

TABLE OF CONTENTS

Part 1. Institutional Profile

- History of Marian College
- Institutional Vision and Mission of Marian College
- Departmental Vision, Mission and Objectives

Part 2. General Directives

- General Rules of Conduct
- Behavior during Examination
- Rights of Students

Part 3. Academic Policies

- Admission Policies and Requirements
- Student Classification
- Adding and Dropping of Subjects
- Payment of Fees
- Scholarship
- Grading System
- Academic Delinquency
- Withdrawal of Requirements
- Educational/Familiarization Tours
- Announcements and Communication
- Physical Facilities and Security
- Course Admission & Retention Policies
- CHED Courses

Part 4. Student Discipline

Part 5. Merit System

Part 6. Course Curriculum

CHED Courses

- Bachelor of Science in Hospitality Management
- Bachelor of Science in Business Administration
- Bachelor of Science in Information Technology
- Bachelor of Elementary Education
- Bachelor of Secondary Education

Part 7. Students Organizations

- College Student Council
- The Marian Inscription
- Alliance of Leaders Prominent in Hospitality Accredited for Service
- Business Administration Students for Alliance and Empowerment
- College of Information and Computer Studies
- Especially Made Equipped Roborated Gallant Educators

Page 8. Student Services

- Information and Orientation Services
- Scholarship and Financial Assistance
- Student Discipline
- Health Services
- Guidance and Counseling Services Food Services
- Safety and Security Services
- School Facilities & Student Services

- Student's Pledge

Appendices

- ANTI-SEXUAL HARASSMENT ACT OF 1995 R.A 7877
- IMPLEMENTING GUIDELINES ON DRUG RELATED MATTER

PART 1

INSTITUTIONAL PROFILE

History of Marian College

The Marian College of Baliuag in its present status owes its humble beginnings on November, 1991. Founded by two educators, Mrs. Maria Fe V. Lara and Mrs. Alicia G. Rodriguez, Little Marian (the first institutional name) offered Pre-elementary courses namely: Nursery, Junior Kindergarten and Senior Kindergarten levels. The school was located at Lara Commercial Stalls, Gil Carlos St., Poblacion, Baliwag, Bulacan owned by Mr. Telesforo Lara (the late husband of Mrs. Maria Fe V. Lara) and Mr. Rolando Lara.

In 1992, Little Marian offered Elementary courses. Producing pupils with good academic performance, the enrollment increased by 300% during the AY 1993-1994. With the rise in the school population, there was a need to expand; thus, a five-year lease contract of a school site situated in 31 Vergel de Dios St., Baliwag, Bulacan was negotiated with Mr. Rodrigo Co.

In 1995, Little Marian was renamed to Marian School paving the introduction of High School courses. This ushered in more enrollees that led to the next big step of relocating the school to a bigger and more spacious place situated in 908 Gil Carlos St., San Jose, Baliwag, Bulacan where finally the school has its permanent roots.

In 2001, with the idea of strengthening and expanding the quality education which the school maintains, Mr. Ruperto G. Viñas, the elder brother of

Mrs. Maria Fe V. Lara, became a new co-founder. It was through this turning point that by year 2006, the Marian School was finally given the renowned name of Marian College of Baliuag. The intent was to introduce the Tertiary Education which started with the offering of the TESDA Courses in four (4) Academic Programs, namely: Hotel & Restaurant Services, Caregiving, Health Care Services, and PC Operations.

The following year, 2007, the CHED Courses were also offered. The first two (2) baccalaureate courses offered were the Bachelor of Science in Hospitality Management (BSHM) and Bachelor of Science in Business Administration (BSBA) in three (3) major fields, namely: Financial Management (FM), Human Resource Development Management (HRDM) and Operations Management (OM). In 2009, another course was offered, the Bachelor of Science in Information Technology (BSIT); and in 2010, two (2) licensure courses: the Bachelor of Elementary Education (BEEd) with Generalist as the area of concentration and the Bachelor of Secondary Education (BSEd) major in English.

Thus, with the complete curricular education which Marian College offers presently, it is aimed at meeting the needs of the youth so that they would become well-rounded and concerned individuals as they take their places in the society.

Institutional Vision Statement

Marian College is a learning community that molds individuals who are God-centered, people-oriented, nationalistic and concerned for life and environment.

Institutional Mission Statement

Marian College, as a non-sectarian private institution, offering pre-elementary to tertiary education, aims to produce graduates who will become assets in the society through consistent manifestation of good moral conduct and execution of talents, skills, and abilities functional to the needs of our country.

Institutional Objectives

To achieve the Vision-Mission Statement, the Institution is committed to fulfill among the graduates the following objectives:

1. provide quality education for intellectual development
2. discover and develop innate potentials, talents and abilities
3. develop self-esteem, self-confidence, and self-innovation
4. inculcate love of God, of country, and of fellowmen
5. promote freedom, justice, and peace

Departmental Vision

The College Department of Marian College is a provider of competent graduates, morally upright and imbued with social values necessary for the enhancement of the quality of human life.

Departmental Mission

The College Department offers educational programs and services relevant to the needs of the individuals and of the community. It further aims to train students

to become agents of change in the corporate world and in the society.

Departmental Objectives

To achieve the Departmental Vision- Mission Statement, the department is committed to fulfill among the graduates the following objectives:

1. promote nationalism, cultural appreciation, moral integrity and spiritual vigor
2. enhance, inculcate and manifest the appropriate and relevant attitudes, academic and technical skills and knowledge for them to become useful and productive employed members of the Society
3. develop and maintain professional and leadership equalities that will contribute to the societal changes and conditions

Part 2

GENERAL DIRECTIVES

General Rules of Conduct

1. Students are obliged to observe and exercise decorum at all times with the school authorities, instructors/professors, non-teaching personnel and schoolmates.
2. Students are expected to show respect, politeness, and courtesy to all the members of the school community.
3. Students are encouraged to observed SILENCE particularly when classes are going on.
4. The school campus is a NO SMOKING area.
5. Fraternities, sororities or any similar organizations are NOT ALLOWED in the College.
6. Students are to observed cleanliness and orderliness inside the campus premises.

Rules on Attire and Appearance

1. All College students are required to wear the prescribed uniform.
 - a. 1st and 2nd years - course uniform
 - b. 3rd and 4th years - corporate attire
2. School ID's must be worn upon entering the school campus and while inside the school premises.
3. PE and NSTP uniforms will be worn only during PE and NSTP days.
4. Organizational shirts shall be worn only during prescribed days. Only denims of dark blue or related shades shall be worn with the shirt.
5. Simplicity in attire and appearance is encouraged.
 - a. Female students are advised to refrain from wearing excessive accessories and

bright-color nail polish. Make-up applied simply is allowed.

- b. Hair dyeing/highlighting is discouraged.
 - c. Male students are not allowed to wear earrings and caps while inside the school campus.
 - d. All students are not allowed to wear nose, lip nor tongue accessories.
 - e. Only closed black shoes are to be worn by students. Rubber shoes are only worn during PE and NSTP days.
 - f. Wearing of open-toed footwear's, sandals or slippers is not allowed.
- 6. Body piercing or any other related body artworks are strictly prohibited.
 - 7. Male students are advised to have a clean haircut.
 - 8. Whether in uniform or in civilian clothes, students are expected to carry themselves in a manner which encourages respect and which minimizes distractions.

Behavior during Examinations

- 1. All students are to report to the testing room/classroom punctually.
- 2. Examinees should observe SILENCE during examination hours.
- 3. Examinees should observe HONESTY during examinations. Anyone caught cheating will be dealt with according to the Policies on Student Discipline.

Rights of Students

In addition to other rights and subject to limitations prescribed by laws, rules and regulation, students enjoy the following rights:

- The right to school guidance and counseling services for making decisions and selecting the alternatives in field of works suited to his potentialities.
- The right to publish a student newspaper and similar publications, as well as the right to invite resource speaker during assemblies, symposia and other activities similar in nature.
- The right to be free from involuntary contributions except those approved by their own organizations or societies.
- The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity.
- The right to freely choose their field of study subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- The right to access his own records, the confidentiality of which the school shall maintain and preserve.
- The right to issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request.
- The right to form, establish, join, participate in organizations recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations

PART 3

ACADEMIC POLICIES

Admission Policies and Requirements

New Students

- Form 138 (High School Report Card)
- Certificate of Good Moral Character
- Four (4) 2x2 ID pictures in white background
- Photocopy of Birth Certificate (authenticated)
- Photocopy of Marriage Certificate (authenticated)- for married students

Transferees

- Honorable Dismissal
- Official Transcript of Records
- Four (4) 2x2 ID pictures in white background
- Photocopy of Birth Certificate (authenticated)
- Photocopy of Marriage Certificate (authenticated)- for married students

Old Students

- Evaluation Form
- Four (4) 2x2 ID pictures in white background

Enrollment Procedures (Registrar's Office)

1. Present admission requirements.
2. Fill out the form completely given by the Registrar's Office.
3. Submit the filled out form for assessment.
4. Pay the necessary fees in the Finance Office.
5. Proceed to the following offices for validation:
 - a. Learning Resource Center (library card)
 - b. Finance Office (ID validation)
 - c. Guidance Office (cumulative record)

6. Proceed back to the Registrar's Office for the official enrollment.

Note: Prior to Step #1, all enrollees are required to undergo evaluation of subjects taken.

