (and why) before you start to experiment.
- ❖ Report all accidents, however minor, to your laboratory instructor.
- ❖ No unauthorized experiments should be performed. If you want to try something not directed on the instructions, seek permission from your laboratory instructor.
- ❖ Do not return extra chemicals to the main supply unless so directed. To avoid waste, take from the supply table only the amount of material needed.
- ❖ Save useful products or by-products as directed by your instructor.
- ❖ Do not carry any reagent bottles to your table. Replace bottles in their positions.
- ❖ All equipment borrowed from the Instrumentation Room should be returned clean and dry at the end of the laboratory period.
- ❖ Know how to use equipment properly before using it. In case of doubt ask your laboratory instructor to guide you. Handle all equipment with care.
- ❖ Pour your liquid waste into the sink, flushing them down the drain with an ample amount of water.
- ❖ Liquid wastes, which produce strong or toxic vapors, must be poured down the drain under the fume hood.
- ❖ Place bits of papers, matchsticks and other solid wastes in a vessel provided for the purpose. Never throw them in the sink.
- ❖ When you complete your work for the day be sure to clean up. This includes wiping your working area and picking up loose materials in the vicinity.
- ❖ Eating, drinking, and smoking are NOT allowed inside the laboratory.
- ❖ Sitting on the laboratory table is NOT allowed even during discussion.
- ❖ Use of cell phones and electronic devices are NOT allowed during laboratory and discussion.

SAFETY PRECAUTIONS

- ❖ Wear your lab gowns and goggles every time you perform an experiment; otherwise, you will not be allowed to perform it.
- ❖ Perform experiments with the apparatus at arm length from the body, never directly under the face.
- ❖ If you must smell a substance, hold the container at a distance and with a cupped hand waft the fumes toward your nose.
- ❖ Tasting of chemicals is not recommended because some are very unpleasant and others are definitely poisonous, even in small amounts. Taste chemicals only when so directed by the instructor.
- ❖ Use a well-ventilated hood if you are producing heavy or toxic vapors. You may have to stop a reaction and transfer equipment to the hood if strong odors or dense vapors develop unexpectedly.
- ❖ Never use cracked or broken equipment. It can complete its breaking.
- ❖ If chemicals are spilled on your skin or your clothing, flush them off with large quantity of water. Inform your instructor.

- ❖ If chemicals are spilled on the desk, etc., clean immediately no matter how little is spilled.
- ❖ Never pour water into concentrated acid. Always add the acid to the water by stirring.

In case of accidents, the following are first aid treatment.

1. FIRE

- Small fire (such as in beaker or in flask). First turn off the gas, then attempt to smother the fire with asbestos pad or a wet towel. If this fails, use the fire extinguisher provided for this purpose.
- Clothing on fire. Smother fire by covering yourself with a wet jacket or by rolling on the floor.
- Phosphorus or Sodium Fire. Put it out by throwing sand on it. In general, do not use water. This will only result in spreading of the fire.

2. CUTS

First wash the cut (s) with water thoroughly; then apply 50% alcohol or tincture of iodine. Bandage with sterile gauze. Do not continue to use iodine in subsequent dressings. Burns will result. Never cover directly with adhesive tape.

3. CHEMICAL SPILLS

- ❖ **Acid in the eye.** Wash thoroughly with running water; then by means of a cap, bathe with 2% sodium bicarbonate solution. Dry with sterile gauze and put several drops of olive oil into the eye
- ❖ **Alkali in the eye.** Wash thoroughly with running water; then bathe with saturated solution of boric acid. Dry with sterile gauze and drop olive oil into the eye.

Note: Never use a strong acid or base to neutralize each other on your clothing or body.

- ❖ **Liquid splash on the eye.** Wash the eye immediately, with water, an eye wash bottle or eye wash fountain.
- ❖ **Chemical splash on the skin.** Immediately rinse the area with cold water for at least one minute. Notify your teacher for further action.

4. BURNS

- ❖ For minor skin burns. Immediately plunge the burned area into cold water for several minutes.
- ❖ Acid burns. Wash first with running water and then with saturated sodium bicarbonate solution. Wash off, dry with sterile gauze, and go to the clinic for further treatment.
- ❖ Alkali burns. Wash first with running water and then with saturated boric acid. Wash off, dry with sterile gauze and apply carbonated Vaseline.
- ❖ Heat burns. Apply Vaseline or ask burn ointment from your instructor or laboratory technician.

5. FAINTING

Lay the patient on his back with his head low. Loosen his clothes and rub the limbs towards the heart. After a sign of movement, administer spirit of ammonia.

10. USE OF SKILL LABORATORY

I- Reservation, Borrowing and Returning Laboratory Equipment and Visual Aids

FACULTY

- ❖ Faculty should make reservations of the use of laboratory equipment and visual aids three (3) days prior to the date of activity to ensure its availability.
- ❖ Faculty shall be responsible for the maintenance of the borrowed equipment.
- ❖ Borrower shall fill up the necessary requisition forms and submit to the Laboratory Custodian.
- ❖ Borrowed equipment and visual aids shall be returned clean, dry and in good shape.
- ❖ Any damage or loss of the borrowed items will be charged to the borrower.
- ❖ Returning of borrowed equipment / visual aids must be properly checked and acknowledged by the Laboratory Custodian.

STUDENT/S

- ❖ Student/s should make reservation of equipment, visual aids, and facilities three days prior to the date of activity to ensure its availability.
- ❖ Student/s shall bring request form from the professor/ faculty stating the activity where the equipment will be used.
- ❖ Student/s shall fill up the necessary requisition forms and submit to the Laboratory Custodian.
- ❖ Borrowed equipment and visual aids shall be returned clean, dry and in good shape.
- ❖ Use precaution to avoid injuries and damage to the borrowed items. Any damage or loss of the borrowed items will be charged to the borrower and the professor/ faculty.
- ❖ Returning of borrowed equipment/ visual aids must be properly checked and acknowledged by the Laboratory Custodian.

DO'S AND DON'T'S IN THE USE OF SKILLS LABORATORY

- ❖ Inappropriate or improper behavior within and outside the skills laboratory will be subject to disciplinary action. All students must practice academic honesty.
- ❖ Refrain from horseplay.
- ❖ Avoid eating, drinking, smoking and gum chewing, or applying make-up in the workplace.
- ❖ Students should use their proper skills laboratory uniform and protective barriers.

- ❖ Skills laboratory facilities, equipment, visual aids, anatomical models should be used correctly and according to their function.
- ❖ All equipment/anatomical models, etc. not in use should be draped/entirely covered.
- ❖ Tables and chairs chair should be kept clean. Vandalism is strictly prohibited.
- ❖ The Skill Laboratory is NOT available outside of normally scheduled laboratory TIME, UNLESS open laboratory time is given by the Clinical Instructors.
- ❖ KEEP the Skills Laboratory CLEAN...
- ❖ Clean Up your Mess...

