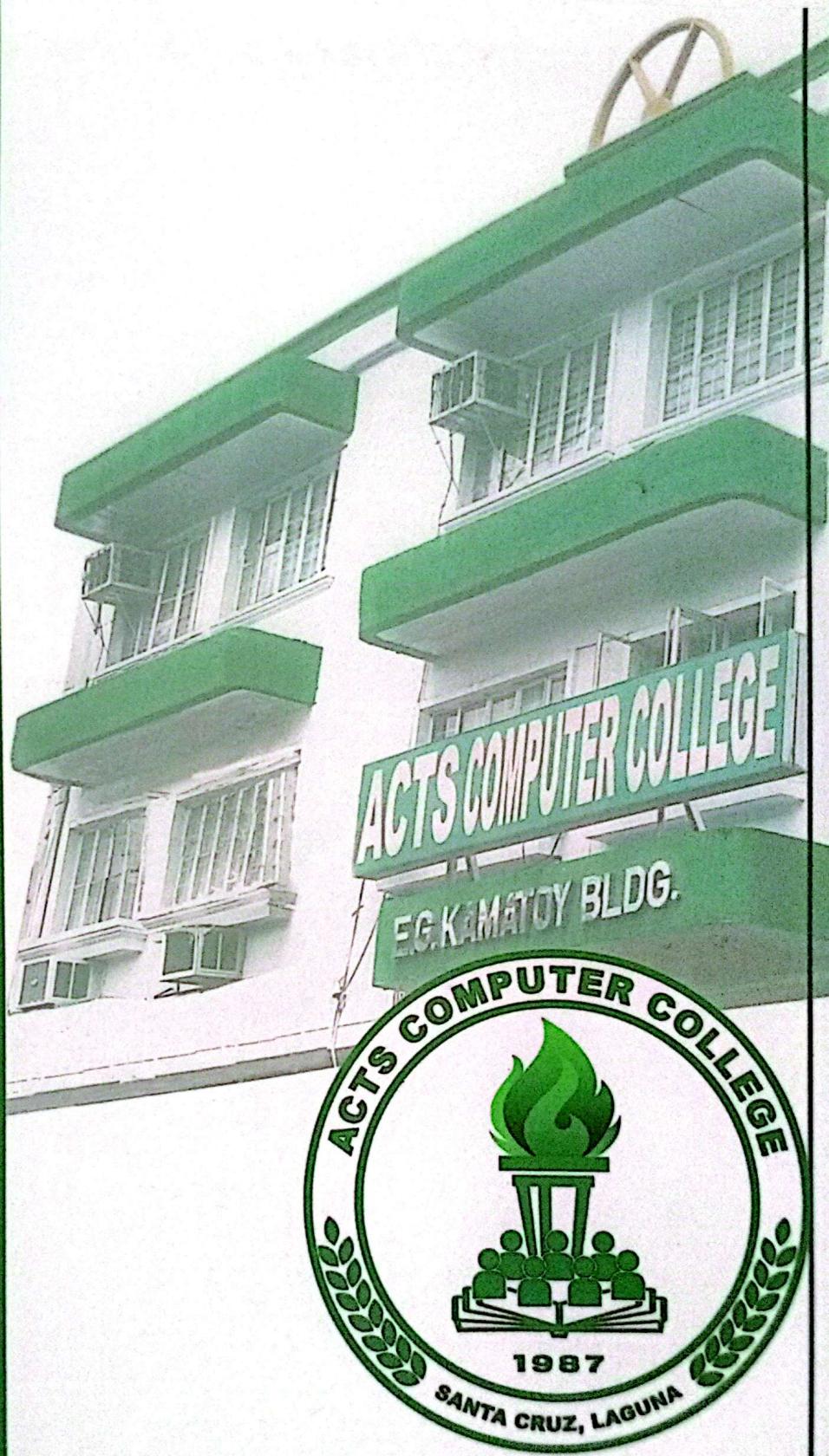


ACTS COMPUTER COLLEGE

College



**Student Handbook
2024**

*"I am the vine, and you are the branches
Those who remains in me,
and I in them
will bear much fruit;
for you can do nothing without me."*

- John 15:5 -

TABLE OF CONTENTS

	PAGE
MESSAGE OF THE PRESIDENT	1
ACTS COMPUTER COLLEGE	2
ACTS LOGO	4
VISION	5
MISSION	5
STATEMENT OF OBJECTIVES	5
RULES AND REGULATIONS	
RULES:	
I. Admission Requirements & Enrollment Procedure.....	6
II. Academic Load.....	7
III. Cross-Enrollment	8
IV. Pre-requisites of Subjects	8
V. Shifting/Changing of Course	9
VI. Changing, Adding, or Dropping a Subject	9
VII. Completion of Grades	10
VIII. Rules on Fees	11
IX. Scholarships	12
X. ACTS Dean's Listers	13
XI. Attendance	13
XII. Grading System	14
XIII. Scholastic Deficiency	15
XIV. Graduation Requirements	15
XV. Graduation with Honors	16
XVI. Transfer Credentials	17
XVII. Examinations	17
XVIII. Cheating	18
XIX. Special Exams	19
XX. Term Papers, Projects and other Requirements	19
XXI. National Service Training Program	19
XXII. Student's Records	20
XXIII. Library Rules and Regulations	20
XXIV. Co-Curricular Activities	21
XXV. Students' Organizations	21
XXVI. Use of School Facilities	22
XXVII. Computer and Internet Laboratory Room	22

XXVIII.	Identification Cards	23
XXIX	School Uniform	24
XXX.	Physical Education	24
XXXI.	On-the-Job Training	25
XXXII.	Collection of Contributions	26
XXXIII.	General Safety Rules	26
XXXIV	Institutional Norms	28
XXXV.	Guidelines For The Request of School Credentials/Documents	33
XXXVI.	General Policies, Rules & Regulations In the Conduct of Flexible Learning	34
XXXVII	Definition of Terms	43
XXXVIII	Amendments	45
XXXIX.	Effectivity	45
	ACTS Hymn	46
	Pledge of Loyalty	47
	National Anthem	47
	Acknowledgement Receipt of the Student Handbook	48

Message of the College President

ACTS Computer College is the pioneer computer college in Sta. Cruz, Laguna. It is higher educational institution, founded 1987. Our mission, to advance new ideas and promote enduring knowledge, has kept the institution more responsive in serving the public. We strive to create an academic environment in which our students and scholars from all walks of life are continually challenged and inspired to do their best possible work for the best career for a lifelong journey.

ACTS is a non-stock, non-profit institution, which means that tuition fee goes right back in your education for better equipment, better facilities and better instructions. Our success is not measured in profits, but in the careers and achievements of our graduates.

Our students are guaranteed to learn and enhance their resourcefulness, innovativeness and creativeness in IT, Business and Industry skills requirement in the 21st century and beyond. ACTS Computer College can help you achieve your goals and success in life.

I am pleased to welcome you to ACTS Family. I hope that you will find your stay both enlightening and enjoyable.

All the best and GOD bless us all.



PROF. RUBEN F. MACALINAO, MBA, MM

College President

ACTS COMPUTER COLLEGE

ACTS Computer College (formerly Advanced Computer Training School) was established on March 9, 1987. It is the pioneer computer college in the premiere town of Sta. Cruz, Laguna.

The ACTS Computer College was first located in front of the Provincial Capitol of Laguna at P. Guevara Avenue Sta. Cruz, Laguna. With an enrollment of about 115 students, ACTS Computer College initially offered short computer courses namely: Basic Programming Modules, Basic Computer System, COBOL, Lotus 1-2-3 and WordStar.

In 1990, ACTS Computer College offered additional Two and Three-Year courses namely: Computer Technology, Office Management with Computer, Electronic Computer Technician and the Three-Year Computer Information System.

The year 1994 was a big leap for ACTS Computer College. ACTS was transferred from its business office fronting the Provincial Capitol of Laguna to its new strategic location in EGK Building at P. Guevara Avenue, corner A. Bonifacio Street Sta. Cruz, Laguna in front of the Immaculate Conception Catholic Church. The corporate name Advanced Computer Training School was changed to ACTS Computer College upon approval of the Securities and Exchange Commission on June 7, 1994 signifying a great challenges, changes and opportunities for the institution to make way for a remarkable and more exciting business prospects heading into the future. In the same year the Commission on Higher Education (CHED) approved its new curricular offerings in Bachelor of Science in Computer Science (BSCS), Bachelor of Science in Information Technology (BSIT), Bachelor of Science in Information Management (BSIM), Bachelor of Science in Business Administration (BSBA), and Bachelor of Science in Secretarial Administration (BSSA).

This program is in response to the demands of the changing global environment in this modern age to produce professional, responsible and globally competitive citizens ready to compete with the technological and scientific transformation worldwide.

In 1996, with the imminent threat of the Asian Financial Crisis, ACTS was able to conceptualize a program in response to help fight the crisis and assist the poverty alleviation program of our nation. The ACTS Study Now Pay Later Plan Scholarship was introduced in the same year, followed by the ACTS Tuition Fee Discount Scholarship Program in the year 2001 and the ACTS Scholarship Assistance Program (ASAP) in the year 2006, a more responsive scholarship program bringing hope, joy and prosperity of life addressing the needs of the underprivileged but deserving students with the sincere intention of helping them finish their college education to have a decent life and a guaranteed stable career for a lifelong journey.