General Policies

Academic Load

Each enrollee is guided by the course evaluation checklist/prospectus. Subject sequencing is to be strictly followed unless otherwise approved by the Dean.

Subject/s with the pre-requisites/s cannot be enrolled without taking and passing the pre-requisite subject/s. the same policy will be applied if the pre-requisite subject/s reflect/s an incomplete grade. Thus, if subjects/s has/have been taken and passed but without necessary pre-requisite subjects, the subject/s will not be valid and will not be credited regardless of the grade obtained.

Student Classification

A college student in Marian College of Baliuag may be classified as:

1. **Regular Student (RS):** A student who has the full-load units in the particular curriculum level prescribed in the respective course curriculum.
2. **Irregular Student (IRS):** A student who has more or less than number of units in the particular curriculum level prescribed in the respective course curriculum.

Adding and Dropping of Subjects

Students may add, change, or drop subjects only during the specified period given by the Registrar's Office.

The following procedures will have to be observed:

1. Form/s will be secured from the Registrar's Office.
2. Students have to go to their respective Program Heads for consultation and advising.
3. Students have to go to the Dean for approval of the subjects to be added or dropped.
4. Students proceed back to the Registrar's Office for official adding and/or dropping of subjects.

A student who transfers or withdraws within two (2) weeks after the beginning of classes has to write a letter addressed to the Registrar.

No refund will be made. In addition, the student will be charged 50% of the scheduled fees whether the student attended classes or not.

If the student drops two (2) weeks after the beginning of classes, the student will be charged full of the scheduled fees.

In cases where student drops after enrolment, no refund will be made. In addition, the student will be charged 20% of the scheduled fees before being issued any request made thereon.

Payment of Fees

All school fees and dues will be paid in the Finance Office. School fees cover tuition fees, miscellaneous fees, and other fees as deemed necessary.

As much as possible, fees should be in cash tendered. Whereby otherwise, a dated check payable to Marian College of Baliuag, Inc. will be accepted.

School fees may be paid in full or installment basis. In case of accumulated/ back accounts, a student may be asked to pay first the said account before being allowed to enroll.

Scholarship

The Marian College of Baliuag, in pursuit of continuous highest level of learning for the youth, has scholarship benefits to deserving students in the College Department.

A. REQUIREMENTS

The applicant for scholarship must:

1. be officially enrolled for the current Semester
2. be of good moral character
3. have met the grade requirement of a specific scholarship category applied for

B. PROCESS

For incoming scholars:

To submit requirements to the Registrar's Office for approval.

For re-application:

1. Pay for the Scholarship Re-Application Form in the Finance Office.
2. Present the receipt of payment to the Registrar's Office to get a scholarship Re-Application Form.
3. Fill out the form accordingly
4. Submit the form to the Registrar's Office for evaluation and approval.

C. Enrolled Units:

- a. Incoming first-year college students are entitled to a **20% up to a 100% discount** on tuition fees regardless of the enrolled units.
- b. College students from third year and fourth year level are entitled to a **discount** on tuition fees if they are enrolled in 19 or more units.
- c. **First 100 enrolees. 50% discount** on tuition fees awarded to the first 100 first year student enrolee.

D. CATEGORIES OF SCHOLARSHIP

a. Academic Excellence Scholarship

Awarded to students with a General Weighted Average 95 and above. Provided the student passed the qualifying exam.

1. Top three (3) students in fourth year high school.
2. 100% free tuition fees with only miscellaneous fees and other fees to be paid.

3. Maintaining grade of GWA 1.5 with no final grade lower than 1.75 in any subject

Loyalty Scholarship

1. High school graduates of Marian College of Baliuag.
2. 70% free tuition fees with miscellaneous fees and other fees to be paid
3. Maintaining grade of 2.50.

Cultural Scholarship

1. With exemplary performance in Sports and Performing Arts duly certified by the School Principal or any authorized representative of the School Principal
2. 50%-100% free tuition fees with miscellaneous fees and other fees to be paid
3. General Average of 85% and above with no final grade lower than 80% in all subjects
4. Maintaining grade of GWA 2.5 with no final failing grade in any subject

Corporate Scholarship

(Sponsored by Publishing Companies)

1. Top three (3) students of fourth year high school with at least a population of 50 graduates
2. 100% free tuition fees, miscellaneous fees and other fees
3. General Average of 92% and above with no final grade lower than 85% in all subjects
4. Maintaining grade of GWA 1.5 with no final grade lower than 1.75 in any subject

Student Assistants

Category A

1. High school graduate
2. 100% free tuition fees with miscellaneous fees and other fees to be paid
3. No final failing grade in any subject
4. No maintaining grade; as long as there is no final failing grade in any subject

Category B

1. High school graduate
2. 50% free tuition fees with miscellaneous fees and other fees to be paid
3. With daily allowance
4. No final failing grade in any subject
5. No maintaining grade; as long as there is no final failing grade in any subject

Discounts and Recommendations / First 100 enrollees

1. Referred/ recommended by Local Government Unit Officials or one of the 1st 100 enrollees in the College Department.
2. 25% - 50% free on tuition fees with miscellaneous fees and other fees to be paid.
3. Maintaining grade of GWA 2.25 with no final failing grade in any subject.

Failure to meet these academic standards will result in the disqualification of the student from the discount or scholarship for the subsequent semester.

Note: Only one category of scholarship is accorded to the applicant. No multiple scholarship shall be implemented

Attendance and Tardiness

All students are required to attend classes regularly and punctually.

A student who incurs three (3) consecutive absences means dropped from a respective subject.

A student who incurs absences of more than 20% of the prescribed number of class/laboratory periods during the semestral term is given a failing grade or its equivalent.

A student is considered tardy if he/she comes to class within the first fifteen (15) minutes of the class period. Three (3) incidents of tardiness will equalize to one (1) lecture/ laboratory period of absence.

All cases will be according to the discretion of subject instructors. Where subject instructors can no longer handle some cases, all concerned matters will be referred to the Program Heads for consultation. When and if cases are exceptional, all will be forwarded to the Registrar's Office for specific actions.

Examinations

Each semester has three (3) major examinations, namely: Preliminary, Midterm, and Final Examinations. An examination permit will have to be secured from the Finance Office.

The NO PERMIT, NO EXAM policy shall be strictly implemented.

In cases where a special examination is requested, the following will be implanted:

1. Excuse letter duly signed by the parent/guardian bearing a valid reason or an attached medical certificate
2. Special permit secured from the Finance Office after payment of required special examination fee

*Special examinations will be administered by the subject instructors. An examination list will be submitted to the Registrar's Office.

Grading System

Grading System refers to the system of marks used by the College to evaluate the academic performance of a student.

The College adopts the averaging system as the grading system. The term grade of the student is expressed in the numerical mode using the numerical 5-point system.

All subjects observe the breakdown as follows:

Classroom Performance	-	60%
Examination	-	<u>40%</u>
TOTAL	-	100%

Classroom performance covers attendance; recitations and reports; seat works/assignments; quizzes and long tests; and projects.

The College Department adopts the following grading scale:

CHED Courses

Percentage Mode	Numeric Mode	Descriptive Mode
98-100	1.0	Excellent

95-97	1.25	Superior
92-94	1.5	Superior
89-91	1.75	Very Good
86-88	2.0	Very Good
83-85	2.25	Good
80-82	2.5	Fair
77-79	2.75	Passed
75-76	3.0	Passed
74-below	5.0	Failed

INC - Incomplete
 FA - Failure due to absences
 FW - Failure due to unauthorized withdrawal
 W - Authorized withdrawal

**Student who will be having an incomplete final grade will only be given 2 semesters to comply and complete his/her grades otherwise the grade will be considered failed.*

Academic Delinquency

Students whose academic performance proved to be unsatisfactory will be given the following sanctions:

Academic Warning

A student is given a written warning if he/she fails majority of the total number of subjects enrolled in a semester. The student is expected to improve his/her academic performance the following semester. If performance will not improve, the student is placed under Academic Probation.

Academic Probation

A student is placed under Academic Probation if he/she fails to improve his/her academic performance as indicated in the written warning. In this case, the student is also given certain limitations or restrictions in joining school related activities. The academic probation is for two (2) semesters or one (1) academic year and will only be so sanctioned once. If and when the student fails two (2) subjects in his/her enrolled subjects for each semester during his/ her probation period, the College reserves its right to:

1. Advise the student to shift to another course
2. Issue his/her transfer credentials

Academic Dismissal

An Academic Dismissal is an academic sanction in which the school is allowed to exclude/dismiss/drop the name of a student who fails to perform satisfactorily in his/her academic performance.

Academic Dismissal is based on the following reasons:

1. A student fails 20% or more of the total units of his/her chosen course.
2. He/she fails in 75% or more of the total enrolled subjects while on Academic Probation.
3. He/She fails any two (2) subjects while on Academic Probation.

Withdrawal of Requirements

A student who withdraws voluntarily from the College is entitled to transfer credentials, except for reasons of suspension, exclusion, expulsion, or non-payment of financial obligation or property responsibility of the student to the school. The credentials shall be released provided all obligations shall have been settled or the penalty of suspension, exclusion, or expulsion lifted.

Transfer credentials are released thirty (30) days after the student's formal request addressed to the School Registrar.

Educational/Familiarization Tours

Field trips and educational/familiarization tours are learning experiences outside the classroom. These trips supplement classroom learning by providing students with an opportunity to see the actual places, artifacts, flora and fauna, or phenomena that are described in textbooks, reference materials and lectures. They offer an opportunity for students to be exposed to "real" people and events and opportunity to make connections with others. They also enrich the students' experiences by exposing them to people, places and situations that are new to them and that they are not normally exposed to during the school day.