APPENDIX G

GUIDELINES FOR FUND RAISING ACTIVITES AND OTHER INCOME GENERATING PROJECTS

1. Only accredited organizations are allowed to conduct fund raising activities and other Income Generating Projects.
2. All fund raising activities, IGP's and the likes must be recommended by the Student Affairs Office to the office of the Vice President for Administration and the Office of the President before the their implementation.
3. A project proposal/resolutions and pertinent letter/s must be submitted to the Student Affairs Office not later than one (1) month prior to the conduct of the activity. Such proposal shall contain the following information:
 - a. Rationale and objective of the fund raising activity and IGP
 - b. Mechanics and guidelines
 - c. Budget proposal
 - d. Estimated proceeds of the activity
 - e. Copy of the project contract the organization will engage in
 - f. Permit from the government agencies (if necessary)
4. An accredited organization shall be allowed to conduct one (1) minor and one (1) major fund raising activity in a year. Minor fund drive shall mean a gross income not more than P 5,000.00 while a major fund drive shall mean a gross income of more than P 15,000.00.
5. Duly audited financial report (signed by the treasurer, auditor, president and adviser) of the fund raising activity and IGP's is required to be submitted to the Office of Student Affairs one week after the conduct of the activity.
6. Proceeds from the approved fund raising activity/ies must be published in the school paper and bulletin board.
7. Failure to comply with items numbers 5 and 6 shall result in the imposition of appropriate sanctions.

APPENDIX H

GUIDELINES FOR POSTING OF NOTICES, ANNOUNCEMENTS, POSTERS, TARPAULINS AND STREAMERS

The Office of Student Affairs in coordination with the Office for External Affairs and the VP for Administration shall be in-charge of monitoring and regulating the postings of announcements done in the campus or within the vicinity of the school.

1. Announcements refer to all messages/notices that are printed, mimeographed or photocopied for information or circulation purposes.
2. Posting of announcements are allowed to the following groups: accredited clubs/student organizations, schools/departments, DWCL students, government agencies, NGOs and business establishments.
3. All materials for posting are subject to the approval by the Director of Student Affairs. The following shall be required for the approval of announcements:
 - a. Approval of the respective deans, adviser/s, directors and heads of Offices for the activities to be held.
 - b. Notices shall go through checking and editing before posting.
 - c. Only well- presented and grammatically correct announcements shall be allowed for posting.
 - d. Copy of the announcements to be posted shall be submitted to the Office of Student Affairs.

4. Those that do not require the approval are the following: announcements coming from any of the school officials and school deans.

Note: Announcements from faculty members may only be posted on bulletin boards near their school/department and only upon approval of their respective School Deans.

5. Posters of outside activities (e.g. from government agencies or NGOs) may be posted within or outside the school campus but only on designated posting areas as determined by the Office of External Affairs.
6. The bulletin boards are the only designated posting areas inside the campus.
7. The following shall not be allowed: overlapping of posters, putting posters beyond the bulletin board frame, postings on painted walls, painted posts, windows, trees/plants, floors, stairs, hallways leading to classrooms and doors.
8. The following publications will not be allowed for posting:
 - a. All publications that directly or indirectly advertise/promote the use of liquor, cigarettes, and other substances injurious to the health, the environment, the safety and welfare of the people;
 - b. Materials with lewd or indecent pictures;
 - c. Libelous articles or those that may injure the reputation of any member of the academic community;
 - d. Seditious articles and/or those that may incite the UC community to rebel against the administration; and
 - e. Propaganda materials.

9. Any notices, posters, tarpaulin and/or streamers not duly approved by the Director of Student Affairs shall be removed by any member of the SAO.
10. Announcements, posters, and/or streamers must be removed as soon as the activity is done.

APPENDIX I

"THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002" (Republic Act 9165)

ARTICLE IV

Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act

Section 41. *Involvement of the Family.* – The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. *Student Councils and Campus Organizations.* – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. *School Curricula.* – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- (1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- (2) Preventive measures against drug abuse;
- (3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- (4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- (5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

Section 45. Publication and Distribution of Materials on Dangerous Drugs. – With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

Section 46. Special Drug Education Center. – With the assistance of the Board, the Department of the Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children. Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

APPENDIX J

CLARIFICATORY GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING FOR STUDENT

I. INTRODUCTION

Pursuant to and as provided in Article III, Section 36 (c), Article IV, section 44, and Article V, section 47 of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002", Divine Word College of Legazpi has declared itself as a drug-free institution. As such, the Institution will not tolerate the presence of dangerous drugs or users and purveyors within the campus well as its immediate surroundings. In view of this declared

policy, the Institution shall administer regular drug screening tests to all students primarily for prevention and rehabilitation purposes.

II. OBJECTIVES

- A. The random drug testing will be conducted for the following purposes:
1. To determine the prevalence of drug users among the students;
 2. To assess the effectiveness of school-based and community-based prevention programs;
 3. To deter the use of illegal drugs;
 4. To facilitate the rehabilitation of drug users and dependents, and
 5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

III. GUIDING PRINCIPLES

1. Random drug testing for students is considered by the government as entirely a "health" issue and aims to provide services, to those who will be tested positive for dangerous drug use. It is also towards helping a student stop further use and abuse of the substance.
2. Random drug testing is implemented primarily for prevention, data gathering and provision of needed rehabilitative services which include, but not limited to, counseling, family therapies and attendance to support groups and out-patient services.
3. The drug testing program and results of testing shall guarantee the personal privacy and dignity of the students and shall not be used in any criminal proceedings.
4. Proper information shall be disseminated by supervising agencies prior to the conduct of the drug testing activities to allow students to appreciate intentions of the activity. This includes a written notification to parents as provided for by the DDB Regulation.
5. Random selection of samples and treatment of results, as stipulated in the DDB Regulation, shall be strictly enforced and observed by the implementing agencies.
6. 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.
7. Implementors shall explain the objectives of the program to the student and if available, his/her parents, assuring, and allaying fears of the activity.

IV. POLICIES

1. The drug screening tests shall be conducted in accordance with the provisions of CHED Memorandum Order No. 19, Series of 2003 and CHED Memo No. 64, series of 2017 and the general guidelines approved by the Dangerous Drugs Board through their Board Resolution No.6 dated August 1, 2003.
2. Random drug testing involves testing students without prior notice. However, the parents shall be duly notified in writing on the process and manner by which the random drug tests shall be conducted.

3. The Random Drug Tests may be conducted for either all or a certain number of students only.
4. In the conduct of the random drug tests, the personal privacy and dignity of the students should be guaranteed and respected. The drug test results shall be treated with utmost confidentiality.
5. The drug test may not be used to deny admission of students in the school. A positive drug test result will result in interventions that the institution will require for continued enrollment or retention purposes.
6. Students who yield positive results in the use of dangerous drugs are required to undergo the Out-Patient Recovery and Post Recovery Care Programs if they wish to continue their studies in the institution.
7. a) Students who sign the contract but fail to register for the Out-Patient Recovery Program at the designated Recovery Center, within the semester when the student was found positive for drug use, shall not be allowed enrolment or re-admission for the next semester.
 b) Students who register but fail to complete the Out-Patient Recovery Program shall not be allowed enrolment or re-admission until he/she has completed the required program.
 c) All students who complete the Out-Patient Recovery Program are required to submit a copy of the Certification of Completion, issued by the designated Recovery Center and duly signed by the Substance Abuse Counselor, to the SAO for clearance and enrollment purposes.
 d) Students who fail to undergo and complete the requirements of the Post-Recovery Care Program during a semester shall not be allowed to enroll in the next school year.