In 1998, with the solid teamwork and united enduring efforts and guidance of the professional and competent faculty personnel of ACTS Computer College, it was able to

produce its first batch of Bachelor of Science in Computer Science (BSCS) graduates. Since then, ACTS has produced more graduates in BSCS, BSIT, BSBA and BSSA where they were already successful in their respective field of endeavor locally and in the global work arena.

On September 16, 2009, with the supreme guidance and blessings from our Almighty God, ACTS Computer College, Infanta, Quezon was born and incorporated in service to God and Country.

The Commission on Higher Education has given government recognition to ACTS Computer College in the following courses, namely: Bachelor of Science in Entrepreneurship on March 26, 2014, Bachelor of Science in Accounting Technology on October 12, 2016 and Bachelor of Technical Teacher Education on September 22, 2017 to produce a more responsible, productive and dignified graduates towards a sustainable Philippine Economy in the 21st century and in cooperation to the ASEAN Economic Community.

ACTS Computer College's Vision and Mission will continue to respond positively in the next 50 years and beyond to the fast changing technology to help empower our students and make them more resourceful, more innovative, more creative, more resilient, more responsive and more responsible to adapt to change and help them compete in the information technology-based global economy and push our country forward thus bringing real hope, joy, and prosperity of life to everybody in service to GOD and country.

ACTS LOGO



The choice of school's logo reflects the core values that ACTS Computer College in which it is committed to. The foundation is the book, specifically the Bible - the Word of God, the source of knowledge and wisdom shown open since its message/content must necessarily be read and put into practice. Standing above the book heralds the institution's concern to all members of academic community - the administrators, the professoriate, the non-academic personnel, and the student's body, - hand-in hand, regardless of the status in life, looking forward to a splendid life-giving future. The torch epitomizes the aim of the school in giving her students a bright future with the power of knowledge and sound moral values. The leaves embody hope and peace within the ambit of ACTS Computer College as it continuously serves God and His people from the time it was founded - 1987 and onwards. The color green and its white background signify prosperity and purity.

VISION

ACTS Computer College equips diverse students with relevant knowledge and skills to meet the industry-based standards and aspiring to become the leading institution producing globally competitive graduates fostering excellent Christian Culture with strong faith in Almighty God and love for His mankind.

MISSION

ACTS Computer College, the pioneer computer school in Sta. Cruz, Laguna, founded in 1987, is a private non-sectarian higher educational institution with an aim focusing on students' instruction, research and community services. It offers industry-based curriculum with the state-of-the-art technology, taught by the highly qualified faculty and supported by the dedicated and committed management of the institution. It ensures that students are equipped with the right experience, expertise and excellence supportive of national development goals and standards of global requirements.

STATEMENT OF OBJECTIVES

The ACTS Computer College, a higher educational institution, commits itself to the establishment of a progressive and dynamic society by developing the intellectual and physical potentials of the individual, and by training worthy, useful and effective citizens and responsible leaders who are imbued with a sense of nationhood, justice and equity; equipped with virtues of self-discipline and civic consciousness; possessed of desirable moral, social, cultural and spiritual values; committed to respect the rights and dignity of the human persons; and determined to promote world peace, international understanding and cooperation.

RULES AND REGULATIONS

RULE I ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

Good health, good moral character and mental competence are essential requisites for admission. Admission is granted with definite understanding that the student and his/her parents or guardians agree to comply with the scholastic standards of the school. The school reserves the right to treat violations of the rules and regulations in accordance with their system of discipline and guidance and also the right to refuse admission to any student who has been dismissed for cause from another school.

1. The school will enroll only students who meet its admission requirements. Unless otherwise changed, such requirements and enrollment procedure are as follows:

Freshman Applicants:

- a. To qualify for admissions, the applicant must have graduated from an accredited public or private high school.
- b. Upon enrollment, the applicant should present the following:
 - Original copy of Form 138 (High School Report Card)
 - Original copy of Form 137
 - Certificate of Good Moral Character (Original copy)
 - A clear photocopy of Certificate of Live Birth printed on Philippine Statistics Authority (PSA) Security Papers (please bring original copy for verification purposes only)
 - 2 Colored ID pictures (2x2)
 - Proof of Scholarship (If there is any)

Transferees:

- Copy of Grades duly certified by the Registrar of former school
- Certificate of Honorable dismissal (Original)
- Certificate of Good Moral Character from the Dean (Original)
- A clear photocopy of Certificate of Live Birth printed on Philippine Statistics Authority (PSA) Security Papers (please bring original copy for verification purposes only)
- 2 ID pictures (2x2)

2. Enrollment Procedure

For Old Students

- a. Students who incurred incomplete/conditional grades (INC) must consult their concerned teachers for the completion of their grades, respectively.
- b. Bring your previous semester's OFFICIAL GRADES to the College Registrar's office for evaluation purposes (This can be done on or before the enrollment day or as scheduled by the College Registrar).
- c. ACTS scholars are advised to proceed to the office of the College Director for scholarship evaluation.
- d. Secure and fill-up the Registration Form and seek the approval of the Admission Officer.
- e. The Registration Form must be properly filled-up with personal data together with the Schedule of Classes.
- f. Pay the Tuition Fee at the Cashier's Office.
- g. Submit the receipt and Registration Form to the College Registrar and claim your Account Card.

For Transferees and New Students

- a. Submit the Admission Requirements to the Registrar's Office.
- b. Proceed to the College Dean's Office for an interview and entrance examination.
- c. After an interview and entrance examination, proceed to the College Registrar's Office. Secure and fill-up the Registration Form and seek the approval of the Admission Officer.
- d. The Registration Form must be properly filled-up with personal data together with the Schedule of Classes and must be submitted to the College Registrar for assessment, verification and validation.
- e. Pay the Tuition Fee at the Cashier's Office.
- f. Submit the receipt and the Registration Form to the College Registrar and claim your Account Card.

RULE II ACADEMIC LOAD

1. During a regular semester, a student's minimum academic load, regular academic load and maximum academic load are determined by his curriculum upon the discretion of the school. However, a graduating student may be permitted an additional subject load of not more than six (6) academic units in

- excess of the normal load specified by his curriculum of the school year or term.
2. During summer classes, the minimum academic load is Three (3) units and the maximum academic load is Nine (9) units.
 3. Student's academic load is subject to approval of the College Registrar and by the College Dean.

RULE III CROSS-ENROLLMENT

1. In general, cross enrollment is discouraged. However, for valid reasons as determined by and with the prior written authority of the school, he/she is regularly enrolled in, a student may be permitted to cross-enroll in another school for up to the normal subject load for that particular term.
2. A student may be allowed to cross-enroll in a subject or subjects in another school only if the subject is not currently offered in the school of origin with the approval of the College Dean and the College Registrar subject to the requirements of the maximum academic load required by his curriculum and the existing regulations for this purpose.
3. A student of other colleges and universities may be allowed to cross-enroll in this school upon presentation of a proper permit from the school of origin showing the subject/s and the number of units each is authorized to cross enroll subject to approval by the ACTS College Dean and College Registrar.

RULE IV PREREQUISITES OF SUBJECTS

1. The subject load and the sequence of subjects of the student shall be in accordance with the approved curriculum for each program or course of study.
2. A student should not register in a subject which he/she has not taken the prerequisite.
3. Reasonable exemptions may be permitted in individual cases taking into account the best interest of the student and the objectives of the educational system. Therefore, a waiver may be granted provided the student will most likely pass the higher subject on the basis of his academic record.
4. If in some unavoidable cases, the student fails the prerequisite but passes the higher subject, the passing grade in the higher subject remains valid. The student must repeat the prerequisite.

RULE V SHIFTING/CHANGING OF COURSE

1. A student enrolled in a four-year course may be allowed to shift to another course after 1-year residency upon submission of change course form to the College Registrar subject to approval of the College Dean.
2. A student enrolled in a two-year course may be allowed to shift to another course at the end of a semester upon submission of the change of course form to the College Registrar with the approval of the College Dean.
3. The change of course is to be approved by the College Registrar and the College Dean.

RULE VI CHANGING, ADDING, OR DROPPING A SUBJECT

1. Any changing, adding or dropping of a subject may be allowed within the prescribed period of two weeks from the official first day of classes upon payment of the required fees after accomplishing the authorized form of the school which can be requested from the Cashier's office duly approved by the College Registrar and the College Dean.
2. Normally, a student should not be admitted to any class after one week of classes, however a change of section (of the same subject) may be allowed within the official first day of classes upon the approval of the College Registrar and the College Dean.
3. A student who intends to drop a subject may do so only within the period as prescribed by the school. He/she should accomplish the changing/adding/dropping form duly signed and approved by the College Registrar and the College Dean. If this procedure is followed, a student shall be recorded as, "Officially Dropped." Without this duly accomplished form, the student is given a failing grade of 5.0 at the end of the term.
4. A student who incurs absences of more than twenty percent (20%) of the prescribed number of class or laboratory hours during the semester or term should be given a failing grade of 5.0 and given no credit for the course or subject. However, the College Director may at his discretion and in the individual case exempt a student who exceeds the twenty percent limit for reasons considered valid and acceptable to the school. Furthermore, he may be considered, "Officially Dropped", upon presentation of a valid excuse like Medical Certificate, subject to the approval of the College Director.
5. A student who withdraws voluntarily from the school within the period as prescribed by the school shall be entitled to an official transfer credential - the

Honorable Dismissal, under the following conditions:

- a. The student is in good moral standing.
- b. The student is fully eligible to transfer to another school.
- c. The student has settled all his financial and property responsibilities to the school.