Lastly, they are conducted for students to gain firsthand knowledge and information on their majors/field of disciplines.

***Guidelines during Trips and Familiarization Tours**

1. All College students are encouraged to join the trip/tour.
2. Parents must be well informed about the itineraries of the trip.
3. Advisers and Instructors shall be assigned to each tourist bus to check on the students.
4. Students should declare any relevant health conditions to ensure a safe and enjoyable trip. Students should inform their respective advisers of any health conditions, allergies, or medical concerns before the scheduled trip.
5. All students shall be dropped off only to Marian College upon going home. No students will be dropped off anywhere else except if student is with chaperone.
6. Valuable items are the sole responsibility of the student/chaperone/s; Marian College will not be held liable for any loss or damage.
7. A buddy system shall be imposed during the trip so that students can look after another.
8. The safety of the students is the institution's primary focus. In the event of calamities and other phenomenon during the scheduled trip/tour, Marian College reserves the right to cancel the trip immediately.

9. Marian College shall be waived of any responsibility in relation to any untoward incident which may happen during the said fieldtrip, unless the said loss, damage, injury or incident arose from the direct act or gross negligence of Marian College.

Announcements and Communications

Official College Announcements

Students are advised to regularly check the bulletin boards for any relevant information/announcements of the department.

Only authorized school officials are authorized to post information through the College Secretary.

Other Forms of Announcements

All bulletins of information and posters from the accredited student organizations should be approved by the Student Activity Coordinator for College Affairs (SACCA) before posting thru the College Secretary.

Accredited student organizational meetings and activities must be reviewed and recommended for Dean's approval by the SACCA two (2) weeks prior the meeting/event unless included in the Calendar of Activities.

Off-campus participation should be coordinated with the SACCA and approved by the College Dean.

Student organizational advisers and leaders are enjoined to be in regular communication with the SACCA.

Physical Facilities

1. Students are urged to observe the proper usage and handling of the College facilities and equipment.
2. Classrooms and laboratories are to be used for academic purposes only.
3. Only the Registrar shall have the authority to assign classrooms or laboratories as venues for purposes other than academics.
4. Electrical equipment such as air-condition units, lights, and electric fans should be turned off when not in use.
5. Students should observe cleanliness and orderliness within the school premises.

Security

1. Students should wear the prescribed uniform and school ID upon entering the school campus and within the school premises at all times.
2. Visitors have to pass through the security personnel for the Visitor's Pass.
3. Visitors are only entertained if their intent is official business.
4. All visitors will be directed to the College Secretary.

COURSE ADMISSION AND RETENTION POLICIES

All the departments shall adhere to the general admission and policies of the College. Other than these, a student who intends to enroll in a Course Program has to meet its specific admission and retention policies.

CHED COURSES

Bachelor of Science in Hospitality Management (BSHM)

1. After admission in the HM program, the student is expected to pass all the course subjects including Physical Education (PE) and National Service Training Program (NSTP) as prescribed by the curriculum.
2. To be legible for the Practicum, the student/s must be in the fourth year level and must have completed successfully all the courses (PE and NSTP included) as prescribed by the curriculum.
3. Before taking a higher BSHM major course, prerequisite courses must be enrolled and passed. A student who fails in a subject/s must re-enrolled in that particular subject.
4. Students who shall incur a "no credit" (NC) rating or who shall fail in three (3) subjects (including PE and NSTP) may be readmitted for the next semester only after signing a waiver witnessed by the Program Head and his/her parent or guardian after which shall be submitted to the Registrar's Office.
5. After signing a waiver and there is a repeated occurrence of "NC" or failure in the subsequent semester, the student will be advised to shift to another program. The Department will notify the parent/s or guardian of its decision;
6. A student will not be admitted in the Department on the succeeding semester, after due process based on the following grounds:
 - A. Classroom Management
 - Failure to attend classes on a regular basis.

- Having too many absences and tardiness without any valid reason.
- Incapacitating illnesses such as cancer, heart disease and/or communicable disease, supported with a medical certificate from the School Physician
- Doing unnecessary things during classes such as eating, chatting, using of gadgets, cell phones and any other devices not related and not permitted in the class.
- Excessive use of cell phone while class is going on • Leaving the class session without any permission.
- Cheating/dishonesty in any form, during examination and the likes borrowing chef's uniform from classmates or schoolmates.
- For males: not wearing complete uniform as prescribed by the College while in school campus; wearing of earrings, tongue ring, lip ring and nose ring; styling hair that will touch the collar of the school uniform; wearing colored undershirts and hair styled and dyed with bright colors and attention-seeking highlights.
- For females: wearing uniform with tight pants or length of skirt that is above the knee or mid-thigh; wearing more than one pair of earrings; tongue ring, lip ring and nose ring; hair styled and dyed with bright colors and attention-seeking highlights; and wearing colored brassieres/undershirts.
- Failure to bring and wear IDs

- Receiving gifts and entertaining suitors during class hours

B. Decorum and Behavior

- Immorality in any form
- Gross misconduct in the classroom, laboratory, related classroom activities, affiliating agency, and other public areas including campus vicinity and premises
- Showing a disrespectful behavior to faculty members, persons in authority and fellow students
- Distracting classes, making noises along hallways and corridors
- Use of vulgar and malicious words while in school and affiliating agency
- Uttering offensive and degrading statements about faculty members, authorities, fellow students, Course Program, and the SCHOOL ITSELF
- Horse playing, BULLYING
- Stealing someone's belongings
- Plagiarism of reports, including school documents, thesis, projects, etc.
- Forging signatures of school administrators, faculty and parents or guardian
- Attending classes under the influence of alcohol or drugs.
- Threatening, intimidating, quarreling, or provoking others to fight

C. Overall Campus Behavior

- Positive in drug addiction and alcoholism

- Smoking and drinking alcoholic beverages within the one-kilometer radius of the school premises
- Bringing liquors, dangerous drugs, and pornographic materials inside the school campus.
- Gambling in any form inside the school campus
- Bringing sharp and deadly weapons inside the school campus
- Bringing peers, outsiders to school during events and activities without proper permission from the school authorities
- Not attending in extra/co-curricular activities of the Department and the school
- Destroying and vandalizing school properties • Littering inside the school premises
- Publishing or circulating false or malicious information about the school
- Failure to abide in all the existing rules guidelines and policies set by the department and by the school.

Bachelor of Science in Business Administration (BSBA)

In order to be retained in the College of Business Administration a student must with the following policies:

1. He/ She must have no failing grades of more than six (6) units.
2. Outstanding failures shall be counted from failing grades, unauthorized withdrawals and lapsed incomplete grades. Subjects with incomplete grades which are completed and

passed shall no longer be counted under outstanding failures.

3. Probationary status shall be given to students who have incurred outstanding failures in excess of six (6) units at the end of a given semester.
4. All students who fail to meet the above requirement will be advised to shift to another academic course.

Major in Financial Management

- The student must maintain a grade not lower than 2.75 in all subjects both non-major and major.
- If in any given semester, the student obtains a grade lower than 2.75, he/she will be placed on academic probation in the succeeding semester.
- A student who has been given warning during a semester and obtains again a grade lower than 2.75 will be advised to shift to another major.

Major in Human Resource Development Management

- On the third year level, a student will not be admitted to take Human Resource Development Management major, provided he/she gets a GWA of 2.50 and no failing grades in all business related subjects.
- In case when the student is not able to meet the minimum GWA grade requirement, the student will be allowed to continue but will be placed under probationary status for one semester.
- In case when the student fails a business related subject, he/she will be allowed to re-enroll the

subject only once. However, failure of subjects must not be more than 6 units per semester of study.

- In case when the student failed again or failure is more than six (6) units in a semester of study, he/ she will be advised to shift to other programs where he/she may qualify.

Major in Operations Management

- On the third year level, the student will be assessed regarding his/her grades.
- There should be no failing grades in all business related subjects.
- Failed major subjects should be re-enrolled before taking the next major subject/s. Whereby, the student will be placed under Academic Probation.
- Failed subjects are to be re-enrolled only once.
- If the student fails twice in his/her major subjects or even six (6) units during a semester, he/she will be advised to shift to either another major or course.

Note: For shifters, the following conditions should be met:

1. GWA of at least 2.50.
2. No failing grade of more than six (6) units.
3. No more than two (2) retakes in any failed subject.

Bachelor of Science in Information Technology (BSIT)

A student shall not be readmitted in the College of Information Technology if he/she fails to comply the following:

1. The student fails all the subjects in a semester without valid reason.
2. The student fails any major subject for the third time.
3. The student fails in three (3) major subjects in a semester.
4. The student's accumulated number of failures is more than 30% of the total number of subjects in the curriculum.

Teacher Education Program

Bachelor of Elementary Education (BEEd)

Area of Concentration: Generalist

Bachelor of Secondary Education (BSEd)

Major in English

A student must be admitted to, retained in, and successfully exit from the Teacher Education Program in order to receive a teaching diploma.

Admission Policies of the Teacher Education Program

1. The student must pass the entrance examination.
2. He /She should have at least a general average of not lower than 85% or its equivalent and with final rating in every subject not lower than 80% or its equivalent.