V. COMPOSITION OF THE SELECTION BOARD. The Selection Board shall be composed of the following:

Chairperson	:	Drug Testing Coordinator
(to be appointed by the president)		
Members	:	Faculty Representative
	:	Parent Representative
	:	Student Representative

VI. RESPONSIBILITIES OF DRUG TESTING COORDINATOR. The Drug Testing Coordinator shall:

1. Convene the Selection Board within five (5) days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
2. Ensure the confidentiality and integrity of the random drug testing for the students.
3. Inform both the student and the parent concerned that a confirmatory test shall be conducted in case the result is positive.
4. Relay to the parents full information on the process that shall be undertaken for the confirmatory test.
5. Inform both the parents and the student of the results of the test.
6. Not delegate the task of informing the student and parent to any other person nor reveal the results of the test to any person other than the student and the parent.

7. Refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's level of dependency.

VII. PROCEDURAL GUIDELINES IN THE CONDUCT OF DRUG TESTING

RESPONSIBILITY	ACTIVITY	INTERFACE/ COORDINATION
1. Notification		
1.1 The Director of Student Affairs Office	<p>Conduct orientation to explain the provision and the procedures of random drug testing.</p> <p>Send written notice to all parents regarding the conduct of the random drug tests. All students and parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Failure to return the acknowledgement receipt shall not be a bar to the conduct of the drug testing.</p>	Deans of Schools
2. Samples		
2.1 Supervising Agency issues notification that the school is included in the Random Drug Testing Program	Drug Testing Coordinator convenes the Selection Board	
2.2 The Drug Testing Coordinator	<p>Set the schedule for the random drug tests in coordination with the Medical and Dental Office and Deans of Schools.</p> <p>This schedule is NOT announced to the students.</p>	<p>Drug Testing Coordinator Medical & Dental Office Deans of Schools Program Heads Faculty Members</p>
	<p>ON THE DATE/S SCHEDULED FOR THE CONDUCT OF THE DRUG TESTS:</p> <p>A master list of all students enrolled from 1st year to 4th year shall be provided by the school.</p> <p>The students shall be numbered chronologically from 1 to the nth population size regardless of year level, section, sex, and age</p>	<p>College Registrar/ College Secretary</p> <p>Faculty members</p>
3. The Drug Testing Coordinator	Determine the selection through lottery, which may be computerized or in any	

	<p>manner that shall be agreed upon by the Selection Board.</p> <p>The random selection of students and the drug testing shall be done on the same day.</p> <p>3.2 Once determined, proceed to the classes (1 class at a time) to fetch the students with the concurrence of the respective faculty members.</p>	
	<p>3.3 Accompany the students to the Medical and Dental Office and brief them on the conduct of the activity. (Matching of the randomly picked numbers/students to the master list shall be done)</p>	<p>College Secretary</p> <p>Drug Testing Coordinator</p>
	<p>3.4 Instruct the students to form separate lines, one for the male students and another for the female students.</p>	<p>Medical & Dental Office Staff</p>
	<p>3.5 Instruct the students to fill up the Drug Testing Form. But prior to testing, the selected student shall be asked to reveal the prescription medicines, vitamins, food supplements that they ingest within the past five (5) days. Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.</p>	<p>Medical & Dental Office Staff</p> <p>Drug Testing Coordinator</p>
4. Accredited Drug Testing Laboratory Technician	<p>4.1 Calls the students, one by one, for the drug test.</p>	<p>Drug Testing Coordinator</p>
	<p>4.2 Gives the student the urine sample bottle and instructs the student to:</p> <ul style="list-style-type: none"> • Write his/her name, student no. and the control no. of the Drug Testing Form. • Submits the accomplished Drug Testing Form to the Laboratory Technician. 	
Male Specimen Collector/ Female Specimen Collector	<p>4.3 Accompanies the student to the Comfort Room and instructs the student on how to collect the urine sample.</p> <p>Note: To avoid any contamination of the urine sample, the Laboratory Technician closely supervises the collection of the urine sample while the DTC keeps watch over the students waiting for their turn.</p>	
5. Laboratory Technician.	<p>5.1 Gets the bottle containing the urine</p>	

	sample from the student.	
	5.2 Seals the bottle containing the urine sample.	
	5.3 Asks the student to countersign the label of the bottle containing the urine sample.	
6. Accredited Drug Testing Laboratory	6.1 Tests the urine samples in coordination with the DOH.	DOH
7. Treatment of Random Drug Test Results	Note: The results of the test shall be strictly confidential. The school shall not publish nor post results whether positive or negative.	
7.1 Accredited Drug Testing Laboratory	For students with NEGATIVE results: 7.1 Issue the Drug Test Clearance Slip.	DOH Drug Testing Coordinator Medical & Dental Office
Drug Testing Coordinator	For students with POSITIVE results: 7.2 Inform both the student and parents concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference. The student shall be advised to refrain from revealing the test results to other persons. 7.3 During the scheduled conference, the Drug Testing Coordinators shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the students shall be informed of the schedule of the confirmatory test. The confirmatory drug test shall be conducted in the same manner as the initial drug test. N.B. Students with positive results are not issued the Drug Test Clearance Slip.	
	7.4 Submit a copy of the list of students with positive results to the SAO Director	
8. SAO Director	8.1 Call the student and his/her parents and/or guardians for a meeting.	
	8.2 Inform the student and his/her parents and/or guardians on the re: the school's policy for students yielding positive results in the drug Test.	
	8.3 Ask the student and his/her parents	

	and/or guardians to sign the contract with the School stating their agreement to the School's requirement for the concerned student to undergo Out-Patient Recovery and Post-Recovery Care Programs as a precondition for the student to continue his/her studies in the Institution.	
	8.4 Once the contract is signed, refer the concerned student to the Drug Counselor for the Out Patient Recovery treatment.	
9. In the event that the student denies or refuses to accept that his/her drug test yielded POSITIVE results:		
SAO Director Dean of School	9.1 Informs the student and the parents/guardians that they could contest the positive results of the drug test with the DOH. In the meantime, the student will not be allowed to continue his/her studies in the Institution unless the contract is signed.	DOH

VIII. TREATMENT OF DRUG TEST RESULTS

(Students found positive)

1. The results of the test are strictly confidential. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator of the school.
2. In case the test results are confirmed positive, the Drug Testing Coordinator shall invite both the student and parent for a conference. During the scheduled conference, the Drug Testing Coordinator shall relay to the student and parent the result of the test and will aim to identify problems or reasons that may need professional help. Discussion and explanation of the diagnostic process or ruling out drug dependence will also take place. Prior to this scheduled conference, review of any present illnesses, problems or medical history of the student will be done (if data is available) including the academic performance of the student.
3. First-time positive confirmatory drug test results shall not be grounds for expulsion or any disciplinary action against the student.
4. Students who will be confirmed positive will be required to undertake Drug Dependency Assessment (DDA) in the DWCL–DOH accredited laboratory to identify the dependency level and identify if the student is a Dependent User (DU) or Recreational User (RU). This assessment is at the expense of the student.
5. In the event that it is determined that the student is a Drug Dependent, the DOH-accredited facility or physician may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency.