RULE VII **COMPLETION OF GRADES**

Upon submission of grades to the OFFICE OF THE REGISTRAR, all students are to receive their OFFICIAL GRADES in a given semester. If a student receives a Blank Grade or Incomplete Grade or "INC.", he/she is therefore liable having a deficiency in his/her scholastic record. To clear such deficiency, the procedures below are to be followed by both the student and the instructor concerned.

1. A student with a deficiency and his/her deficiency is a prerequisite subject of the succeeding semester should satisfy by completing the prerequisite subject before enrolling the requisite subject.
2. On or before the special final examination scheduled, the student must obtain a Grade Completion Form accomplished in triplicate from the Cashier's Office. A Completion Fee is then to be paid at the Cashier's Office.
3. The form shall be given only to the professor/instructor who would be accomplishing the Grade Completion Form.
4. Blank grades or incomplete grades of students can only be completed by the professor/instructor by accomplishing the Grade Completion Form.
5. The professor/instructor must complete the Grade Completion Form after the student has submitted all the requirements for completion or has taken the special final examination.
6. The Grade Completion Form must be signed by the Department Head and the College Dean for submission to the Office of the College Registrar.
7. In case the student did not submit the requirement or did not take the special final exam on the scheduled date, the subject professor/instructor must compute the student's grade giving the missed requirements or examination a grade of 60% or 0%.
8. The deadline for submission of request for Change/Completion of Grade Form to the Office of the College Registrar is fifteen (15) days from the official issuance or distribution date of grades to the students.
9. Student's grade shall automatically become 5.00 or failure if the subject professor/instructor fails to submit the Grade Completion Form required as

mentioned in paragraph number 8 of Rule VII.

10. The Grade Completion Form is submitted to the Office of the College Registrar for final recording and validation.
11. The Grade Completion Form is exclusively for completing a blank grade or incomplete grade for the Final Examination period only.

RULE VIII RULES ON FEES

1. The school charges such as tuition and other fees in accordance with the CHED and its implementing rules.
2. All fees are payable in cash. Installment payments may be arranged according to the following schedule:

Upon Enrollment	30% of the total amount of Tuition and other fees or upon arrangement with the school
Before the Preliminary Exam	1/4 of the balance
Before the Midterm Exam	1/3 of the balance
Before the Pre-Final Exam	1/2 of the balance
Before the Final Exam	the whole balance

3. The student under the Installment Plan is STILL LIABLE for the unpaid semester/summer fees even when the student drops or withdraws from the college ON or BEFORE THE END OF THE SEMESTER.
4. The tuition and other fees paid in full or on installment basis may be refunded on the following terms and conditions:
 - 10% of the TOTAL AMOUNT OF TUITION AND OTHER FEES for the term shall be deducted when he withdraws any time after enrollment or when he withdraws within the first week of classes whether he has actually attended classes or not.
 - 20% of the TOTAL AMOUNT OF TUITION AND OTHER FEES for the term shall be deducted when he withdraws within the second week of classes whether he has actually attended classes or not.
 - NO REFUND shall be made two weeks after the opening of classes.
5. Tuition and other fees for SUMMER CLASSES should be paid in full or on installment basis may be refunded if the student withdraws any time after enrollment or when he withdraws within the first week of classes whether he has actually attended classes or not and shall be deducted 20% of the total amount of tuition and other fees.
6. Enrollment withdrawn or subjects dropped after the prescribed period whether the student has actually attended classes or not, MUST BE PAID IN FULL.

RULE IX SCHOLARSHIPS

ACTS' SCHOLARSHIP ASSISTANCE PROGRAM (ASAP)

The on-going global economic crisis is the basic consideration that pushes ACTS to conceptualize with this scheme, the **ASAP** intended to help ease the worries of the parents and students relating to the high cost of college education. The **ASAP** is the real answer to the apprehension of the parents and students. The **ASAP** will provide real and guaranteed financial assistance to deserving students that will help them realize their dreams of finishing college education and eventually help them to land into a better and high paying job after graduation. This scheme is a sincere manifestation of cooperation and a generous commitment of promoting the life of the people who are the best hope of making the Philippines a strong and a vibrant nation. The recipient of **ASAP** will receive **P3,000 to P11,000 Scholarship Discount in all Fees every semester until he/she finishes his/her course.**

1. The **ASAP** is in response to the clamor of the less fortunate but deserving students to help them achieve their dreams in life.
2. Students who graduated as valedictorian and/or salutatorian from public and private high schools recognized by the government are entitled to receive a **FULL SCHOLARSHIP**. However, the recipient is required to maintain a general weighted average rating of 1.25 or higher and no grades lower than 2.0 in any subject in every semester.
3. The recipient of **ASAP** other than who receive the **FULL SCHOLARSHIP** should maintain a general weighted average rating of 2.0 or higher with no grades lower than 2.25 in any subject every semester.
4. To qualify the student, applicants should meet the following qualifications:
 - a. A Filipino citizen and a high school graduate in any public or private high school,
 - b. Sixteen years old and above,
 - c. With an average rating of at least 2.25 or higher but not less than 2.50,
 - d. With a gross annual family income of not more than P 120,000.00, and
 - e. No school disciplinary case(s) of whatsoever.
5. The recipient of the **ASAP** is mandated to enroll a regular load as prescribed by the curriculum/course he/she is to enroll in a semester and in the event that the recipient's load is less than the regular load then the recipient shall pay the regular school fees thus revoking his/her benefits under the **ASAP**, and provided that his/her academic load in a given semester is not less than nineteen (19) units

- in a semester.
6. The **ASAP** is not applicable nor honored during summer classes.
 7. Any student who wishes to apply for **ASAP** should fill-up an application for scholarship by requesting it from the Admission Office.
 8. ACTS Computer College reserves the right to revise this guideline from time to time without prior notice.

RULE X ACTS DEAN'S LISTERS

The purpose of this program is to prepare the students to become professional globally competitive in Information Technology, Business and Industry.

To qualify for Dean's Lister, the following qualifications should be satisfied:

1. Abonafide student of ACTS Computer College.
2. A full-time undergraduate student carrying a regular load of not less than 19 units or as required by his/her curriculum who earns a semestral general weighted average grade of 1.75 or better and has no grade lower than 2.0. A student shall not be placed in the Dean's Lister if he/she has earned a grade of INC.
3. Must have a residency of at least one (1) semester.
4. Has no disciplinary case of whatsoever.

RULE XI ATTENDANCE

1. Every student is required to attend at least 80% of the total number of class hours in a given semester or term to earn the corresponding credits for the subject he/she is enrolled in.
2. Any student who incurs absences in excess of the twenty percent (20%) of the required or prescribed number of class or laboratory hours in a semester or term should be given a failing grade and given no credit for the course or subject. Absence means absence without a valid reason.
3. The College Director may at his discretion and in the individual case exempt a student who exceeds the twenty percent (20%) limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the student concerned from responsibility in keeping up with lesson assignments and taking examinations where indicated. The discretionary authority is vested in the College Director, and may not be availed of by a student nor granted by a faculty member without the consent of the former.

4. Professors and instructors shall submit the names of the students violating this rule to the Office of the College Director who shall decide whether or not these students shall be dropped. The students should then be informed of any decision made by the College Director.
5. Any student who commits absences are required to prepare an excuse letter duly signed by his parents and approved by the College Director and the same shall be presented to the concerned instructor.

RULE XII GRADING SYSTEM

1. The work of the students shall be graded at the end of each semester or term in accordance with the following system:

75% to 100% or 75% and above.....	Passed
Below 75%.....	Failed

2. For the purpose of evaluating grades of students received from other institutions, the following standard shall be observed:

Percentage Equivalent	Numerical Equivalent	General Classification
98.00 - 100.00	1.00	Excellent
95.00 - 97.99	1.25	Excellent
92.00 - 94.99	1.50	Very Good
89.00 - 91.99	1.75	Very Good
86.00 - 88.99	2.00	Good
83.00 - 85.99	2.25	Good
80.00 - 82.99	2.50	Fair
77.00 - 79.99	2.75	Passed
75.00 - 76.99	3.00	Passed
Below 75.00	5.00	Failed

3. Final Grades, once reported and officially submitted to the Registrar's Office cannot be altered or modified by the faculty member.

RULE XIII SCHOLASTIC DEFICIENCY

Any student whose scholastic performance is below the passing grades shall be subject to the following rules:

1. **Warning.** Any student who obtains final grades at the end of the semester or term below 75 in 25% to 50% of the total number of academic units for which he has enrolled will receive a warning from the College Dean.
2. **Probation.** Any student who obtains final grades at the end of the semester or term below 75 in 50% to 75% of the total number of academic units for which he has enrolled shall be placed on probation for succeeding semester. Thus, his load shall be limited to units determined by the College Dean.
3. **Dismissal.** Any student who obtains final grades at the end of the semester or term below 75 in more than 76% or more of the total number of academic units for which he has enrolled shall be dismissed from the school.