3. He /She must demonstrate aptitude for teaching by presenting three letters of recommendation from individuals who can attest to his/her potential success in teaching.
4. He /She must demonstrate an acceptable level of skills in written communication. This will be assessed through an on-demand written task at the time of the interview.
5. He /She must demonstrate an acceptable level of skills in oral communication. This will be assessed at the time of the admission interview.

Assessment Policies

A student is continuously monitored, assessed, and reviewed. Typical evaluation processes will be part of his/her course work and field placements.

He /She will be assessed a minimum of three times during the program by the respective program faculty.

The three assessments will occur upon:

- 1) entry into the Teacher Education Program
- 2) at a midpoint in the program (no later than the semester prior to the student teaching), and,
- 3) as student exits the program following student teaching

Assessments will include, but are not limited to:

- a) basic skills assessment
- b) grades via transcript review with no final grade lower than 2.5 in any subject, and
- c) personal and professional skills assessed during interviews with program faculty, when taking campus based courses, and during field experiences and portfolio documents

Retention Policies

The progress of a student who has been admitted to the teacher education program is continuously monitored. He/ She will be monitored on his/her academic performance based on the required grades to be maintained (no final grade lower than 2.5 in any subject area) and on their adequate the Working Portfolio through field studies.

If problems are identified, the program faculty will determine a plan for addressing the problems and implement the plan including feedback and directions to the student.

Prior to the student teaching semester, the student will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field, and to document progress in any identified problem areas, The student's portfolio will be reviewed by the respective program faculty.

Admission to student teaching requires a successful midpoint assessment review and recommendation by the program faculty that the student be allowed to student teach.

Exit from the Teacher Education Program

A Teacher Education student must continue to meet all standards for admission and retention at the time of exit.

He/ She must have successfully executed a final teaching demonstration in a respective class.

At exit, he/she must present an exit Portfolio for review by the respective program faculty

The program has been assessed successfully; thus, a recommendation for graduation is granted

Part 4

STUDENT DISCIPLINE

Discipline shall be maintained inside the campus as well as within the immediate surroundings of the school premises. Disciplinary authority over students outside its campus and beyond school hours, term or year shall be exercised on the following instances:

1. Where school policies or regulations were violated.
2. Where the misconduct involves or affects a student's status or the good name and reputation of the school.

Article XXI
MORPHE of 2008

Disciplinary Committee

All cases on violations of the College Policies and Regulations shall be coursed to the Dean's Office thru the College Secretary. A Disciplinary Committee will be created which will serve as the fact-finding committee of a particular case.

Members of the Disciplinary Committee shall be manned by a Chairman and four (4) Members from the department. They shall be appointed by the College Dean.

Disciplinary Procedures

A student who is found to have violated the policies and regulations of the College will be accorded the minimum standards of due process as follows:

1. The erring student is informed in writing of the nature and cause of any accusation against him/her.
*The parent/guardian shall be given also a copy of the letter.
2. If the erring student denies the accusation or alleges some fact or matter in justification of the offense, the Disciplinary Committee shall set a hearing/s for evidences to be presented.
3. In all stages of the proceedings, the erring student shall be accompanied by his/her parent/s and/or guardian/s.
4. If the erring student is found culpable for the offense charged, the sanction imposed shall be commensurate with the nature and gravity of the offense.
5. The findings and recommendation shall be signed by the members of the Disciplinary Committee and approved by the institutional head/s.
6. The erring student and his/her parent/s and/or guardian/s shall be summoned by the College Secretary for the decision of the Committee.
7. The decision once served to the erring student shall be executory in nature and/or unless specified.

Categories of Penalties & Sanctions

1. Warning: a penalty by way of written statement where the erring student is informed of the offense committed and is advised to refrain from committing the offense again.
2. Disciplinary Probation: a penalty sanctioned to the erring student who despite the warning repeatedly commits the offense. The probation

shall only be for a period of two (2) to four (4) weeks.

3. Suspension: a penalty that denies or deprives the erring student from attending classes. Likewise, the erring student under suspension is denied to enter the school premises.

Kinds of Suspension

- a. Punitive suspension: the school's prevention of an erring student from attending classes and thus, from taking any examinations, quizzes and graded recitations given during the specified period. Since he/she is not excused from these graded work, he/she shall be given a failing mark for not having taken them; nor will he/she be given special examinations to make up for them later.
 - b. Preventive Suspension: not a penalty but a deterrent to the disruption of normal school operations (or the threat to lives and property) that may be caused by the continued presence of a student-offender on campus.
4. Non-readmission: a penalty that denies admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the erring student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of exclusion, the erring student may complete the current school term when the resolution or non-readmission was promulgated. Transfer credentials of the erring student shall be issued as long as he/she is cleared from the school's financial obligations.

5. Exclusion: a penalty that excludes or drops the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. Transfer credentials of the erring student shall be issued as long as he/she is cleared from the school's financial obligations.
6. Expulsion: a penalty declaring an erring student disqualified for admission to any public or private Higher Education Institution in the Philippines. No transfer credentials shall be issued to the erring student.

Offenses and the Corresponding Sanctions

1. Warning

- Littering and/or failure to observe cleanliness at all times in the classroom and school premises
- Loitering, boisterous activities causing disruption of classes
- Wearing of more than a pair of earrings for females and an earring for males
- Wearing of nose, lip or tongue accessories
- Unnecessary use of cellphones
- Lending of one's ID, willful possession of two (2) or more ID's and/or using someone else's ID including library card

2. Suspension

- Taking part in brawls or fist fighting within the campus and the school vicinity
- Graffiti and minor vandalism
- Posting, distributing, disseminating notices, posters, leaflets and other similar materials without prior approval by the

College Secretary or any authorized approving school official

- Cheating or any attempt to cheat during examination
- Unwillingness to appear before duly constituted investigating body when asked to do so
- Refusing to identify the student who violated a school regulation when he/she knew the erring student
- Repetitive and/or continuous violation of the offenses under the Warning Category of Sanction

3. Exclusion

- Immorality
- Drunkenness and possession of liquors
- Vandalism
- Assaulting verbally and/or physically teaching and non-teaching personnel or any other school authority or his/her agent or student
- Instigating, leading or participating in concerted activities leading to a stoppage of classes
- Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering the school premises
- Gambling of any kind inside the campus
- Giving slanderous/defamatory statements about any member of the academic community or about the institution
- Attempting to bribe or bribing any member of the academic community

- Lying at the hearing on the charges against the student himself/herself
- Delivery of an offensively lewd and indecent speech, which contains/implies sexual metaphors
- Scandalous or malicious acts in and off campus while wearing the school uniform or using the school's name or the name of any member of the academic community
- Bullying in any form

4. Expulsion

- Gross misconduct or dishonesty
- Hazing
- Carrying deadly weapons
- Hooliganism
- Forging or tampering school records or transfer forms
- Securing or using forged transfer credentials
- Spearheading, conducting, participating in strikes/demonstrations resulting to damage in school properties
- Extortion
- Theft/stealing school property and valuables of any member of the academic community
- Instigating, encouraging or exhibiting pornographic pictures/magazines
- Publishing or circulating false information about the school, its officials, faculty members or any other school personnel
- Possession, distribution and/or selling marijuana or prohibited drugs/paraphernalia
- Plagiarism /Intellectual dishonesty.
- Sexual Assault

Part 5

MERIT SYSTEM

General Guidelines in the Selection of Honor Students for Non-Graduating and Graduating Students

1. Any student whether graduating or not, may be candidate for honors. He/She must not have a final grade lower than 2.25 or its equivalent grade in any academic subject.
2. Candidates for honors shall be ranked according to the respective policy and criteria of non-graduating and graduating students.
3. In case of a tie, candidates may both be declared for the honor ranking.
4. A candidate for honors at any level must have earned all his/her units in Marian College of Baliuag.
5. A candidate for honors must have been a regular student throughout his/her tertiary level.
6. A candidate for honors must have conducted himself//herself in conformity with the school rules and regulations. Thus, any candidate for honors who has been meted disciplinary sanctions shall be disqualified for honors.
7. Recognition shall be given for the achievement of students in specific academic disciplines and in special curricular areas.
8. A Deliberation Committee shall screen candidates and select the honor students.
9. The Chairman of Deliberation Committee shall make the final announcement of honor students after the approval of the institutional head/s.

10. Protest, if any, shall be filed to the Dean's Office by the candidate/s and his/her/their parents/guardians within five (5) working days after the official announcement of honor students.

Policy & Criteria

Non-Graduating Students

1. Candidates for honors shall be ranked only on their academic performance.
2. Computations of grades shall be based on the general weighted average (GWA) of the two (2) semesters in an academic year.
3. The merit to be given will be according to the Descriptive Honors as follows:

With Highest Academic Distinction
GWA 1.25-1.0 or its equivalents

With High Academic Distinction
GWA 1.5 or its equivalents

With Academic Distinction
GWA 1.75 or its equivalents

Graduating Students

1. Candidates for honors shall be ranked according to their Academic Performance.
2. All grades in the tertiary level shall be considered in the ranking of honors except for Physical Education and National Service Training Program subjects.