The parent and student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

If the parents refuse to act, the school shall proceed in accordance to Section 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165. At this time, the student will be taking a leave-of-absence and will be allowed to re-enroll is later on found to have been rehabilitated. Once allowed to enroll, the student will be under the school monitoring phase for a year.

6. Students who will be found only as Recreational Users as per the DDA result, will be under school monitoring phase for a year.

During this phase, a maximum of three (3) drug tests at the expense of the student shall be conducted (still chosen at random, catching students off-guard). A process of observation and counseling during this phase shall be done in coordination with the parent and the Drug Counselor of the school.

7. In the event it is determined that the student is confirmed positive for any dangerous drugs in the confirmatory drug test result while in the monitoring phase, the student may merit dismissal from the college.

8. If, after the one-year monitoring period, all the student's random drug tests are clean, then he/she shall be removed from the monitoring list. His/her status after the monitoring phase shall be the same as any regular student who can still be randomly chosen from the whole student population for a drug test. If the student is found positive, the student has to undergo the assessment process again.

IX. ENFORCEMENT OF COMPLIANCE

Students who refuse to undergo random testing and baseline testing shall be required to explain in writing his/her reasons for refusal. If the student's given reason(s) are determined to be without merit by the drug free committee, the student shall be required to comply with the school directive. None compliance shall then be regarded as insubordination in accordance with the policies and regulations as contained in the college student handbook.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies.

REFERENCE/S

RA 9165

CHED MEMO. NO. 19, SERIES OF 2003

CHED MEMO NO. 64, SERIES OF 2017

PRIMER ON RANDOM DRUG TESTING IN SCHOOL

APPENDIX K

REPUBLIC ACT NO. 7877

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:

- offender;
- entrusted
- grade, or
- (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 therefore.

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 solidarity 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

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.

(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 Philippine

APPENDIX L

ANTI-BULLYING POLICY OF DIVINE WORD COLLEGE OF LEGAZPI

1. Complaints of bullying shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools.
2. 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 Office of Student Affairs, who shall immediately report the matter to the Dean of the College.
3. The School shall inform the parents or guardian of the victim and the bully about the incident.
4. 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.
5. 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 on the basis of an anonymous report and without any other evidence.
6. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed.
7. The Office of Student Affairs shall:
 - a. Separately interview in private the bully or offending student and the victim.
 - b. 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.
 - c. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
 - d. Make appropriate recommendations on proper interventions, referrals and monitoring.
8. 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.
9. 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.
10. Bullying cases may be initiated through a Complaint Charge from the Office of Student Affairs on the basis of a report of the teacher, school personnel or bystanders.

11. 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 on the basis of their child's statements.

12. 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.

13. The Complaint or Charge for Bullying shall be filed with the Office of Student Affairs.

14. The Office of Student Affairs 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.

15. Upon receipt of the sworn answer, the Office of Student Affairs 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 may also interview witnesses, bystanders, and others who may have knowledge of the circumstances surrounding the incident.

16. The Office of Student Affairs shall then issue a resolution on the complaint or charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Discipline Committee, which the latter may either disapprove or modify. The decision of the Discipline Committee may be subject to reconsideration, or appeal to the President, within a period of ten (10) calendar days from receipt of the decision.

17. If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:

17.1 **First Offense:** Reprimand and Summon of Parents

17.2 **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.

17.3 **Third or Subsequent Offense:** Non-Readmission to Exclusion.

18. 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.

19. 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 Commission on Higher Education.

20. In addition to the disciplinary sanction imposed, the School may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counseling of the school's guidance counselor or to a private counselor of their choice, or to other intervention programs of the School should it become necessary.

21. 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.

22. 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.

23. Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality, 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 Employees' Handbook.

24. 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 M

GUIDELINES ON THE ACCEPTANCE, CONTINUING ENROLLMENT, AND READMISSION OF STUDENTS WITH MENTAL HEALTH PROBLEMS OR SPECIAL NEEDS

In compliance with relevant laws and memoranda governing students with mental health concerns or special needs and conditions, these guidelines are hereby promulgated. These shall be applied at the admission, continuing enrolment, and readmission stages of the student's life. A process flow is provided to guide the courses of action needed to implement these guidelines.

I. Approval of Admission, Continuing Enrolment, and Readmission

Whereas DWCL maintains an open admissions policy, this admission scheme will cover those applicants/students, and/or in some cases, old students, who are but not limited to:

1. Applicants/students diagnosed with mental health problems;
2. Applicants/students with recognized symptoms of mental health problems;
3. Persons with special needs that need individualized assessment for admission.

A. When the Student Has Mental Health Problem

This provision is specifically for applicants, and bonafide students who are reported to have been exhibiting symptoms of any but not limited to the following cases:

severe depression, substance abuse, severe eating disorder and most commonly, psychiatric problems needing immediate psycho-medical interventions. DWCL recognizes that it will at times be presented with dilemmas arising from the rights and needs of students with mental health problems and the responsibility of the institution to protect and support the school community as a whole.

DWCL is committed to carrying out a thorough consideration of the circumstances of each case, in line with the policies of the school and the new Mental Health Law. The Director of the Admission and Guidance and Testing Center will convene a Mental Health Advisory Group-Basic Education (MHAG-BEd, herein **Group**) which will meet whenever there is a significant concern about an applicant's/student's mental health and the level of risk s/he presents to the students and/or staff. The group will consist of the School Physician, the Guidance Counselor, the Student Affairs Director, the Principal, representative from the Parents' Group, and a relevant member of the academic community, as well as any input from other specialists or involved parties when deemed necessary. The Group will make recommendations to the Vice President for Basic Education and the President, who will then decide on the course of action to be taken. Applicants / students with psychological concerns will need documentation from an appropriate medical, psychological, or psychiatric practitioner, indicating diagnosis, impact of the problem and/or treatment plan on major life activities, expected duration of the condition and/or treatment, and recommendation for admission, continuing enrolment, or readmission. Such professional certification is about the applicant's/student's fitness to study.

The MHAG-BEd will consider issues such as:

- The impact of the course of study on the student's mental health
- The impact of the student's mental health on his/her academic work and the work of others
- Whether the applicant should be enrolled at DWCL with no conditions
- Whether the applicant should be enrolled at DWCL subject to certain conditions
- Whether the applicant should suspend his/her period of study and be advised to put the treatment as priority required for admission, continuing enrolment, or readmission
- Re-admission following suspension of study or leave of absence

B. When the Applicant/Student Has Special Needs

Persons with special needs refer to those gifted or talented, the fast learners, the mentally challenged, those with physical impairments (visual, auditory, speech), with behavior problems, orthopedically handicapped, with extraordinary health problems, learning disabled, or multi-handicapped (MORPHE [2008] Sec. 87).