RULE XIV GRADUATION REQUIREMENTS

Candidates for graduation are advised to comply strictly with the deadline indicated in the schedule of activities posted at the School Bulletin Boards and in the Daily E-Bulletin. Graduation is not automatic. Students who are about to complete the academic requirements of their programs need to apply for graduation.

The following are the prerequisites for graduation:

- a. It is mandatory for all the graduating students to file an application for graduation within three (3) weeks before the opening of classes of their last semester. The said form can be requested from the College Registrar's Office.
 - b. Satisfactory completion of all academic and non-academic requirements prescribed for graduation.
-
- b1. A graduating student who receives an incomplete grade in any of his/her subjects in his/her last and final semester is given fifteen (15) days from the date of the official issuance or distribution of grades to complete it, otherwise, he/she will receive a grade of 5.00 or failure

- as mandated by Rule VII - Completion of Grades for Subjects with Blank or Incomplete Grade.
- b2. Satisfactory submission of all the admission requirements.
 - c. Pay applicable fees at the Cashier's Office.
 - d. Accomplish the form completely in coordination with the College Registrar's Office.
 - e. Accomplish the Graduation Checklist in coordination with the Registrar's Office. Indicate subject loads for the 2nd semester of the current year by referring to appropriate curriculum.
 - f. The honor graduates must have taken 75% of his required subjects in the school awarding the degree. Therefore, a student in four-year course must have been enrolled in the school at least since his sophomore year to comply with this requirement. Student who took only the last two curriculum years in the school are not eligible for honors.
 - g. Settlement of all financial and property obligations must be done with the school.
 - h. Has no disciplinary case of whatsoever.

RULE XV **GRADUATION WITH HONORS**

Student who will satisfy the following requirements shall graduate with honors and special awards provided that he/she has no disciplinary case of whatsoever.

- a. **Cum Laude/With Honors (1.51 - 1.75).** A student who obtains a general weighted average in all academic subjects of at least 1.75 with no grade in any subject below 2.0, or their equivalents shall be graduated Cum Laude (for 4-Year course) or With Honors (for 2-Year course).
- b. **Magna Cum Laude/With High Honors (1.26 - 1.50).** A student who obtains a general weighted average in all academic subjects of at least 1.50 with no grades in any subject below 1.75, or their equivalents shall be graduated Magna Cum Laude (for 4-Year course) or with High Honors (for 2-Year course).
- c. **Summa Cum Laude/With Highest Honors (1.0 - 1.25).** A student who obtains a general weighted average in all academic subjects of at least 1.25 with no grades in any subject below 1.5, or their equivalents shall be graduated Summa Cum Laude (for 4-Year course) and With Highest Honors (for 2-Year)

Special Awards

- **Best in Application Software.** A student who obtains a general weighted average of at least 1.50 with no grades lower than 1.75 in all application software subjects.
- **Best in Computer Programming.** A student who obtains a general weighted average of at least 1.50 with no grades lower than 1.75 in all computer programming subjects.
- **Best in Computer Networking.** A student who obtains a general weighted average of at least 1.5 with no grades lower than 1.75 in all computer networking subjects.
- **Best in Stenography.** A student who obtains a general weighted average of at least 1.50 with no grades lower than 1.75 in all steno subjects.
- **Best in Typing.** A student who obtains a general weighted average of at least 1.50 with no grades lower than 1.75 in all typing subjects.

RULE XVI TRANSFER CREDENTIALS

A transfer credential is being given to students who will transfer to another institution. The "Transfer Credentials" (referred to as "Honorable Dismissal") is a document certifying that a student has no pending accountabilities with the school and is eligible for transfer to another educational institution.

1. Procedure for the Release of Transfer Credential
 - a. A Certificate of Transfer Credential should be requested from the College Registrar's Office as soon as the student decides to discontinue his/her studies. No records shall be provided to any student whose accounts have not been settled and whose all entrance requirements have not been completely submitted.
 - b. Transcript of Record requests must be filed at the Office of the College Registrar at least seven working days prior to the desired issuance date.

RULE XVII EXAMINATIONS

1. Students are required to take all the prescribed major examinations as scheduled during the semester or term (Preliminary, Midterm, Pre-final and Final).
2. No student may take an examination without an examination permit.
3. Students should be in complete school uniform on all examination days.

4. Students are always expected to come on time for their examinations.
5. Desks must not contain materials or objects other than what is necessary for the test.
6. Borrowing or lending of anything (ballpen, pencil, calculators, etc.) during the test is not allowed.
7. If there are questions during the test, a student should raise his/her hand and wait for the proctor to approach his/her seat to answer his/her question. There is no need for the student to approach the proctor. Questions, however, should be rare.
8. Students should not loiter along the corridors/hallways while examinations are on-going.
9. Cellular phones and other forms of related electronic or non-electronic devices must be turned off while in the examination room and strictly not to be used.
10. A student is not allowed to leave the examination room unless he/she has submitted the answer sheet(s) and questionnaire(s).

RULE XVIII CHEATING

1. A student who caught cheating, whether in an ordinary quiz, a written paper, a periodic examination or any other course requirement, simply shows that he/she is not academically prepared to do the work demanded of him/her as a student of ACTS Computer College. Hence, any student caught cheating in any particular tests automatically fails in that test. During final examination, the offender automatically fails the course.
2. Following are immediate actions to be taken by the proctor in instances of possible cheating during an examination:

Forms of Cheating	Disciplinary Actions
1. Looking at seatmate's test paper	Warning and transfer of seats. Proctor signs the test paper to indicate the warning.
2. Talking with seatmate	Same as # 1
3. Passing of test papers, "codigos", notes, books and/or other materials	Confiscation of test paper and "codigos", notes, books Proctor signs the test papers and codigos/notes. Students should be asked to proceed to the Discipline Office immediately.

4. Using any form of codigos or opening of notes/books	Same as # 3
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RULE XIX SPECIAL EXAMS

1. Special exams are given to students who missed only the final examinations for any of the acceptable reasons:
 - 1.1 Death in the family (immediate members only: parents or brothers/sisters)
 - 1.2 Confinement in the hospital as supported by an authentic medical certification.
 - 1.3 Emergencies and other reasons, the validity of which has been determined by the appropriate approving authority.
2. A student who missed to take the final examinations are given fifteen (15) days from the official issuance or distribution date of OFFICIAL GRADES. He/she has the option to take the special final exam or not. If he/she decides not to take the final exam, his/her grade in the missed exam shall be 60% or 0.
3. Student should pay the appropriate special final exam fee at the Cashier's Office.

RULE XX TERM PAPERS, PROJECTS AND OTHER REQUIREMENTS

1. Students who submit term papers, reports, and /or projects in any subject, which are found copied exactly from other students or photocopied of others' work, or found not to be their own work are liable to receive a failing grade or suspension depending upon the gravity of the offense committed by the student.

RULE XXI NATIONAL SERVICE TRAINING PROGRAM

National Service Training Program (NSTP) Act of 2001 (R.A. 9163) is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specifically designed to enhance the youth's active contribution to the general welfare. As mandated by R.A. 9163, NSTP

shall form part of the curricula of all baccalaureate degree courses and of at least two (2)-year technical vocational courses and is a requisite for graduation.

Students, male and female, of any baccalaureate degree course or at least two (2)- year technical vocational courses in public and private educational institutions shall be required to complete one (1) of the NSTP components as a requisite for graduation. Each NSTP program component shall be undertaken for an academic period of two (2) semesters.

In particular ACTS Computer College has chosen Civic Welfare Training Service (CWTS) as one of the NSTP components which refers to the programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those who are devoted in improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

RULE XXII STUDENTS' RECORDS

1. Students' records are kept confidential by the College Registrar.
2. Students' records can be made available to other persons/agencies under the following circumstances.
 - a. Upon receipt of valid subpoena in connection with a judicial, legislative, or administrative proceedings.
 - b. Upon written authorization made by the concerned student.
3. A documentary stamp shall be charged for any transcript of record, diploma or any other document of similar nature issued to students.

RULE XXIII LIBRARY RULES AND REGULATIONS

1. The College Library shall normally be opened from 8:00 a.m. to 12:00 noon and from 1:00 p.m. to 5:00 p.m. (Mondays to Fridays) for bona fide students of ACTS Computer College.
2. Books and periodicals can be borrowed from the library by the students upon presenting their library card or I.D card within the timetable mentioned in paragraph 1 and provided that said books and periodicals are returned within the same day.
3. Any student who fails to return books borrowed from within the timetable mentioned in paragraph 1 is subject to a five peso (P5.00) fine per hour and will continuously be charged the same amount until it is properly returned to the library.
4. Books and periodicals are to be used only inside the Library Room.

5. The Library may recall any book any time for reasons deemed sufficient.
6. Library Room is a silent study room. Students are expected to observe silence and proper decorum whenever they are inside the room. Violation of this provision subjects for the student to suspension of Library privileges at the discretion of the School Librarian.