3. The merit to be given will be according to the Latin Honors as follows:

Summa Cum Laude

GWA 1.25-1.0 or its equivalent grade,
no final grade lower than 1.50 in any subject

Magna Cum Laude

GWA 1.5 or its equivalent grade,
no final grade lower than 1.75 in any subject

Cum Laude

GWA 1.75 or its equivalent grade,
no final grade lower than 2.0 in any Subject

PART 6 COURSE CURRICULUM

Bachelor of Science in Hospitality Management

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary Grades	3	0	3
GE4	Mathematics in Modern World	3	0	3
HMC1	Macro Perspective of Tourism and Hospitality	3	0	3
HMC2	Risk Management as applied to Safety Security and Sanitation	3	0	3
PE 1	Physical Fitness Development	(2)	0	(2)
NSTP 1	National Service Training Program 1	(3)	0	(3)
	TOTAL	23		23

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science and Technology and Society	3	0	3
GE8	Ethics	3	0	3
HMC3	Quality Service Management in Tourism and Hospitality	3	0	3
HMPC1	Kitchen Essentials and Basic Food Preparation	1	2	3
PE 2	Dance	(2)	0	(2)
NSTP 2	National Service Training Program 2-CWTS	(3)	0	(3)
	TOTAL	21	2	23

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE9	Rizal's Life and Works	3	0	3
GE10	Mga Anyo ng Kontemporaryong Panitikang Pilipino	3	0	3
GE ELEC1	Gender and Society	3	0	3
HMPC2	Foreign Language 1	3	0	3
HMPC3	Applied Business Tools and Technologies	2	1	3
HMPC4	Supply Chain Management in Hospitality Industry	3	0	3
HMC4	Micro Perspective of Tourism and Hospitality	3	0	3
PE 3	Fundamentals of Games & Sports	(2)	0	(2)
	TOTAL	22	1	23

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalaganag Pampanitikan	3	0	3
HMPC5	Fundamentals in Food Service Operations	2	1	3
HMPC6	Fundamentals in Lodging Operations	2	1	3
HMPE7	Foreign Language 2	1	2	3
HMPE1	Gastronomy	3	0	3
HMC5	Professional Development and Applied Ethics	3	0	3
PE 4	Team/Group Games & Sports	(2)	0	(2)
	TOTAL	16	4	20

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
HMPE2	Bar and Beverage Management	2	1	3
HMPE3	Bread and Pastry	1	2	3
BMEC1	Operations Management	3	0	3
HMC6	Legal Aspects in Tourism and Hospitality	3	0	3
HMC7	Philippine Culture, Tourism and Hospitality	3	0	3
HMPC8	Ergonomics and Facilities Planning for the Hospitality Industry	2	1	3
	TOTAL	14	4	18

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
BMEC2	Strategic Management & Total Quality Management	3	0	3

HMC8	Tourism and Hospitality Marketing	3	0	3
HMC9	Multicultural Diversity in Workplace for the Tourism Professional	3	0	3
HMPC9	Introduction to Meetings, Incentives Conferences and Events Management	2	1	3
HMPE4	Front Office Operations	2	1	3
	TOTAL	13	2	15

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
HMPE5	Housekeeping Operations	2	1	3
HMPC10	Research in Hospitality	3	0	3
HMC10	Entrepreneurship in Tourism and Hospitality	3	0	3
	TOTAL	8	1	9

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
HM-PRAC	Practicum	0	6	6
	TOTAL	0	6	6

Bachelor of Science in Business Administration

Major in Financial Management

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary World	3	0	3
GE4	Mathematics in Modern World	3	0	3
PE 1	Physical Fitness Development	(2)	0	(2)
NSTP 1	National Service Training Program 1	(3)	0	(3)
	TOTAL	17		17

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science and Technology and Society	3	0	3
GE8	Ethics	3	0	3
PE 2	Dance	(2)	0	(2)
NSTP 2	National Service Training Program 2	(3)	0	(3)
	TOTAL	17		17

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE9	Rizal's Life and Works	3	0	3
GE10	Mga Anyo ng Kontemporaryong Panitikang Pilipino	3	0	3
GEELEC1	Gender and Society	3	0	3
BACORE1	Basic Microeconomics	3	0	3
FM1	Banking and Financial Institutions	3	0	3
PE 3	Fundamentals of Games & Sports	(2)	0	(2)
	TOTAL	17		17

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalagang Pampanitikan	3	0	3
BACORE2	Obligations & Contracts	3	0	3
BACORE3	Taxation (Income Taxation)	3	0	3
FM2	Financial Management	3	0	3
FM3	Financial Analysis and Reporting	3	0	3
PE 4	Team/Group Games & Sports	(2)	0	(2)
	TOTAL	17		17

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
CBMEC1	Strategic Management	3	0	3
BACORE4	Good Governance and Social Responsibility	3	0	3
BACORE5	Human Resource Management	3	0	3
BACORE6	International Business and Trade	3	0	3
FM4	Monetary Policy and Central Banking	3	0	3
FM5	Investment and Portfolio Management	3	0	3
	TOTAL	18		18

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
BACORE7	Business Research	3	0	3
CBMEC2	Total Quality Management	3	0	3
FM6	Credit and Collection	3	0	3
FM7	Capital Markets	3	0	3
ELEC1	Entrepreneurial Management	3	0	3
	TOTAL	15		15

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
FM8	Special Topics in Financial Management	3	0	3
ELEC2	Personal Finance	3	0	3
ELEC3	Cooperative Management	3	0	3
BACORE8	Feasibility Study	3	0	3
	TOTAL	12		12

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ELEC4	Managerial Accounting	3	0	3
PRACTICUM	Integrated Learning	0	6	6
	TOTAL	3	6	9

Bachelor of Science in Business Administration

Major in Human Resource and Development
Management

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary World	3	0	3
GE4	Mathematics in Modern World	3	0	3
PE 1	Physical Fitness Development	(2)	0	(2)
NSTP 1	National Service Training Program 1	(3)	0	(3)
	TOTAL	17		17

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science and Technology and Society	3	0	3
GE8	Ethics	3	0	3
PE 2	Dance	(2)	0	(2)
NSTP 2	National Service Training Program 2	(3)	0	(3)
	TOTAL	17		17

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE9	Rizal's Life and Works	3	0	3
GE10	Mga Anyo ng Kontemporaryong Panitikang Pilipino	3	0	3
GEELEC1	Gender and Society	3	0	3
BACORE1	Basic Microeconomics	3	0	3
HRD1	Administrative & Office Management	3	0	3
PE 3	Fundamentals of Games & Sports	(2)	0	(2)
	TOTAL	17		17

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalagang Pampanitikan	3	0	3
BACORE2	Obligations & Contracts	3	0	3
BACORE3	Taxation (Income Taxation)	3	0	3
HRD2	Labor Law and Legislation	3	0	3
HRD3	Recruitment and Selection	3	0	3
PE 4	Team/Group Games & Sports	(2)	0	(2)
	TOTAL	17		17

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
CBMEC1	Strategic Management	3	0	3
BACORE4	Good Governance & Social Responsibility	3	0	3
BACORE5	Human Resource Management	3	0	3
BACORE6	International Business & Trade	3	0	3
HRD4	Training & Development	3	0	3
HRD5	Labor Relations & Negotiations	3	0	3
	TOTAL	18		18

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
BACORE7	Business Research	3	0	3
CBMEC2	Total Quality Management	3	0	3
HRD6	Organization & Development	3	0	3
HRD7	Compensation Administration	3	0	3
ELEC1	Entrepreneurial Management	3	0	3
	TOTAL	15		15

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
HRD8	Special Topics in Human Resource Management	3	0	3
ELEC2	Personal Finance	3	0	3
ELCE3	Marketing Management	3	0	3
BACORE8	Feasibility Study	3	0	3
	TOTAL	12		12

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ELEC4	Managerial Accounting	3	0	3
PRACTICUM	Integrated Learning	0	6	6
	TOTAL	3	6	9

Bachelor of Science in Business Administration

Major in Operations Management

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary World	3	0	3
GE4	Mathematics in Modern World	3	0	3
PE 1	Physical Fitness Development	(2)	0	(2)
NSTP 1	National Service Training Program 1	(3)	0	(3)
	TOTAL	17		17

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science and Technology and Society	3	0	3
GE8	Ethics	3	0	3
PE 2	Dance	(2)	0	(2)
NSTP 2	National Service Training Program 2	(3)	0	(3)
	TOTAL	17		17

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE9	Rizal's Life and Works	3	0	3
GE10	Mga Anyo ng Kontemporaryong Panitikang Pilipino	3	0	3
GEELEC1	Gender & Society	3	0	3
BACORE1	Basic Microeconomics	3	0	3
OM1	Environmental Management System	3	0	3
PE 3	Fundamentals of Games & Sports	(2)	0	(2)
	TOTAL	17		17

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalagang Pampanitikan	3	0	3
BACORE2	Obligations and Contracts	3	0	3
BACORE3	Taxation (Income Taxation)	3	0	3
OM2	Inventory Management & Control	3	0	3
OM3	Project Management	3	0	3
PE 4	Team/Group Games	(2)	0	(2)
	TOTAL	17		17

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
CBMEC1	Strategic Management	3	0	3
BACORE4	Good Governance & Social Responsibility	3	0	3
BACORE5	Human Resource Management	3	0	3
BACORE6	International Business & Trade	3	0	3
OM4	Costing & Pricing	3	0	3
OM5	Logistics Management	3	0	3
	TOTAL	18		18

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
BACORE7	Business Research	3	0	3
CBMEC2	Total Quality Management	3	0	3
OM6	Productivity & Quality Tools	3	0	3
OM7	Facilities Management	3	0	3
ELEC1	Entrepreneurial Management	3	0	3
	TOTAL	15		15