It is the aim of DWCL that students with special needs are admitted to benefit from, and be successful within the range of educational provisions offered by the institution. However, admission to any course at DWCL will depend on the institution's capacity to ensure that students with special needs can be given effective support mechanisms to enable them to achieve their potential despite their condition.

Students with special needs who seek admission, to DWCL must identify themselves upon application to the Basic Education Guidance Coordinator of the Admission and Guidance and Testing Center. DWCL will provide reasonable admission/accommodation of students with diagnosed and verified special needs. A diagnostic report indicating the specific need must be prepared by a qualified psycho-educational practitioner and be based on standardized, reliable, and valid testing instruments. The report must include testing of intellectual ability and achievement, a specific diagnosis, and recommended academic accommodations based on the diagnosis.

The Admissions Committee (henceforth identified as Committee), composed of the Director of the Admission, Guidance and Testing Center, the level Principal, the School Physician and relevant member/s of the Administration and other specialists or involved parties, as deemed necessary, will convene and will make recommendations to the Vice President for Basic Education and the President, who will then decide on the appropriate course of action to be taken in terms of admission, continuing enrolment, or readmission.

The Committee will consider the capacity of the institution to provide any further help and support needed which relates to special needs in terms of:

- Educational Facilities and support
- Curriculum support
- Staff expertise in teaching and supporting students with disabilities
- Other educational support (e.g. additional assistance from sign language communicators or communications support workers, etc.)
- Other educational support in terms of:
 - Personal care support
 - Medical support
 - Physical accommodation and access to educational Facilities

APPENDIX N

Republic of the Philippines
Congress of the Philippines
Metro Manila
Eighth Congress

Republic Act No. 7079 July 5, 1991

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM 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 and referred to as the "Campus Journalism Act of 1991."

Section 2. Declaration of Policy. – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical

values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Section 3. Definition of Terms. –

(a) School. – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

(b) Student Publication. – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;

(c) Student Journalist. – Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.

(d) Editorial Board. – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations.

In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

(e) Editorial Policies. – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Section 4. Student Publication. – A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Section 5. Funding of Student Publication. – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of then appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Section 6. Publication Adviser. – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Section 7. Security of Tenure. – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student

shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Section 8. Press Conferences and Training Seminar. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Section 9. Rules and Regulations. – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Section 10. Tax Exemption. – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Section 11. Appropriations. – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Section 12. Effectivity. – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991

APPENDIX O

MALACAÑANG
Manila

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 285

AMENDING THE GUIDELINES GOVERNING THE ENTRY AND STAY OF FOREIGN STUDENTS IN THE PHILIPPINES AND THE ESTABLISHMENT OF AN INTERAGENCY COMMITTEE ON FOREIGN STUDENTS FOR THE PURPOSE

WHEREAS, it is the policy of the government to continuously promote the Philippines as a center for education in the Asia Pacific Region by (i) encouraging foreign students to study in the country, (ii) developing awareness of the Philippine educational system among neighboring countries, and (iii) allowing duly accepted foreign students to avail of the facilities of the Philippine educational system;

WHEREAS, an increasing number of foreign students has expressed the desire to enter and study in the Philippines, and graduate from Philippine schools, colleges and universities;

WHEREAS, the Philippine government recognizes the importance of openness and vigilance in determining bona-fide foreign students who wish to avail themselves of education and training in the Philippine educational institutions and benefit from an enriched exchange of culture, ideas and goodwill among nations in the region;

WHEREAS, studying in the Philippines will afford foreign students of Filipino descent excellent means and opportunity to appreciate and understand their roots and rich cultural heritage;

WHEREAS, the government policy of attraction for foreign students to come to the country will help boost the nation's prospects to improve its economic environment;

WHEREAS, there is a need to liberalize the procedures and requirements in the entry of foreign students without compromising national security by providing a systematic method in the processing and approval of their documents.

NOW, THEREFORE, I, JOSEPH EJERCITO ESTRADA, President of the Republic of the Philippines, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. Basic Policies and Procedures. The following policies and procedures shall be observed by all entities concerned:

A. Coverage

Only aliens who seek temporary stay in the Philippines solely for the purpose of taking up a course higher than high school at a university, seminary, college, academy, or school duly authorized to admit foreign students who are at least 18 years of age at the time of enrollment and have the means sufficient for their education and support of study are covered under this order.

B. Acceptance

Only schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with the equivalent accreditation by the Commission on Higher Education (CHED) and the Bureau of Immigration (BI) shall be authorized by the

Commission to admit foreign students. The CHED shall prepare, at regular intervals, an updated list of such schools, in consultation with the BI, taking into account their respective mandates under existing laws and regulations. Copies of the list shall be furnished the BI, the Department of Foreign Affairs (DFA), the National Bureau of Investigation (NBI), the National Intelligence Coordinating Agency (NICA) and the schools authorized to admit foreign students. All schools so authorized shall establish a foreign student unit within their organization. To maintain their authority, the schools, through their foreign students unit, shall submit the following reports to the BI, copy furnished the CHED and NICA:

- a) an enrollment report on foreign students 45 days after commencement of classes every semester. The names of those who have been accepted but failed to enroll, either for the first time or subsequent terms, should be included in the said report.
- b) a monthly status report, as may be deemed necessary, with emphasis on whoever is missing, has transferred, dropped from the rolls or with derogatory records.
- c) a report on promotions with inclusions of those who failed to take the final examinations and those with deficiencies.

Failure to comply with the above-required reports shall be a ground for cancellation by the CHED of the authority to admit foreign students.

The Certificate of Eligibility for Admission (CEA) addressed to the accepting school shall be cleared by the CHED only in cases where restrictions exist on enrollment of foreign students due to shortage of facilities, such as enrollment in medicine and dentistry.

The CHED and the Department of Education, Culture and Sports (DECS) shall provide assistance to schools in regard to issues on comparative equivalences between foreign educational systems and those of the Philippines.

Accreditation of advanced credits earned in college or earned credits in Science, English and Mathematics in the 11th and 12th year levels of secondary education in foreign countries shall be limited only to the authorized number fixed by the CHED.

Grant of credits in excess of the authorized number of advanced credits for degree course shall be subjected to validating examinations to be administered by the accepting educational institutions subject to information of the CHED.

Enrollment in any level shall require completion of the lower particular level, e.g., an applicant for the tertiary or collegiate level must be a graduate of high school or its equivalent.

The individual school may launch information campaigns to solicit and receive applications directly from prospective foreign students. The schools, for these purposes, may seek the assistance of the DFA and the Department of Tourism.

The processing of documents shall be between the school and the government agency concerned. The foreign students shall communicate directly with the school and comply with the school's institutional requirements, which shall include the submission of the following documents:

- a) Five (5) copies of the Student's Personal History Statement (PHS) duly signed by him, both in English and in his national alphabet accompanied by his personal seal, if any, and containing, among others, his left and right thumbprints and a 2 x

2 inch photograph on plain white background taken not more than six months prior to submission.

- b) b) A notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the students accommodation and subsistence, as well as school dues and other incidental expenses.
- c) c) Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
- d) d) Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.