RULE XXIV CO-CURRICULAR ACTIVITIES

College Education consists of two vital aspects academic and non-academic (or co-curricular). One is ineffective without the other.

1. The school affords/provides excellent and effective opportunities for participation in well-balanced and properly coordinated activities through students' organizations.
2. Any co-curricular activity managed by a faculty member may be held outside the school upon prior and written approval from the office of the College Director.
3. For better supervision and coordination of students' co-curricular activities, the Students Affairs Coordinator is tasked with the responsibility of promulgating such rules and regulations as may be necessary to carry-out the objectives and policies of the school duly approved by the College Director.

RULE XXV STUDENTS' ORGANIZATIONS

1. No students or students' organization shall exist, hold, manage, or promote any activity, directly or indirectly, within the school or use the name of the School or any of its department outside the campus, unless such student organization has been duly recognized in accordance with the rules of the school subject to approval by the College Director.
2. Recognition shall be extended to any students' organization upon approval of its written application by the College Director. The application shall be accompanied by two copies of its constitution and by-laws which shall contain its purpose or purposes, name of organizers, and name of faculty adviser. The organization shall promote educational, physical, scientific, civic, social, cultural, moral and spiritual values and shall not foster racial, sectarian or regional prejudices or pursue secret or subversive aims and purposes.
3. No student, alone or in conspiracy with others, shall engage in hazing or commit any act that injures, defrauds, or disgraces, or which tends to cause injury, degradation or disgrace to any fellow student in the School as mandated by RA 11053, the Anti-Hazing Law of 2018. RA 11053 - an act prohibiting hazing and

- regulating other forms of initiation rites of fraternities, sororities and other organization and providing penalties for violation thereof.
4. Any recognized students' organization shall have a faculty adviser chosen by it with the approval of the College Director.
 5. The name of the school or any of its department shall not be used for any off-campus activities without the prior approval of the College Director.
 6. A recognized student organization may take position on non-school-related issues, provided that it makes clear that it does not speak on behalf of the school or of the entire students body.
 7. No student shall be elected as officer of any recognized students' organization unless he has the following qualifications:
 - a. He must be a bonafide student of this institution.
 - b. He must not have been found guilty of any serious violation of the disciplinary rules of the school.

RULE XXVI **USE OF SCHOOL FACILITIES**

Guidelines and Procedures on the use of LCD Projector and other School Equipment

1. The LCD Projector and other equipment such as microphone, sound system and others can be borrowed and used for:
 - classroom (during class hour/period)
 - academic exhibit (maximum of two hours a day only is allowed)
 - seminar and workshop (as per schedule)
 - students' organization activities (as per schedule)
 - institutional activities (as per schedule)
2. Approval on the use of the equipment is on a first-come-first-served basis.
3. The equipment should be returned on time.
4. Once the equipment is damaged, the bearer is responsible for the repair expenses.
5. All technical problems must be reported immediately to the College Registrar's Office.

RULE XXVII **COMPUTER AND INTERNET LABORATORY ROOM**

1. The Computer Laboratory Room is basically for Instructional Use Only. Only Authorized persons (Computer Laboratory Coordinator, Computer Lab-Aide, Instructors with computer subject load and students who have computer laboratory schedule) are allowed to enter the laboratory room.

Users who do not meet the provision stated above but who want to avail the use of the computer units are advised to seek prior approval from the office of the College Director by submitting their written request. Approval and/or denial of any such request are the sole discretion of the College Director.

2. The Computer Laboratory shall normally be opened from 8:00 a.m. to 5:00 p.m. (Mondays to Fridays) and will continuously be opened beyond the normal operating time and day provided however, that said time is in accordance with the approved laboratory schedule duly approved and signed by the College Director.
3. Loss of and or damage of the computer or software units or any part thereof by deliberate negligence and/or carelessness shall be the liability of the particular user at a given span of time when he has the system in his access.
4. The use of the Computer Laboratory Room shall be under the direct control of the College Director and/or his representative through whom all requests shall be addressed.
5. Users therefore bind themselves to abide and comply with the policy of the Computer Laboratory Room. Users who violate said policy is subject to a disciplinary action. Penalties and/or punishment from such violation will depend upon the gravity of the offense committed by the users.
6. Students are entitled to an internet privilege inside the E-Library Room. To avail this privilege every student should register inside the library by presenting his/her registration card and I.D to the Library in-charge. Chatting, playing games and surfing indecent websites prejudicial for the well-being of the students are strictly prohibited. Anybody who shall be caught violating this rule shall be banned indefinitely from entering and using the library facilities.
7. Users therefore bind themselves to follow and comply faithfully with the policy of the Computer and Internet Laboratory Room. Any user who violates the said policy is subject to a disciplinary action. Penalties and/or punishment from such violation will depend upon the gravity of the offense committed by the user.

RULE XXVIII **IDENTIFICATION CARDS**

1. Student's RFID card, a wallet-sized card with the student's photo, shall be obtained from the College Registrar's Office by every student immediately upon completion of his/her enrollment.
2. Upon entering the school, the student should tap his/her I.D on the RFID device and should wear his/her I.D while the student is in the classroom or within any part

- of the school campus.
3. The RFID card is good throughout the duration of the course. However, the said I.D. is subjected for validation every beginning of the semester. If a student decides to drop his/her course or transfer to another school, the said I.D. card shall be surrendered to the Registrar's Office before the clearance or Transcript of Record is issued.
 4. **NO I.D, NO ENTRY POLICY** shall be observed while inside the school campus.

RULE XXIX

SCHOOL UNIFORM

Every college student of ACTS Computer College is expected to be a model of Christian maturity at all times. He/she should show respect to proper authority, the rights of fellow students, and the good name of the institution. To achieve such end and maintain order and for the school to be conducive for learning as it promotes the common good, the students are expected to adhere to the following norms:

1. Mondays to Fridays (for New and Old Students)

Girls - White short sleeved blouse, green checkered skirt, and plain black shoes with at least one inch heels. In addition, female students are discouraged from wearing tight-fitting uniforms.

Boys - White polo barong with ACTS logo, formal black pants, and plain black shoes with matching pair black socks.

2. Saturday - Free style for Male and Female or the prescribed P.E. uniform.

Shorts, Slippers and Sandals are strictly prohibited for Saturday and Weekdays.

3. P.E.Uniform

- White shirt with green sleeves and ACTS Logo at the upper left portion of the shirt, green jogging pants with the name of school.
- All students are allowed to wear their PE uniform for the whole day provided that they have scheduled PE class. Students who wear PE uniform without their scheduled PE class will be sanctioned under Institutional Norms Category 1 Offense of the Student Handbook.
- They could only change into their PE uniform during their PE class.

NO UNIFORM, NO I.D, NO ENTRY POLICY shall be observed while inside the school premises.

RULE XXX

PHYSICAL EDUCATION

1. All college students are required to complete eight (8) units of basic Physical

- Education. Those with physical disabilities are required to enroll but may, upon recommendation of the Physician, be given special activities in special classes.
2. The following students may, upon application, be exempted from P.E. in accordance with the rules of CHED REGION IV-A.
- Active servicemen in AFP, upon certification of their active duty by their respective Commanding Officer.
 - Discharged servicemen of the AFP or of the U.S., upon presentation of their honorable discharged papers.
 - Bachelor's degree holder upon presentation of a diploma or certification of graduation by the Registrar of the School concerned.

RULE XXXI **ON-THE-JOB TRAINING (OJT)**

The On-the-Job training experience is an opportunity designed to help the students develop their skills from the classroom to the actual work environment. It will also provide them the basic skills needed for job hunting, providing them with information and materials on job placement. It also includes pre-employment seminars, information on job openings and job fairs.

A skilled and well-prepared workforce is essential to the development of the human resource capital, which is crucial to this nation's ability to take advantage of the benefits of globalization. Such a strategy will result in reduction in unemployment and an improved standard of living for all.

This program is also designed to provide the students with the opportunity to acquire work experience in order to develop the necessary attitudes and skills for their entry into the field of work.

Requirements of the Training Program

1. OJT shall be enrolled during the last school year of the course provided however that all the pre - requisite subjects are completed and provided further that the student is properly and officially endorsed by the OJT coordinator and provided furthermore that he/she is officially enrolled.
2. OJT commences only when request for training and the memorandum of agreement are duly signed and approved both by the prospective employer and by the school representatives.
3. Student who will undergo OJT are required to:
 - Give respect and full compliance with the working policies, rules and regulations of the training station.
 - Wear school uniform or a corporate attire while attending the training.

- Render and complete the required number of quality working hours for a 4-year course in accordance with the pertinent CHED Memorandum.
 - Attend 13 series of seminars being conducted by the OJT coordinator.
 - Report any problem arising out of the actual training to the OJT coordinator.
 - Submit narrative report and certification of completion of training evaluation to the OJT coordinator.
4. Coordinate or report any transfer or withdrawal to the employer and the OJT coordinator.
 5. The training must be On-the-Job or an actual exposure to their field of specialization. Seventy percent (70%) of grade in OJT is taken from the attendance to the job and thirty Percent (30%) from the seminar and other requirements submitted.