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
HRD8	Special Topics in Operation Management	3	0	3
ELEC2	Personal Finance	3	0	3
ELCE3	Marketing Management	3	0	3
BACORE8	Feasibility Study	3	0	3
	TOTAL	12		12

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ELEC4	Managerial Accounting	3	0	3
PRACTICUM	Integrated Learning	0	6	6
	TOTAL	3	6	9

Bachelor of Science in Information Technology

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary World	3	0	3
GE4	Mathematics in the Modern World	3	0	3
ITC-101	Introduction to Computing	2	3	5
ITC-103	Computer Programming 1	2	3	5
PE 1	Physical Fitness Development	2	0	2
NSTP 1	National Service Training Program 1	3	0	3
	TOTAL	21	6	27

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science, Technology & Society	3	0	3
GE8	Ethics	3	0	3
ITP-102	Introduction to Human Computer Interaction	2	3	5
ITP-MATH1	Discrete Mathematics	3	0	3
ITC-102	Computer Programming 2	2	3	5
PE 2	Dance	2	0	2
NSTP 2	National Service Training Program 2	3	0	3
	TOTAL	16	12	28

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE9	Rizal's Life & Works	3	0	3
GE10	Mga Anyo ng Kontemporaryong Panitikang Pilipino	3	0	3
GE-ELEC1	Gender and Society	3	0	3
ITC-201	Data Structures & Algorithm	2	3	5
ITP-201	Object-Oriented Programming	2	3	5
ITE-201	Platform Technologies	2	3	5
PE 3	Fundamentals of Games & Sports	2	0	2
	TOTAL	17	9	26

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalagang Pampanitikan	3	0	3
ITC-202	Information Management	2	3	5
ITP-204	Networking 1	2	3	5
ITP-206	Integrative Programming & Technologies	2	3	5
ITP-MATH2	Quantitative Methods (including Modeling & Simulation)	2	0	3
ITE-202	Human Computer Interaction 2	2	3	5
PE 4	Team/Group Games	3	0	2
	TOTAL	16	12	28

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ITP-301	Advanced Database Systems	2	3	5
ITP-303	Networking 2	2	3	5
ITP-307	Social & Professional Issues	3	0	3
ITP-305	Systems Integration & Architecture	2	3	5
ITE-303	Event-Driven Programming	2	3	5
ITP-309	Web Systems & Technologies 1	3	0	3
	TOTAL	14	12	26

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ITP-302	Information Assurance & Security 1	2	3	5
ITE-302	Web Systems & Technologies 2	2	3	5
ITP-306	Systems Integration Architecture 2	2	3	5
ITP-308	Social & Professional Issues 2	3	0	3
	TOTAL	9	9	18

THIRD YEAR – SUMMER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ITP-S1	Information Assurance & Security 2	2	3	5
ITP-CAPS1	Capstone Project 1	3	0	3
	TOTAL	5	9	8

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
ITP-401	Systems Administration & Maintenance	2	3	5
ITC-403	Applications Development & Engineering Technologies	2	3	5
ITP-CAPS2	Capstone Project 2	3	0	3
	TOTAL	7	6	13

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
IT-PRAC	Practicum	6	0	6
	TOTAL	6	0	6

Bachelor of Elementary Education
Area of Concentration: GENERALIST

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary World	3	0	3
GE4	Mathematics in Modern World	3	0	3
EDPEC1	The Child & Adolescent Learners and Learning Principles	3	0	3
MTB1	Content & Pedagogy for the Mother Tongue	3	0	3
FLI1	Pagtuturo at Fiolipino sa Elemetarya (I)-Estruktura at Gamit ng Wikang Filipino	3	0	3
PE 1	Physical Fitness Development	(2)	0	(2)
NSTP 1	NSTP 1-LTS	(3)	0	(3)
	TOTAL	26		26

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science, Technology & Society	3	0	3
GE8	Ethics	3	0	3
EDPEC2	Facilitating Learner Centered Teaching	3	0	3
SCI1	Teaching Science in the Elementary Grades (Biology & Chemistry)	3	0	3
SSC1	Teaching Science in the Primary Grades (Philippine History & Government)	3	0	3
PE 2	Dance	(2)	0	(2)
NSTP 2	NSTP 2-LTS	(3)	0	(3)
	TOTAL	26	0	26

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE9	Rizal's Life & Works	3	0	3
GE10	Mga Anyo ng Kontemporaryong Panitikang Pilipino	3	0	3
GE-ELEC1	Gender & Society	3	0	3
EDPEC3	Technology for Teaching & Learning 1	3	0	3
EDPEC4	The Teacher & the School Curriculum	3	0	3
EDPEC5	Building & Enhancing New Literacies Across Curriculum	3	0	3
SCI2	Teaching Science in the Intermediate Grades (Physics, Earth & Space Science)	3	0	3
PE 3	Fundamentals of Games & Sports	(2)	0	(2)
	TOTAL	23	0	23

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalagang Pampanitikan	3	0	3
EDPEC6	Foundation of Special & Inclusive Education	3	0	3
EDPEC7	Assessment in Learning 1	3	0	3
SSC2	Teaching Social Studies in the Intermediate Grades (Culture & Basic Geography)	3	0	3
FL2	Pagtuturo ng Filipino sa Elementarya II-Panitikan ng Pilipinas	3	0	3
TTL2	Technology for Teaching & Learning in the Elementary Grades	3	0	1
TLE1	Edukasyon Pantahanan at Pangkabuhayan	3	0	3
PE 4	Team/Group Games	(2)	0	(2)
	TOTAL	23	0	23

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDPEC8	Assessment in Learning 2	3	0	3
MUSIC1	Teaching Music in the Elementary Grades	3	0	3
ARTS1	Teaching Arts in the Elementary Grades	3	0	3
ENG1	Teaching English in the Elementary Grades (Language Arts)	3	0	3
MATH1	Teaching Math in the Primary Grades	3	0	3
VED1	Good Manners & Right Conduct	3	0	3
TLE2	Edukasyong Pantahanan at Pangkabuhay w/ Entrepreneurship	3	0	3
	TOTAL	21	0	21

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDPEC9	The Teacher & the Community, School Culture & Organizational Leadership	3	0	3
EDPEC10	The Teaching Profession	3	0	3
PEH1	Teaching PE and Health in the Elementary Grades	3	0	3
RES1	Research in Education	3	0	3
MATH2	Teaching Math in the Intermediate Grades	3	0	3
ENG2	Teaching Literacies in the Elementary Grades Through Literature	3	0	3
EDELEC1	Teaching Multi-grade Classes	3	0	3
	TOTAL	21	0	21

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDE11	Field Study 1 – Observation of Teaching-Learning in Actual School Environment	3	0	3
EDE112	Field Study 2 – Participation & Teaching Assistantship	3	0	3
	TOTAL	6	0	6

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDE113	Teaching Internship	0	6	6
	TOTAL	0	6	6

Bachelor of Secondary Education

Major in ENGLISH

FIRST YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE1	Understanding the Self	3	0	3
GE2	Readings in the Philippine History	3	0	3
GE3	The Contemporary World	3	0	3
GE4	Mathematics in Modern World	3	0	3
EDPEC1	The Child & Adolescent Learners and Learning Principles	3	0	3
SEDMAJ1	Introduction to Linguistics	3	0	3
SEDMAJ2	Language, Culture and Society	3	0	3
PE 1	Physical Fitness Development	(2)	0	(2)
NSTP 1	National Service Training Program 1	(3)	0	(3)
	TOTAL	26		26

FIRST YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE5	Purposive Communication	3	0	3
GE6	Art Appreciation	3	0	3
GE7	Science, Technology and Society	3	0	3
GE8	Ethics	3	0	3
EDPEC2	Facilitating Learner Centered Teaching	3	0	3
SEDMAJ3	Structure of English	3	0	3
SEDMAJ4	Principles and Theories of Language Acquisition & Learning	3	0	3
PE 2	Dance	(2)	0	(2)
NSTP 2	National Service Training Program 2	(3)	0	(3)
	TOTAL	26	0	26

SECOND YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE6	Art Appreciation	3	0	3
GE7	Science, Technology and Society	3	0	3
GE8	Ethics	3	0	3
GE9	Rizal's Life and Works	3	0	3
EDPEC2	Facilitating Learner Centered Teaching	3	0	3
SEDMAJ3	Structure of English	3	0	3
SEDMAJ4	Principles and Theories of Language Acquisition & Learning	3	0	3
PE 2	Dance	(2)	0	(2)
	TOTAL	24	0	24

SECOND YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
GE11	Pagpapahalagang Pampanitikan	3	0	3
EDPEC6	Foundation of Special & Inclusive Education	3	0	3
EDPEC7	Assessment in Learning 1	3	0	3
SEDMAJ7	Survey of Philippine Literature in English	3	0	3
SEDMAJ8	Survey of Afro-Asian Literature	3	0	3
SEDMAJ9	Survey of English & American Literature	3	0	1
SEDMAJ10	Contemporary, Popular & Emergent Literature	3	0	3
SEDMAJ11	Mythology & Folklore	3	0	3
PE 4	Team/Group Games	(2)	0	(2)
	TOTAL	23	0	23

THIRD YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDPEC8	Assessment in Learning 2	3	0	3
SEDMAJ12	Technical Writing	3	0	3
SEDJMAJ13	Technical & Assessment of Grammar	3	0	3
SEDMAJ14	Technology for Teacher Learning 2	3	0	3
SEDMAJ15	Literary Criticism	3	0	3
SEDMAJ16	Speech & Theater Arts	3	0	3
SEDMAJ17	Teaching & Assessment of Macro skills	3	0	3
EDELEC1	Translation	3	0	3
	TOTAL	24	0	24

THIRD YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDPEC9	The Teacher & the Community, School Culture & Organizational Leadership School Culture	3	0	3
EDPEC10	The Teaching Profession	3	0	3
SEDMAJ18	Teaching Assessment in Literature Studies	3	0	3
SEDMAJ19	Campus Journalism	3	0	3
SEDMAJ20	Language Research	3	0	3
SEDMAJ21	Language Learning Materials & Development	3	0	3
EDELEC2	Elective-Stylistics & Discourse Analysis	3	0	3
	TOTAL	21	0	21

FOURTH YEAR – 1ST SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDE11	Field Study 1 – Observation of Teaching-Learning in Actual School Environment	3	0	3
EDE19	Field Study 2 – Participation & Teaching Assistantship	3	0	3
	TOTAL	6	0	6

FOURTH YEAR – 2ND SEMESTER

Course Code	Descriptive Title	Lec. Units	Lab Units	Total Units
EDE113	Teaching Internship	0	6	6
	TOTAL	0	6	6

PART 7

ACCREDITED STUDENT ORGANIZATIONS

College Student Council (CSC)

The CSC is the student government in the College Department. It is the mother organization, too.