The school, satisfied with the student's compliance with its requirements, shall issue a Notice of Acceptance (NOA) to the student and submit a duplicate copy thereof of the DFA, together with a certified true copy of the CHED's CEA, when necessary, and the above-cited document-requirements of Section 1-B-7 a to d.

These documents shall be handcarried to the DFA by the school's designated liaison officer under a cover letter on the school's official stationery signed by the school registrar and stamped with the school's dry seal requesting that a student visa be issued to the person named therein.

The DFA shall indorse the documents to the Philippine Foreign Service Post located in the student's country of origin or legal residence for the issuance of the student visa after ascertaining the student's identity and admissibility under existing DFA regulations.

C. Issuance of Visas

Foreign students whose applications for student visa are approved are required to secure their visa from the Philippine Foreign Service Post in their country of origin or legal residence, regardless of where they are at the time of application.

The Philippine Foreign Service Post shall notify in writing the student of the receipt of the documents and require him to appear in person before a Consular Officer for interview and compliance with consular requirements. In addition to the documents transmitted to the post of the DFA, the following requirements shall be submitted by the student to the Consular Office:

- a) Original copy of the school's NOA containing a clear impression of the school's dry seal;
- b) Police clearance issued by the national police authorities in the student's country of origin or legal residence, authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place; and
- c) Medical health certificate issued by an authorized physician including but not limited to standard-size chest x-ray, HIV, Hepatitis B clearance. The consular office shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished. A notice of visa issuance shall be furnished by the DFA to the school, the CHED, BI and NBI and the NICA as soon as it receives a report to this effect from the issuing post.

D. Arrival and Stay in the Philippines

Upon arrival in the Philippines, the student, as part of the requirements for processing his entry, shall report immediately to the BI Students Desk for registration and to the accepting school and shall enroll in the school which issued this NOA. The school shall reassess the student's competency level and establish his scholastic comparative equivalence, when necessary.

The school, through its foreign student unit, shall assist the student in obtaining the necessary Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Students (CRTS) from the BI. The student's authorized period of stay shall be consistent with the length of the course of study to which he has been accepted by a Philippine school. The initial period is one year, then, is renewed by the BI Student Desk every semester and for cause, maybe approved for one year.

A foreign student who wishes to pursue another degree program higher than the original course completed shall submit all appropriate clearances/indorsements to include Personal History Statement form duly accomplished, notarized affidavit of support, official transcript of record, NBI clearance and NOA from his admitting school and other concerned agencies to the BI for approval and subsequent processing of student visa extensions. Shifting of course or change of school shall require prior CHED/DECS clearances. Authorization for conversion from tourist's visa category to that of a student visa or issuance of Special Study Permit is hereby restored.

The concerned school and the Inter-Agency members shall provide assistance to the foreigners who are already in the country under any valid visa arrangement and who apply/petition for the conversion of their status to 9f student visa or for the issuance of a Special Study Permit provided all relevant prerequisites are complied with, and provided further, that safeguards to national security concerns/interests are adequately and appropriately undertaken by all concerned agencies.

The BI shall establish a Foreign Student Desk which shall have the following functions:

- a) To handle and screen all applications/petitions of foreigners for conversion from any valid category admission to student visa or for the issuance of Special Study Permit and recommend appropriate course of action to the BI Commissioner.
- b) To process and act on 9f student visa extension application and to approve the same per semester or for cause, per year;
- c) To accredit Higher Educational Institution (HEIs) to accept foreign students in coordination with CHED;
- d) To implement approved 9f conversion and downgrading from 9f to 9a;
- e) To issue BI clearance to student visa applicants;
- f) To monitor the activities of foreign students.

E. Monitoring

Within a month and a half after the start of classes, the school, through its foreign students unit, shall submit to the BI, copy furnished CHED, NICA and NBI, an enrollment report on all foreign students with inclusion of names of foreign students who have been accepted but failed to enroll, either for the first time or for subsequent terms. Further, it shall submit a monthly status report to the BI, as may be deemed necessary, on whoever are missing, have transferred, dropped from the rolls and with derogatory record. Finally, at the end of each term, the school shall also report to the BI those foreign students who failed to take the final examinations for the term and those who have completed their

courses. The report on promotions shall be submitted to the BI for appropriate action on requests for student visa extension. Non-compliance by schools to submit the reports shall be a ground for the cancellation by the CHED of their authority to accept foreign students.

The NICA and the NBI shall check, whenever necessary, the activities of foreign students brought to their attention which appear to be inimical to the security of the State. Criminal complaints filed against foreign students shall be referred to the NBI for investigation and appropriate action. These agencies shall undertake steps necessary to safeguard the due process of valid application, visa issuance and entry authorization of foreign students in the country.

The BI shall investigate, apprehend and prosecute, if necessary, foreign students who are not complying with Philippine immigration laws and regulations. Violation of immigration laws and regulations shall be a ground for the cancellation of a student visa and deportation of the student concerned.

F. Exemption

The following shall be exempt from the coverage of this Executive Order:

1) Tertiary enrollment in Philippine schools of the spouses and unmarried dependent children below 21 years old of the following categories of aliens shall not be required to secure a student visa and the BI special study permit:

- a) A permanent foreign resident;
- b) Aliens with valid working permits under Section 9(d), 9(g) and 47(a)(2) of the Philippine Immigration Act of 1940, as amended;
- c) Personnel of foreign diplomatic and consular missions residing in the Philippines;
- d) Personnel of duly accredited international organizations residing in the Philippines;
- e) Holders of Special Investor's Resident Visa (SIRV) and Special Retirees Resident Visa (SRRV); and
- f) Foreign students coming in the Philippines with 47(a) (2) visas issued pursuant to existing laws, e.g. P.D. 2021.

This privilege is also extended to the principals who may wish to take advantage of the educational facilities on the country.

2) Children of the above-mentioned admission categories who are already enrolled before their marriage and/or before reaching the age of 21 years shall be allowed to finish their studies and convert their admission category to that of student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, for as long as their principals remain in the country.

3) Spouses and children of personnel of foreign diplomatic and consular missions and duly accredited international organizations located in the Philippines who desire to remain in the Philippines to enroll for the first time or finish their studies higher than high school and qualify under prescribed regulations, shall be allowed to convert their admission category to that of a student visa under Section 9(f) of the Philippine Immigration Act of 1940, as amended, in accordance with the applicable procedure, in the event their principals lose their admission category as Foreign Government Official under Section 9(e) of the Philippine Immigration Act of 1940, as amended. The privilege

is also extended to the principals who may wish to take advantage of the educational facilities of the country.