RULE XXXII COLLECTION OF CONTRIBUTIONS

1. No sale of tickets and/or collections of contributions in any form whatsoever, by any person for any project or purpose, whether voluntary or otherwise, from school children, student and faculty members. This rule does not apply to:
 - a. Fees imposed by the students' organization which shall be solely approved by the College Director for legitimate students' activities.
 - b. Fees charged for dramatic presentation and athletic competitions if sold to the general public duly approved by the College Director.
2. No student or students' organization shall be authorized to undertake a drive or campaign for funds, gifts, packages and the like without prior written consent and approval of the College Director.
3. Wherever fees are collected, as permitted herein or by law, proper accounting and auditing should be made and kept as a part of the records of any students' organization undertaking, and expenditures shall be furnished to the office of the College Director for auditing and transparency purposes.

RULE XXXIII GENERAL SAFETY RULES

1. While classes are in session, students are strictly enjoined to stay inside their classroom and not to loiter in the corridors of hallways. If, for any reason, it becomes necessary for the student to leave the room, he should do so only with the consent of the professor/instructor.
2. When classes are not in session or no instructor is present, student should keep off laboratories or similar places within the school premises, especially when

- there is inflammable kept or noxious and dangerous substances are stored. Electrical or mechanical devices, contraptions, or objects may be dangerous and should not be touched or handled, unless by a competent school personnel.
3. Places but not limited to billiard halls, pool rooms, bars, computer and internet shops or similar places near the school campus which may be offensive to health, safety, morals and detrimental to the learning process and the well-being of the students should be avoided. A student should utilize his time or vacant period, recess time, or class break wisely in the library, in the silent study room or inside the school campus.
 4. When walking on the corridors or stairways, students shall always keep to the right to insure the orderly and easy flow of human traffic. They should refrain from performing any act which would harm or end to cause harm to themselves or to others.
 5. Students who meet accident or suffer an injury while in the campus should be treated or caused at the medical or dental clinics of the school.
 6. Students shall not involve themselves in the use of illegal drugs and narcotics, the possession, use or distribution of which is prohibited and punishable under the Comprehensive Dangerous Drug Act of 2002.
 7. Students having questions about the medical aspects of any prohibited drugs should feel free to consult a Physician or any competent members of his staff.
 8. The possession and use of firearms and other deadly weapons (as this term is defined by law) as well as explosives, firecrackers, and similar articles or objects which cause public disturbance or which disrupt the peace and tranquility of the campus or are likely to cause the same are strictly prohibited in the school premises. Any violation of this Rule may subject the offender to criminal prosecution, in addition to because the same, is strictly prohibited in the school, on its own, may validly take against him.
 9. No student, alone or in conspiracy with others, shall engage in hazing or commit any act that injures, defrauds, or disgraces, or which tends to cause injury, degradation or disgrace to any fellow student in the school as mandated by RA 11053 of 2018 - an act prohibiting hazing and regulating other forms of initiation rites of fraternities, sororities and other organization and providing penalties for violation thereof.
 10. No off-campus activity such as field trips, excursions, or any other similar extra-curricular activities, shall be held except when absolutely necessary, as recommended by the Student's Affairs Coordinator duly approved by the College Director, in which case all possible precautions to safeguard the lives, health and property of the students shall be taken by the faculty advisers accompanying them. Students joining these activities are required to accomplish a waiver form with parent's consent.

11. In case of accident arising on the occasion of any such campus activity, the faculty adviser shall take immediate step to have the injured taken to the nearest hospital or clinic and shall report the said accident to the proper local and School authorities.
12. In case of emergency such as fire, earthquake, or any similar unforeseen event, students should always keep their presence of mind and should take such steps as are necessary to ensure their safety, like keeping away from falling objects and debris or from live wires during fire and earthquakes or from open spaces in case of bomb explosions on campus.
13. In case of imminent danger to his life or from any cause within the campus any student may ask the aid and assistance of any school personnel to such extent as may be necessary to ward off the threat of danger, or may, for the same purpose, make use of any available facilities of the school. No official or representative of the school shall deny or cause to be denied to any student such as assistance or access to facilities, except if by doing so he unduly exposes himself to the same or greater danger. In circumstances of this kind, the school charged with the responsibility of extending the necessary security assistance to protect life and property and keep posted all academic and non-academic department heads of the threat to their lives and property.
14. In the interest of the campus security, all persons entering the school premises shall be subject to search by the security guards and other members of the security force.
15. Every student shall always act with due regard to his health and safety and with due respect to the equal right of his fellow students to their unimpaired health and safety, while in the campus, including recess time, or while engaged in such activities as physical education, exercises, athletic games, or sports competition.
16. Students are required to observe and to comply strictly with all the safety rules and regulations herein or which may hereafter be prescribed by the school, as well as signs and posters displayed on campus, or oral instruction and orders which any authorized School officially may, in special circumstances, give or render, in order to avoid injury or damage to persons and property.
17. Students are expected to have their personal belongings taken care of.

RULE XXXIV INSTITUTIONAL NORMS

A. Conduct

1. Students are expected to cooperate to the ordinary classroom procedures.
2. Everyone is expected to observe the, "Keep Right Policy", in walking the stairs.
3. Students are prohibited to sit on the stairways.
4. Boisterous conduct, whistling, shouting or any action which tend to distract other

- students from on-going activities in class should be avoided.
5. Classrooms, whiteboards, chairs and board markers are to be used only for instructional purposes.
 6. Feet should be kept off on furniture and walls.
 7. Equipment should be handled with reasonable care and properly stored after used.
 8. Everyone is expected to observe the, "Clean as You Go Policy", in all areas within the campus premise.
 9. Respect must be shown to every school personnel and visitor.
 10. All college students should show proper ethics towards one another in campus.
 11. Students should not participate in any external activities as representative of the college on any students' organization without the written authorization from the College Director.
 12. Scandalous public display of intimacy at any place inside the campus or outside the campus while still in school uniform is strictly prohibited.
 13. Politeness and etiquette are to be strictly observed in dealing with faculty members, administrative officials, security guards, and all other school personnel.
 14. Students are strictly not allowed to join fraternities or organizations which are not recognized by the school whether outside or inside the campus. Hazing or initiations of any kind are not allowed in accordance with the Anti-Hazing Law of 2018. Students threatened with hazing on initiation have the obligation to report to the school authorities. The college is not responsible for the action of students who on their own and without regard to school policies, and despite awareness of possible grave, punitive sanctions, engage in such activities.
 15. Students may use Campus Facilities for business meetings and for social and cultural activities provided with proper approvals from the College Director. However, the school has the right to deny the use of facilities to those who are unable or unwilling to abide by school rules and regulations. Proper use of facilities is expected. Students who misused, destroy or defile these properties will be required to pay for or replace the damaged property.

B. Communication

1. Students should always read the Daily Bulletin/E-Bulletin, directives, schedules, calendar of activities and other information which are duly signed and approved by the school authorities concerned.
2. All recognized clubs/organizations and information are posted/written on the Daily Bulletin/E-Bulletin or School Bulletin Boards provided for them.
3. All individual files for each student enrolled in the college is kept in the Registrar's Office and may be obtained from the Registrar's under special circumstances.

4. All mails of the students addressed in the college may be claimed at the Registrar's Office. The list of letter and claimers are regularly posted on the Bulletin Board.

C. General Policy

The following acts are considered discipline infractions:

Category 1 Offenses

Offenses

1. Not wearing the prescribed identification card properly while inside the campus.
2. Boisterous conduct, whistling, shouting or any action that distract other from ongoing school activities.
3. Use of blackboards, bulletin board, or any printed medium for malicious purpose, and/or posting and distribution of announcements without prior approval of the College Director or other duly authorized school authorities.
4. Attending classes but not wearing the prescribed uniform, wearing incomplete uniform not conforming to the standard of the school or without an admission pass from the College Director / Registrar's Office.
5. Bringing to school such pornographic materials, which undermine the morality and good values of other members of the community.
6. Opening or transmitting of pornographic web pages, or possession of electronics and communication devices containing pornographic materials.
7. Wearing of earrings, caps or hats (worn inside the classrooms or offices), body piercing and/or sporting long hair (hair touching the collar and hair covering the ear and/or eyes) for the male students and/or sporting of skinhead, afro hair or bold colored hair for the male or female student in the campus.
8. Wearing of inappropriate attire during official school activities. The following are prohibited inside the campus: sandos, plunging neckline, halter tops, cycling shorts, women's pants which are above the knee, walking shorts, athletic shorts (except during PE classes and game practices of varsity team members), leggings or tights, clothes with prayed hems, tattered jeans, slippers, sleeveless shirts, mini-skirts, see thru, hanging and off-shoulder blouses and other revealing attire. Cross-dressing is prohibited.
9. Skipping fire, earthquake and calamity drills.
10. Misuse and tampering of identification cards.