The Marian Inscription (TMI)

The TMI is the campus journalism. It is the official publication of the College Department released at least twice a year.

Alliance of Leaders Prominent in Hospitality Management Accredited for Services (ALPHAS)

The ALPHAS is the official club organization for the Hospitality Management Department.

Business Administration Students for Alliance and Empowerment (BASAE)

The BASAE is the official club organization for the Business Administration Department.

College of Information and Computer Studies (CICS)

The CICS is the official club organization for the Information Technology Department.

Especially Made Equipped Roborated Gallant Educators (EMERGE)

The EMERGE is the official club organization for the Teacher Education Department.

SCHOOL SERVICES

Information & Orientation Services

Marian College of Baliuag provides information materials on institutional mission, vision and goals, academic rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development. There is a regular comprehensive orientation program held for new and continuing students in response to students' needs.

Scholarships & Financial Assistance

Student scholarships and financial assistance are made available to students. Applicants are screened and when recipients of the program are monitored on their school performance.

Health Services

Health services are administered by licensed medical professionals. A full-time school nurse provides the primary health care services, keeps and updates health records of students and maintains the health facilities.

Guidance & Counseling Services

Guidance and counseling services maintain the students' cumulative records which contain relevant information about the students' background. It also provides an assessment program for students' growth and development. Records are maintained and kept confidential.

Food Services

Affordable and nutritious foods are provided for the convenience of the academic community.

Safety & Security Services

Licensed and competent security personnel ensure the safety and security of the members of the school particularly the students and their belongings. This is to provide a safe and secure environment to the entire academic community.

Student Discipline

Rules and regulations of the department define appropriate student conduct and prescribe sanctions for misconduct. The set of rules and regulations is published and disseminated during orientation program to the academic community. A Disciplinary Committee is created to ensure due process in dealing with student Misconduct.

SCHOOL FACILITIES & STUDENT SERVICES

Administration Building

Offices that house the governing board who exercise general supervision to the entire academic community.

Dean's Office

The Dean's Office provides academic leadership and overall administrative supervision over all activities in the department.

Registrar's Office

The Registrar's Office sees to the effective and efficient delivery of service where student records are concerned.

Program Heads Office

The Program Heads Office is the official venue of the program heads for administrative & consultation tasks.

Learning Resource Center

The College Learning Resource Center, manned by licensed librarians, responds to the needs of students in the various courses it offers. It provides research facilities for the different disciplines and procures basic print supplementary materials in addition to adequate copies of textbooks and references.

Finance Office

The Finance Office carries out the financial and business policies of the school, administers the physical as-sets and revenues and expenditures and controls all business activities of the academic community.

Guidance and Counseling Office

The Guidance and Counseling Office is available to all students. It administers psychological tests and conducts individual and group counseling.

Student Services Office

The Student Services Office caters to the co-extracurricular activities in and off campus of the different departments in the College.

Research and Development Unit

The Research and Development Unit provides services in institutional research, educational research, pro-gram evaluation, and policy analysis, projects for faculty and students and extension projects.

Community Extension Service Office

The Community Extension Service Office exposes students on civic and community participation and involvement through various outreach programs and projects.

Quality Assurance Office

The Quality Assurance Office oversees the monitoring and evaluation system of the College to meet the standards of quality education it seeks for. It analyzes and makes sure that the services provided by the College conforms to the aims and goals of the institution as well as the stakeholders' expectations.

Medical Clinic

The Medical Clinic is a health care facility that is primarily devoted to the care of the entire academic community.

College Faculty Room

The College Faculty room is the faculty lounge after class sessions. It has a receiving area where the faculty members may cater to the needs of the students.

Mock Hotel

It has also hotel room set-up with full bathroom. It also has the dining area and the bar set up. It has the provision for reception area.

Audio-Visual Room

The AVR is a facility with tools and equipment that are needed for multi-media presentations.

Computer Laboratory

The Computer Laboratory houses a cluster of computers that are networked and available for students 'use. Its computers have installed software programs specifically necessary for the different course programs the College offers.

Food Laboratory

The Food Laboratory houses hot and cold preparation area, baking area and banquet area. It has provision for cooking demonstration. There is a separate store room for the equipment and utensils used for cooking and baking activities.

Science Laboratory

The Science Laboratory is a special facility where experiments are done. A separate storage area keeps the scientific equipment and tools necessary to complete experiments.

School Canteen

The school canteen serves food and other goods to cater the needs of the academic community. It maintains safety and sanitary conditions in its premises.

MARIAN COLLEGE of BALIWAG, INC.
Baliwag, Bulacan

Date

STUDENT'S PLEDGE

I, _____, have read and understood the contents and provisions of this Student Handbook. Likewise, I promise to abide with the policies and rules of the College as stated therein.

Conforme:

Signature over Printed
Name of Student

Year & Course

Date

Noted by:

Program Head

APPENDICES
ANTI-SEXUAL HARASSMENT
ACT OF 1995 R.A 7877

What is R.A 7877?

- Also known as Anti-Sexual Harassment Act of 1995
- This law declares as unlawful all forms of sexual harassment in school and in places of work.
- It penalizes or punishes the offender after judgment by a court of law and also allows the punishment of any offender under the rules and regulations that a school or places of work may adopt in accordance with the provisions of the law itself.

What is the purpose of the Law?

- To guarantee that the learning and working environment is free from any sexual harassment and is conducive for a harmonious and productive work and study.
- In attaining this purpose the law seeks to value the dignity of individuals and protect the human resources of the country by guaranteeing full respect for the human rights of the people.

IMPLEMENTING RULES AND REGULATIONS FOR THE
ANTI-SEXUAL HARASSMENT ACT OF 1995
(R.A #7877)

PART I: STATE AND SCHOOL POLICIES

Section 1. State 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.

It is duty of the employer to prescribe the guidelines on proper decorum in the workplace and educational institution, and to provide the procedure for the resolution settlement or prosecution of said acts.

Section 2. School Policy

On objective of the Marian College is to foster an open learning and working environment. This implies its obligation to provide an environment that is free from sexual harassment and from fear that it may occur. Since the entire academic community suffers when sexual harassment takes place. It is the declared policy of Marian College that sexual harassment is unacceptable behavior and a violation of the law shall never be tolerated or condoned.

Violations of these policies shall result in disciplinary action including but not limited to expulsion or termination as the case may be, without prejudice to criminal prosecution. All members of the Marian College community affected by or involved in a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

Considering the delicate nature of such incidents and possible misconceptions and apprehensions, the Marian College shall accord the respondents as much respect as the complainant, by ensuring confidentiality and due process in the investigation of the case and by punishing those who

commit damaging intrigue, perjury or those who are found to have made false accusations.

PART II: DEFINITION OF TERMS

Section 1. School Personnel

This refers to all persons working wing for Marian College, and includes the following:

- Teaching Staff—actually engaged in the teaching service;
- Academic Non-Teaching Personnel—any employee possessing certain prescribed academic functions directly supportive of teaching, such as librarians, guidance counselor, researchers, research assistants, and the like;
- Non-Academic Personnel-any employee who does not fall under the definition and coverage of teaching staff, administrators and academic non-teaching personnel;
- School Administrators—the school head or the chief operating of a school or in general, those who are duly appointed (and occupying) a position of responsibility involved in both policy-formulation and implementation.

The Marian College shall be considered both as a place of study and a place of work.

Section 2. Sexual Harassment

Sexual harassment is committed by an employer, agent of the employer, manager, supervisor, employee, instructor, coach, trainer or any other person who having authority, influence, moral ascendancy or physical superiority over another in a work/educational environmental demands, requests or requires any sexual favor from another, whether or

not the other person accepts the demand, request or requirement. Forms of sexual harassment include:

Forms of Sexual Harassment:

- Verbal abuse of a sexual nature;
- Unwelcome sexual advances
- Serious physical abuses such as sexual assault and rape;
- Graphic commentary about an individual's body, sexual prowess or sexual deficiencies;
- Displaying objects which are sexual in nature that would create a hostile or offensive environment;
- Persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one;
- Repeated sexually oriented kidding, teasing, joking or flirting.