SECTION 2. Establishment and Composition of the Committee on Foreign Students. There is hereby created an Inter-Agency Committee of Foreign Students herein referred to as the Committee, which shall have the following membership:

- a) Commission on Higher Education Chairman
- b) Department of Foreign Affairs Co-Chairman
- c) Department of Education Culture and Sports Member
- d) Bureau of Immigration Member
- e) National Bureau of Investigation Member
- f) National Intelligence Coordinating Agency Member
- g) Commission on Higher Education Chairman

SECTION 3. Duties and Responsibilities of the Committee. The Committee shall have the following duties and responsibilities:

- a) Promulgate simplified procedures and implementing guidelines governing the entry and stay of foreign students in the Philippines, as well as rules and regulations limiting school transfer and course shifting of foreign students in accordance with the provisions of the Executive Order within sixty (60) days from the effectivity hereof;
- b) Monitor and coordinate the implementation of this Executive Order with the department and agencies concerned;
- c) Meet regularly to assess the progress of the whole program to ensure that the promotion of the Philippines as a center for education in the region is effectively encouraged and undertaken;
- d) Request representatives from other agencies and/or the private sector to attend its meetings, when it deems necessary and proper; and
- e) Submit a semi-annual report to the Office of the President, through the Office of the Executive Secretary, on the status of the foreign students in the country. The report shall be submitted before the end of September and February of the first and second semester, respectively, of each school year. The CHED shall provide the secretariat to support the Committee.

SECTION 4. Penalty Clause. Any school found, after due investigation, by the CHED and/or the BI to have violated any provision on compliance shall suffer cancellation of the authority to admit foreign students.

SECTION 5. Repealing Provision. All executive issuances, regulations, or any part thereof, which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 6. Separability Clause. If, for any reason, any part or provision of the Executive Order shall be held unconstitutional or declared contrary to law, other parts or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 7. Effectivity. This Executive Order shall take effect immediately.

DONE in the City of Manila, this 4Th day of September, in the year of our Lord, two thousand.

(Sgd.) **JOSEPH EJERCITO ESTRADA**
By the President:

RONALDO B. ZAMORA
Executive Secre

APPENDIX P**INSTITUTIONAL/SCHOOL SERVICE AWARD
(APPLICATION FORM)**

Name of Student	<input type="text"/>
School	<input type="text"/>
Address	<input type="text"/>
Program	<input type="text"/>

Please fill out the required fields and include relevant attachments.

I. Involvement in One-Time School-Based Community Extension Service Activity
(2 pts. for every attendance)

Name of Project	Venue	Date	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
TOTAL				

II. Involvement in a Sustainable School-Based Community Extension Service Activity (three points for every attendance)

Name of Project	Venue	Date	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
TOTAL				

III. Involvement in a One-Time External Community Extension Service Activity (four points for every attendance)

Name of Project	Venue	Date	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
TOTAL				

IV. Involvement in a Sustainable External Community Extension Service Activity (five points for every attendance)

Name of Project	Venue	Date	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
TOTAL				

Signature Over Printed Name of Applicant

Signature Over Printed Name of Dean

APPENDIX Q

INSTITUTIONAL/SCHOOL LEADERSHIP AWARD (APPLICATION FORM)

Name of Student

School

Address

Program

Please fill out the required fields and include relevant attachments.

I. ACADEMIC/SCHOLASTIC ACHIEVEMENT (15 Points)

Scoring Indicators	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
1.0 to 1.25 (15 points)		
1.26 to 1.50 (10 points)		
1.51 to 1.70 (5 points)		
TOTAL		

II. OFFICERSHIP/MEMBERSHIP IN STUDENT ORGANIZATION (35 Points)

Scoring Indicators	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
a. Institutional/School Based Organization		
1. President/Editor in-Chief (4 pts.)		
2. Vice President/Managing Director (2 pts.)		
3. Secretary/Associate Editor (2 pts.)		
4. Treasurer/Section Editor (2 pts.)		
5. Auditor (2 pts.)		
6. P.I.O(2 pts.)		
7. Buss. Manager(2 pts.)		
8. Member/Contributor/Representative(1 pts)		
b. Regional Organization		

1. President/Editor in-Chief (6 pts.)		
2. Vice President/Managing Director (4 pts.)		
3. Secretary/Associate Editor (4 pts.)		
4. Treasurer/Section Editor (4 pts.)		
5. Auditor (4 pts.)		
6. P.I.O(4 pts.)		
7. Buss. Manager(4 pts.)		
8. Member/Contributor/Representative(4 pts.)		
c. National Organization		
1. President/Editor in-Chief(8 pts.)		
2. Vice President/Managing Director (6 pts.)		
3. Secretary/Associate Editor (6 pts.)		
4. Treasurer/Section Editor (6 pts.)		
5. Auditor (6 pts.)		
6. P.I.O(6 pts.)		
7. Buss. Manager(6 pts.)		
8. Member/Contributor/Representative(6 pts.)		
9. President/Editor in-Chief(4 pts.)		

III. INVOLVEMENT IN CURRICULAR, EXTRA-CURRICULAR, AND COMMUNITY EXTENSION SERVICE ACTIVITY (35 Points)

Scoring Indicators	Points	Verified Points (to be filled in by the SAO for institutional award and by the concerned dean for the school)
b. Local (i.e, institutional, school-based, municipal, and provincial)		
1. Organizer(5 pts.)		
2. Facilitator (4 pts.)		
3. Participant (2 pts.)		
c. Regional		
1. Organizer(7 pts.)		
2. Facilitator (5 pts.)		
3. Participant (3 pts.)		
d. National		
1. Organizer(9 pts.)		
2. Facilitator (7 pts.)		
3. Participant (5 pts.)		
TOTAL		

IV. PANEL INTERVIEW (15 points)

Signature Over Printed Name of Applicant

Signature Over Printed Name of Dean

APPENDIX R**OUTSTANDING STUDENT ORGANIZATION**
(Application Form)

Organization Name _____
Nominator Name _____ Position _____

CRITERIA FOR OUTSTANDING ORGANIZATION AWARD

Please fill out the required fields and attach the required documents.

I. Activities Organized

Name of Activity	Date Held	Percentage of Attendance (Based on Membership)	Points	Verified Points (to be filled in by the SAO)

II. Community Extension Service Activity**A. One-Time Community Extension Service Activity (5 pts. for every activity)**

Name of Activity	Date Held	Percentage of Attendance (Based on Membership)	Points	Verified Points (to be filled in by the SAO)

B. Sustainable Community Extension Service Activity (CES Project one month or longer) 10 pts. for every activity.

Name of Activity	Date Held	Percentage of Attendance (Based on Membership)	Points	Verified Points (to be filled in by the SAO)

III. Affiliation with External Student Organization

Name of Activity	Classification of Organization (local, regional, or national)	Points	Verified Points (to be filled in by the SAO)

IV. Awards Received by the Organization

Name of Activity	Nature of Award (local, regional, or national)	Points	Verified Points (to be filled in by the SAO)

Signature Over Printed Name of Student Organization President

Signature Over Printed Name of Student Organization Adviser

Signature Over Printed Name of the Dean

APPENDIX S

PANEL INTERVIEW RUBRIC FOR MOST OUTSTANDING GRADUATE, LEADERSHIP AND SERVICE AWARDS

Criteria	4	3	2	1
Communication Skills				
Fluency	Expresses thoughts effortlessly and clearly	Articulates clearly, but there are a few brief gaps in speech	Expresses thoughts slowly and speech is indicative of limited language facility	Exhibits difficulty expressing thoughts as indicated by long gaps in speech and very limited language facility
Content	Shows understanding of the question by including only relevant ideas in the discussion	Shows understanding of the question but a few details/ideas are irrelevant	Exhibits confusion of the question as manifested in a number of irrelevant details provided	Answers irrelevantly
Confidence	Consistently exhibits proper posture, maintains eye contact, and uses	Exhibits proper posture, maintains eye contact, and uses	Exhibits proper posture, maintains eye contact, and uses appropriate	Does not exhibit proper posture, maintain eye contact, and use appropriate gestures

	appropriate gestures	appropriate gestures most of the time	gestures some of the time	
Critical Thinking Skills				
Organization	The answer contains a background, main point, and conclusion.	The answer lacks one element, but the main point is clear.	The answer lacks two elements but the main point is clear.	The answer lacks two elements and the main point is unclear.