TABLE OF SANCTIONS

Offense	Sanctions
1st	Written Warning
2nd	Informing or summoning of Parents or Guardian
3rd	One day to three days suspension
4th	Automatically considered as a Category 2 Offense

Category 2 Offenses Offenses

1. Bullying or any act of by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school, or materially and substantially disrupting the education process or the orderly operation of a school, such as, but not limited to, the following:
 - a. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting schoolpranks, teasing, fighting and the use of available objects as weapons;
 - b. Any act that causes damage to a victim's psyche and/or emotional well-being;
 - c. Any slanderous statement of accusation that causes the victim undue emotional distress like directing foul language or profanity at the target,
 - d. name - calling, tormenting and commenting negatively on victim's looks, clothes and body and;
 - e. Cyber-bullying or any bullying done through the use of technology or any electronic means.
2. Engaging in fights or brawls inside the campus or within the vicinity of the school.
3. Unauthorized possession or use of liquor or entering the campus under the influence or smell of liquor.
4. Gambling inside the campus or outside while still wearing the school uniform.
5. Cheating during quizzes and/or major exams (prelim, midterm, pre-final and final examinations), in the submission of course requirements, and/or any other form of dishonesty or intellectual dishonesty.
6. Plagiarism

7. Misuse, tampering with and/or falsification of school forms or documents.
8. Borrowing and/or lending of identification card and examination permit.
9. Provoking fights among students inside the campus or within the immediate vicinity of the school.
10. Showing disrespect to faculty members and/or other agents of the school authority physically, orally, in writing or by any electronic means.
11. Defiance towards school or an agent of the school authority or agent's duty.
12. Deliberate lying and deception towards school authorities or faculty members.
13. Destroying school property, writing on walls, desks, chairs, tables and/or any acts of vandalism inside the campus. If found guilty restitution, indemnification or reparation will be required.
14. Holding or participating in activities that have not been approved by the College Director.
15. Altering or tampering with computer software or equipment owned by the school.
16. Enlisting with, recruiting for, and/or engaging in activities not authorized by the school administration.
17. Scandalous public display of intimacy on or off the campus.
18. Smoking inside the campus.
19. Use of profane, malicious or indecent words/acts orally, writing or through electronic devices (e.g. cellular phone, computer) against faculty/staff or fellow students.
20. Participation in external activities such as contest, conference, congress, etc., as a representative of the school without written authorization from the College Director.

TABLE OF SANCTIONS

Offense	Sanctions
1st	Three days to five days suspension, depending on the findings of the Discipline Office.
2nd	Minimum of seven days suspension to a maximum of one semester suspension as may be determined by the Board of Discipline.
3rd	Dismissal, non-readmission, expulsion, exclusion or as may be determined by the Board of Discipline.

Category 3 Offenses

Offenses

1. Misrepresentation during examinations.
2. Physically assaulting faculty members and/or other agents of school authority, whether on or off campus.
3. Stealing, or any attempt thereof, of property belonging to the school, school personnel, agents, fellow students or school visitors. If found guilty, restitution, indemnification or reparation will be required.
4. Physically assaulting fellow students.
5. Participation in hazing, whether as the person joining an organization or the one conducting the hazing in violation of the Anti-Hazing Law otherwise known as Republic Act No. 11053.
6. Other students who are present at hazing/initiation rites are also liable, whether or not they actually participate in the hazing/initiation.
7. Officers of the organization or group are also liable, whether or not they were present at the hazing/initiation incident.
8. Commission of any act or off the campus that disrupts the usual academic processes and/or negatively effects the good name/reputation of the school.
9. Participation in any act constituting moral turpitude.
10. Membership in any subversive organization working for the violent overthrow of the duly constituted government, or in any illegal or immoral organization formed or established for the purpose of propagating and/or engaging in unlawful and immoral acts and beliefs and/or any other act punishable under the revised penal code or any other pertinent laws.
11. Entering campus under the influence or in possession of illegal drugs.
12. Carrying deadly weapons, explosives and/or similar materials in campus.

TABLE OF SANCTIONS

Offense	Sanction
1st	Non re-admission, expulsion, exclusion or as maybe determined by the Board of Discipline.

RULE XXXV

GUIDELINES FOR THE REQUEST OF SCHOOL CREDENTIALS/DOCUMENTS

A Transfer Credential is being given to students who will transfer to another institution. The, "Transfer Credentials", (referred to as "Honorable Dismissal") is a

document certifying that a student has no pending accountabilities with the school and is eligible for transfer to another educational institution.

Procedure for the Request/Release of such documents (i.e., Copy of Grades, Certificate of Honorable Dismissal, Certificate of Good Moral Character, TOR (Transcript of Records) for Employment purposes, Certificate of Billing and Enrollment, Request of Form 137, Certified True Copy of Diploma, TOR, Registration Card, and other school documents.)

1. A Certificate of Transfer Credentials should be requested from the Registrar's Office as soon as the student decides to discontinue his/her studies. No records shall be provided to any students whose accounts have not been settled and whose entrance requirements have not been completely submitted.
2. Request of school documents but not limited to Transfer Credentials must be applied and filed at the Office of the College Registrar at least seven (7) working days prior to the desired issuance date.
3. You are to pay the commensurate fee at the Cashier Office for the school document you have applied for. Keep your receipt and your claim slip and the same must be presented to the Registrar's Office prior to the release of the school document you have requested.
4. In case that a representative will act in behalf of the student requesting such school documents then you are to present an authorization letter duly signed by the student and a valid I.D. of both the representative and the student as well.
5. Take note that the request for the authentication of Diploma and TOR may take longer than seven days depending on School Liaison Officer schedule of trip to the Office of the Commission on Higher Education. Likewise, other documents requested may take longer time beyond our control as mentioned in paragraph 2, particularly in case of fortuitous events.
6. ACTS Computer College reserves the rights to revise the above-mentioned guidelines from time to time without prior notice.

ARTICLE XXVI

GENERAL POLICIES, RULES and REGULATIONS

In the CONDUCT of FLEXIBLE LEARNING

ACTS Flexible Learning Program (**@FLP**) uses digital education and modular approach in delivering education which is powered by the school's own Virtual Learning Environment, the ACTS-VLE, with the aid of video conferencing tools and partnership to local government units.

Learning Modalities

1. Digital Education

It requires no physical learning space interaction that uses digital learning platform, which requires internet or wired connectivity in facilitating the teaching-learning process. The professor/instructor serves as facilitator that engages learners into active participation. This allows for a 1.5 hours synchronous session per subject per week and 1.5 hours asynchronous access and self-study course packs due each week or as determined by the professor/instructor to be uploaded/submitted through the ACTS -VLE. It is an interactive educational platform, and personal organizer designed for ACTS students. The ACTS-VLE offers functionalities to monitor students' progress such as attendance, participation on discussions, submission of assigned tasks/activities, taking of quizzes, tests and other assessment and evaluation. Courses with required laboratory hours are to be conducted in face-to-face set -up at ACTS Computer College.

2. Modular approach

It involves individualized instruction that allows students to use course packs in digital format which can be accessed through the ACTS-VLE. It will be offered for working students and for those who do not have access in the internet and incapable of providing their own gadgets. Certificate of employment or any proof of employment must be required and be submitted at the Registrar's Office.

3. Hybrid learning modalities mean onsite learning, and flexible learning will be employed to make up the learning hours required per class according to the number of units in every course. Learning hours refer to the total number of contact hours and estimated hours to complete the asynchronous activities. The total number of learning hours for a 3-unit course is 54, 90 for a 5-unit course, 36 for a 2-unit course, and 18 for a 1-unit course, inclusive of exams and assessments, in order to achieve the desired learning outcomes.

The following table summarizes the number of learning hours per number of units allotted to a course and the distribution of the learning hours among learning and teaching done in and out of classes.

Number of units in a course	Total Learning Hours	Number of hours for Onsite Classes	Number of hours for Asynchronous Activities
5 units	90	At least 45 hours	45 hours through asynchronous engagement on ACTS-VLE

3 units	54	At least 27 hours	27 hours through asynchronous engagement on ACTS-VLE
2 units	36	At least 18 hours	18 hours through asynchronous engagement on ACTS-VLE
1 unit	18	At least 9 hours	9 hours through asynchronous engagement on ACTS-VLE

Note: In-person contact hours may be subject to change depending on changes in CHED regulatory requirements.

With Hybrid learning modalities, students are expected to follow the guidelines given below.

1. In times of emergency, when holding classes onsite is not feasible or desirable, we revert to remote learning online where that is also possible.
2. All major examinations (Prelim, Midterm, Prefinal, Final) will be administered onsite.
3. Subjects with laboratory are to be conducted inside the institution's laboratory rooms.
4. All asynchronous activities (e.g. assignments, fieldwork, projects or group tasks) will be through ACTS-VLE.
5. Any exceptions not described in these guidelines will be handled at the school level, following the approval of the College President.

With digital modular learning modalities, students are expected to follow the guidelines given below.

1. Accomplish the application form requesting for digital modular as learning modality to the
2. Seek an approval from College Dean and College Director through an interview.
3. To submit all activities required by the professors/instructors through ACTS-VLE.
4. All major examinations (Prelim, Midterm, Prefinal, Final) must be taken onsite. Students who cannot come to school during examinations must inform their assigned professors/instructors of their concerns so that arrangements can be made in lieu of the examinations, subject to the approval of the College Dean and College Director.
5. Laboratory activities must be done inside the ACTS Laboratory Rooms. However, students may be permitted to accomplish the laboratory activities online, provided that students secure for themselves the necessary software or hardware that may be required by their subject professor/instructor.
6. Students under digital modular modality are not covered by ACTS-ASAP Scholarship Program. However, other scholarships will be honored by the school.