Section 3. When Sexual Harassment is Committed

In a school-as-a-place-of-study setting, sexual harassment is committed:

- The sexual favor is made a condition to the giving of a passing grade, or the granting of honors and/or scholarships, or the payment of a stipend, allowance or other benefits, privileges or considerations;
- Against one who is under the care, custody or supervision of the offender;
- The sexual advances result in an intimidating hostile or offensive environment for the student/trainee/apprentice.

In a school-as-a-place-of-work setting, sexual harassment is committed;

- The sexual favors or its refusal impairs the employee's rights or privileges under existing labor laws;
- The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of the victim;
- The sexual favor or its refusal results in an intimidating hostile or offensive for the employee;
- The sexual favor leads to the granting of favorable compensation, terms, conditions, promotions or privileges;
- The refusal to grant the sexual favor results in the limiting, segregating or classifying the employee in a way that will discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.
- Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a salary increase by submission to sexual advances. The suggestion need not be direct or explicit, it can be implied from the conduct, circumstances and relationship of the person involved.

Section 4. Offenders

Offenders may be those who have authority, influence or moral ascendancy over another. Students committing sexual offenses will be charged as per provisions of the Student Manual/Handbook.

Section 5. Other Persons Liable

Any person who directs or induces another to commit or succumb to any act of sexual harassment, or who cooperates in the commission of the act, shall also be held liable under these Rules. Their penalties will

be determined by the extent and nature of their involvement.

Section 6. Sanctions

The board shall choose from the following based on the Offense as determined by it.

- Reprimand
- Suspension
- Termination

Progressive Discipline applies

Section 7. Sanctions Not a Bar to Court Action or Other Actions

Administrative sanctions shall not be a bar to prosecution in the proper courts. Any offenses not falling hereunder may be referred to other school authorities for proper actions.

Section 8. Harassment outside the Campus

The Marian College and the Anti-Sexual Harassment Board herein defined shall take cognizance of sexual harassment cases committed by the members of its community outside the campus and beyond classroom and office hours if the sexual favor falls under section 3 hereof.

PART III: ANTI-SEXUAL HARASSMENT BOARD

Section 1. Anti-Sexual Harassment Board and its Functions

An Anti-Sexual harassment Board is hereby created. The Board shall conduct orientation, as the case may be, for employees, faculty, coaches, students, etc., to increase understanding and prevent

incidents of sexual harassment. It shall also conduct the investigation of alleged cases. The Board may form a Committee to initially determine if submitted cases merit investigation. The Committee may refer to the Board of Discipline, the Grievance Committee or the Anti-Sexual Harassment Board depending on the nature of the offense.

Section 2. Composition of the Board

The Board shall be composed of representatives of the different sectors of the Marian College as follows:

Chairperson	Administrator (Program Head)
Vice-Chairperson	Administrator (Program Head)
Members	1 Male and Female Faculty
	1 Male and 1 Female Employees (from rank and file)
	1 Male and 1 Students
	College Chaplain

The Marian College shall appoint a Guidance Counselor to provide assistance to the alleged victim, if he/she is a student.

PART IV: GRIEVANCE PROCEDURES

Section 1. Right to Due Process

No disciplinary sanction shall be applied upon any respondent except for cause, and after due process shall have been observed. The respondent must be afforded confidentiality during the proceedings.

The Due Process:

- He is informed of the evidence against him;

- He is given the chance to present evidence on his own behalf;
- He is given the chance to answer the charges against him, with the assistance of counsel if desired;
- The alleged offender is informed in writing of the accusation against him;
- All the evidences are considered by the Committee.

Section 2. Written Complaint

The complaint must be in writing, under oath and must contain the following information:

- The name(s) of the respondents(s):
- The name(s) and address (es) of the complainant/s;
- Narration of incident (when, where, how);
- Attachments of pertinent papers or documents in support of the complaint.
- The name(s) of witness (es), if any:

Section 3. Furnishing Respondent with Complaint

The Board shall immediately furnish the offender a copy of the complaint and all its attachments, and shall direct him to submit an answer and accompanying documents within ten (10) days from receipt thereof. The Board shall schedule the hearing on a date immediately after the give period.

Section 4. When Victim is a Minor

When the offended party is a minor, the parents, or any adult school personnel may file the complaint for the minor.

Section 5. Failure to Answer

If offender fails to answer in writing and under oath and submit documents (within ten days from receipt of the complaint), or fails to appear during the conference, the offender shall be deemed to have waived his right to present his evidence and the case shall be heard in his absence.

Section 6. Confidentiality

The Board shall make every effort to maintain confidentiality.

Section 7. Reasonable Man/Woman

In view of the fact that the perceptions of men and women may differ as to what constitutes harmless fun on one hand and offensive conduct on the other hand, the Board shall adopt a "reasonable man/woman" rather than a "reasonable person", standard to determine whether the act is unwelcome and sufficiency pervasive to constitute sexual harassment. Under this standard, the proper focus is on the victim's perspective of the given act. Thus, in a typical case, a sexual harassment complaint is proven if a reasonable man or a reasonable woman would consider the act hostile or offensive.

Section 8. Liability of the Employer or Head of Officer of the College or the College

The employer or head of office/college shall be solidarity liable for damages arising from the acts of sexual harassment committed on campus if the employer or head of office/college is informed of such acts by the offended party and no action is taken

thereon within ten (10) calendar days from receipt of the complaint.

Section 9. Written Records

Written records of cases of sexual harassment must be kept and treated with confidentiality. Therefore, the public should have no access to them except upon order of the court. All records shall be kept by the Board Secretariat.

Section 10. Procedures

The procedures will be summary. The offender cannot invoke cross-examination as a matter of right but may be allowed to ask clarificatory questions if deemed necessary to the Board. If in the motu proprio opinion of the Board, no hearing is necessary then it shall issue an order to the effect and declare the case submitted for resolution.

PART V: MISCELLANEOUS PROVISIONS

Section 1. Preventive Suspension of Accused

Any respondent may be placed immediately under the preventive suspension without pay for a period not exceeding thirty (30) days.

Section 2. Incriminating Innocent Persons

Any member of the academic community, who shall, by perjury, incriminate or impute to an innocent person the commission of a sexual harassment act, shall be meted appropriate penalty by the board.

Section 3. Separability Clause

If any part or provision of the Act or any of these implementing rules and regulations be held invalid or unconstitutional, it shall not affect the effectivity and implementation of its remaining parts or provisions.

Section 4. Repealing Clause

Any rules and regulations, orders and policies of the College which are inconsistent with any provision of the Act or with any of these implementing rules and regulations, are hereby deemed repealed or modified, as the case may be.

Section 5. Effectivity

These Rules and Regulations shall take effect fifteen (15) Days after publication and posting by the Board.

Implementing Guidelines on Drug Related Matters

In accordance with the provisions of Republic Act No. 7722, otherwise known as "Higher Education Act of 1994" and in pursue of section 36 © of Article III of R.A 9165 also known as the "Comprehensive Dangerous Drug Act of 2002".

General Guideline:

The program aims to oversee the safety of every student and to encourage students who use drugs to participate in drug treatment and rehabilitation programs. The College would also like to strengthen its collaboration efforts of the identified agencies against the use of illegal drugs and rehabilitation of drug users and dependents. Thus, the following rules, regulations and guidelines are implemented in the College.

- No person may possess, use, sell, distribute and aid in the distribution of alcohol, narcotics drugs or other substances nor use, possess, sell or distribute paraphernalia's for the purpose of drug use in school buildings, school properties

and grounds, in college-sponsored vehicles or at college-sponsored events at other venues.

- Any substances commonly referred to as illegal drugs of RA 9165 such as "alcoholic", "narcotics", "mood-altering substances" are strictly prohibited in this institution. Only those with written orders/prescription from a physician shall be allowed to use the prescribed drugs.

Drug Testing Guidelines

1. All new students shall submit themselves during the drug testing procedures of the school. Random drug testing will be conducted anytime during the students' stay in the college. All students and their parents are notified in writing about the process and execution of the random drug testing activity.
2. The selection process for random drug testing is in any manner that shall be agreed by the Drug Testing Committee.
3. Before testing, the selected students shall be asked to reveal the prescription medicines, vitamins food supplements and the like that they had ingested within five (5) days. The Marian College – DOH accredited laboratory who will conduct the test shall keep the listing and utilize this in the evaluation of the drug test.
4. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. DOH prescribed guidelines shall be posted in strategic places/areas visible in school.
5. The personnel to monitor and assigned to ensure the integrity of the collection process should be of the same sex with the students taking the test.
6. Students randomly chosen or scheduled to take the drug test but not able to participate in the scheduled testing will be required by the

school to submit themselves to the Drug Testing Committee within a prescribed period of time.

7. Students who failed to comply with the required testing within the prescribed period of time will be subjected to administrative and disciplinary action as agreed upon by the Disciplinary Committee.
8. In case the test results are confirmed positive, the Drug Testing Head shall invite both parents and student for a conference. The Drug Testing Head shall relay to the student and parent the result of the test and shall aim to identify problems or reasons that may need professional help.
9. Students who will be confirmed positive will be required to undertake Drug Dependency Assessment. This assessment is at the expense of the student. In the event that the student is determined as Drug Dependent the DOH – accredited faculty or physician – may make recommendations to the students, parent and Drug Testing Head to have the student referred to a DOH-accredited faculty suited to the students' level of dependencies.
10. The student found positive shall be expelled in the College as stipulated in the Students Handbook.