APPENDIX T. SUPPLEMENTAL POLICIES IN THE NEW NORMAL EDUCATION

In light of the COVID-19 pandemic, which has greatly affected everyone's lives. The Divine Word College of Legazpi finds it necessary to offer a Christ-inspired crisis-responsive learning environment that meets the needs of the students in achieving success with the use of flexible learning modalities considering the realities of the "new normal."

This is pursuant to the DWCL's mission, as witness to the Word, of providing quality education and service and pursuing a culture of excellence towards holistic human development.

I. Mode of instruction

The Google classroom shall be the online learning platform; however, other platforms (Zoom, Edmodo, Messenger, Google Meet, etc.) May be utilized to deliver content or communicate with the students.

Classes will utilize mixed-mode learning. For first year students, the combination will consist of online sessions (with google classroom as the primary platform) and offline learning activities using modules and other learning materials designed by the faculty.

For upper year students, occasional face-to-face classes will be added to these modes, following the official schedule prepared by the registrar.

Laboratory classes

The faculty is required to demonstrate procedures to students via recorded videos, which shall be uploaded to an online medium students can access. Only safe Laboratory exercises/activities may be done at home by the students. Laboratory Exercises/activities that are unsafe when done at home are prohibited.

Student internship

The SIPP coordinator shall look for institutions/establishments that can provide online or work from home opportunities to student interns. In cases wherein online or work from home internship is not possible, the SIPP coordinator shall exercise discretion in facilitating

flexible learning activities based on the established training plan of the program as long as the required training hours are met.

Thesis /capstone project/feasibility studies

The research advisers shall assist the students in designing a study that is attainable in the current learning modality. The use of secondary data is highly recommended. Defenses (final or proposal) may be done virtually or face-to-face.

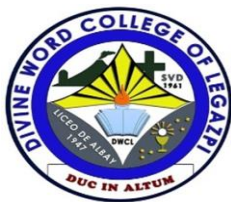
- II. On Offenses related to Information Technology such as but not limited to:
 - 1. Lending or borrowing of user accounts
 - 2. Altering information such as changing password of someone else's account, etc
 - 3. Damaging or destroying information (deleting someone else's file, etc.)
 - 4. Using someone else's account and /or sending offensive email
 - 5. Alteration of computer configuration and settings
 - 6. Breach of network security through any means (e.g. denial of service, malicious attacks, installation of Trojans and worms, hacking)
 - 7. Misuse and/or abuse of information Technology (IT) resources
 - 8. Data privacy violation, which may include, but is not limited to, stealing or attempting to steal another person's data
 - 9. Accessing a computer server, workstation, associated peripheral and/or network without proper authorization.
 - 10. Extraction of protected, copyrighted and/or confidential information by any electronic means
 - 11. Installation and/or use of unlicensed software (such as application software and games)
 - 12. Participating in any action which would degrade the performance of the school's IT resources which includes but is not limited to Denial of Service Attacks launched from off-campus IT resources.
 - 13. Introducing computer viruses or anything that endangers the security of the school's computer networks, workstations and users
 - 14. Using the school's IT resources to launch, initiate or support any of the above against other institutions or person
 - 15. Downloading and / or uploading materials which would violate copyright laws or inconsistent with the school's vision-mission
 - 16. Cyber bullying, i.e., use of technology and social media to destroy or harm another person's reputation and dignity.
- III. On Academic Dishonesty Offenses such as but not limited to the following:
 - 1. Plagiarism or using or attempting to use another person's work without acknowledgement. The phrase " using another person's work" includes, but not limited to: paraphrasing the work of another person; directly copying any part of another person's work; summarizing the work of another person; using or developing an idea or theme derived from another person's work; using experimental results obtained from another person's work; representing falsely the individual contributions of the collaborating students where individual

- contributions are to be identified (as in the case of collaborative projects); and colluding with or allowing others to use one's work and pass it off as his/her own
2. False representation, i.e., in an examination for another person or completing or substantially completing an assessment item for another person.
- IV. Disciplinary Action
1. Notice of Warning
 - a. Verbal Notice of Warning
 - b. Written Notice of Warning
- V. Disciplinary Sanction
1. Probation – written reprimand with probationary discipline status. An erring student must not commit the same misconduct again for a designated period of time.
 2. Suspension – separation of the student from MCM for a definite period of time. After serving the suspension, s/he is eligible to return. Conditions for return may be specified.
 3. Dismissal – immediate exclusion or dropping of the name of the erring student from the roll of students upon promulgation of sanction
 4. Expulsion – as defined in MORPHE
- VI. Academic Sanctions (for academic offenses only)
1. Zero in the graded activity
 2. Failure in the subject
- VII. Supplemental Sanctions – reflection paper, community service, academic integrity seminar and service-learning.
- IX. Dress and Grooming Guidelines
- Students participating in synchronous classes are expected to wear decent attire and apply proper grooming so that their appearance is appropriate and non-distracting online.
- Appropriate attire for males: shirt with collar; for females: top with sleeves; no low-cut tops. Students should always adhere to the rule of good grooming and decency.

X. On Grading System

This will be the system of grading:

Class Standing		60%
- Quizzes	(20%)	
- Activities/output	(40%)	
Periodic exam		40%
Total		<hr/> 100%



DIVINE WORD COLLEGE OF LEGAZPI

COLLEGE STUDENT HANDBOOK 2020 Edition

UNDERTAKING

Having chosen to be a student of the Divine Word College of Legazpi, and having carefully read and understood the Principles and Ideals, the Vision, Mission and Goals, Academic Policies, Retention Policy, Code of Conduct and Discipline and other policies including all appendices contained in the College Student Handbook 2020 Edition, I bind myself to abide by and uphold all related issuances from the school administration, and I accept full responsibility for knowing and conforming to all provisions, school policies and regulations. If found guilty to have violated any of the provisions of this Student Handbook after due process, I shall be liable to disciplinary actions prescribed herein.

STUDENT'S NAME and SIGNATURE

SCHOOL OF: _____
Course/Year: _____

ATTESTED BY:

Signature of Parent/Guardian over Printed Name

Instructions: After reading this document, the student shall accomplish the UNDERTAKING and submit to the Student Affairs Office.

Received by:

Name and Signature of SAO Representative
Date Received: _____