7. The guidelines may be subject to change depending on changes in CHED regulatory requirements.
8. Any exceptions not described in these guidelines will be handled at the school level, following the approval of the College President.

Definition of ACTS - VLE

ACTS - VLE is the official learning management system and platform for accessing student's learning activities. It also serves as platform for taking examinations, submission of projects and other course requirements.

Enrollment Procedures

For Old Students

1. Semestral grades will be released by the College Registrar on the scheduled date and time. Students will pay a specific amount through cash or online transactions before they will have the copy of their grades. The proof of payment in printed or digital format must be sent to the school's official e-mail address or on the official ACTS Fan page. A digital copy of semestral grades will then be sent in their registered e-mail. Students who incurred incomplete grades (INC) must consult their concerned instructor/professor for the completion of their grades.
2. Students will request for their grades' evaluation and for scholarship evaluation through sending an e-mail to the College Registrar. The College Registrar will then be sending the link for the enrollment.
3. Upon the completion of the details needed in the enrollment form, the students will submit it. The completed enrollment form will then be verified by the College Registrar and once the enrollment is approved, the students will now be paying the tuition fee using their most convenient mode of payment. Upon confirmation of the payment, a printed or digital format of their enrollment/account card will be generated and will be sent in their registered e-mail.

For Transferees and New Students

1. The students will visit the ACTS Official Fan Page. Then, they will click the enrollment link. The students will then submit the admission requirements in digital format and the original copy of the documents are to be submitted on the Registrar's Office.

2. An interview will be conducted by the College Dean through video conferencing tool.
3. After the interview, the students will fill - out the online enrollment form where the link can be found in the ACTS Official Fan Page. The students will complete the enrollment form, will pay the tuition fee, will attach the proof of payment and will submit. It will then verify by the College Registrar or Admission Officer.
4. Once the enrollment is approved, a digital format of their enrollment/account card will be generated and will be sent in their registered e-mail. The students can get the printed copy of their enrollment/account card at their scheduled date set by the Registrar's Office.

Changing, Adding or Dropping a Subject

1. Changing, adding or dropping a subject will be allowed within the prescribed period of two weeks from the official first day of classes upon payment of the required fees.
2. The students will request from the Registrar's Office through their registered e-mail. A link will be sent by the College Registrar and the students will complete the required details, will attach the proof of payment and then, submit. Upon approval, an e-mail containing the results of the evaluation will be sent by the College Registrar.
3. Students who intend to drop a subject will do so within the period as prescribed by the school. A link will be sent for the request on dropping the subject. The students will complete the required details, will attach the proof of payment and then, submit. Upon approval, the students will receive an e-mail from College Registrar confirming their official dropping of subjects. Without this approval, students will be given a failing grade of 5.0 at the end of the semester.
4. Students who withdraw voluntarily from the school within the period as prescribed by the school, will be entitled to an official transfer credentials/honorable dismissal under the following conditions:
 - a. Students are in good moral standing.
 - b. Students are fully eligible to transfer to another school.
 - c. Students have settled all their financial responsibilities to the school.

Policies on Attendance

1. Students are required to attend at least 80% of the total number of class hours in a given semester or term to earn the corresponding credits for the subject they are enrolled. During the synchronous sessions, 1.5 hours will be credited to students completing the session, and 1.5 hours will be credited for each

- asynchronous activity submitted. Students will be marked ABSENT if the students failed to attend the synchronous session and failed to submit the asynchronous activity for the week. Thus, no attendance will be credited to the students. Students may be EXCUSED from the synchronous and asynchronous sessions for valid reasons considered by the Instructor/Professor.
2. Any student who incurs absences in excess of the 20% of the required or prescribed class or laboratory hours in a semester or term should be given a failing grade and given no credit for the course or subject. Absence means absent without valid reasons.
 3. The College Director may at his discretion and in the individual case exempt a student who exceeds the 20% limit for reasons considered valid and acceptable to the school. Such discretion shall not excuse the student concerned from responsibility in keeping up the lesson, assignments and taking examinations where indicated. The discretionary authority is vested in the College Director, and may not be availed by student nor granted by a professor/instructor without the consent of the former.
 4. The professor/instructor shall submit the names of the students violating these rules to the office of the College Director who will decide whether these students shall be dropped. The students should then be informed by any decisions made by the College Director.

Taking Examinations

1. There are four major examinations that the students need to take: Prelim, Midterm, Pre-final and Final. An examination permit must be secured by the students upon paying the monthly tuition fee that can be paid through cash and online transactions.
2. Each term examination will only be taken using the ACTS-VLE following the scheduled date and time assigned by the instructor/professor. Students will be notified on their ACTS-VLE accounts whether they are allowed to take the examination. If the students are still not allowed to take the exam, they will be prompted to click the request permit button on their ACTS-VLE accounts.
3. Examinations must be submitted within the time frame set by their professors/instructors. Students are given one attempt to take the major examination.
4. Students who failed to take the examinations will be given special examinations a week after their scheduled time. A score of zero (0) will be given to students who failed to follow the said policy.

Virtual Classroom Routines

A. Prayer

Mandatory to say an opening prayer and after class, a closing prayer.

B. Greetings

1. Proper greetings should be address at all times. "Good day/morning" and excused then address his/her concerns.
2. In case of our College President, College Director and other school heads visit the class, students must properly acknowledge and greet them as well with politeness.

C. Rules on the Checking of Attendance

1. Attendance will automatically be checked by the ACTS-VLE upon students' log-in and submission of asynchronous activities. It will be verified by the instructor/professor.
2. ACTS-VLE monitors students' late submission of the asynchronous activities and will be recorded as absent in the asynchronous session's attendance.

D. Synchronous Session's Policies

1. Mandatory for all students to open their camera during synchronous session.
2. Students' audio must be muted at all times, unless they are told to unmute it.
3. Students are required to wear appropriate or decent attire for every synchronous session.
4. Students must be seated properly even at home.
5. Students should avoid places with unnecessary background noises.
6. Every synchronous session, students should have a pen and notebook and required to take down notes.
7. Students should use the conferencing tool's chat box for academic purposes only.
8. Students must practice the, "think before you type".
9. Students' queries and clarifications on the topic will be entertained or addressed after the discussion.

E. Communication

1. All students are required to have their registered e-mail, messenger account and cellphone number. All communications will be done through these channels.

2. Students should always read the announcements, discussions and events posted on the ACTS-VLE. They are also required to visit the ACTS Official Fan Page for other important announcement and information.
3. All information and documents submitted will be strictly kept with confidentiality and will adhere to the Data Privacy Act 2012.
4. Students' academic and other concerns will be addressed to the faculty during office days and hours, Mondays - Fridays, 8:00 a.m. - 5:00 p.m.
5. All mails of the students that used the official address of the school may be claimed at the Registrar's Office.

F. Policies on the Use of Internet and Computer Laboratories

1. Students are required to faithfully observe the Health Protocol such as: wearing of face masks at all times, proper sanitation and social distancing, among others.
2. Only use designated computers and abide by the adjusted maximum occupancy of each laboratory.
3. Students are required to use the provided hand sanitizer upon entering and after touching their face, drinking or eating.
4. Eating inside the laboratory is strictly not allowed. Students should step outside of the lab for eating or drinking.
5. The lab coordinator will be cleaning workstations frequently, but the students are responsible for the cleanliness of their workstations while they are using it.
6. Students who are experiencing any COVID - 19 symptoms such as flu, cold, cough and the like, they are required to stay home and utilize the online resources for their lab activities.

General Computer Lab Rules

- Students are not allowed to share their passwords with any other users. They are advised not accept another user attempting to share their password with them.
- Labs should be used for project and coursework only.
- Harassing or bothering other users are strictly prohibited.
- Loud conversations outside the hallway are also restricted. Students are to listen to audio content with headphones only.
- Do not subject other users to offensive or prohibited material.
- Students are not allowed to tamper with, touch, replace, or remove any hardware in the labs. If a piece of hardware is not functioning correctly, students will ask the assistance of the lab coordinator.

- Students are not given permission to download or make copies of copyrighted material to which they do not have rights to.
- Students are not allowed touch monitor screen.

G. Policies on the Conduct of On - The - Job Training

1. Trainees must be enrolled in the corresponding course during the regular term before they can start their virtual internship.
2. Trainees should meet the required number of training hours through the alternative practicum program and activities such as the online discussions, practicum activities, webinars, alternative work assignments in accordance with flexible learning guidelines and other tasks and learning expectations related to their courses as mentioned earlier. (BSIT and BSBA – 600 hours; BSAIS – 400 hours)
3. Trainees are required to attend the scheduled in-person classes and accomplish the asynchronous activities at the ACTS-VLE as prepared by their Practicum Professor. Attendance on the in-person classes and the accomplished activities are to be equated as training hours. Any missed class and activity, another alternative activity should be given and be submitted.
4. Trainees should be familiarized and acquainted with the Practicum rules and guidelines, and the terms and conditions of the Memorandum of Agreement (MOA) agreed upon by the school, the assigned supervisor or other cooperating industry if available.
5. Trainees should be familiarized with the importance of work credentials, permits or clearances that may require by the Practicum Professor, assigned supervisor or others. These may include the following: resume, application letter, DTR and other documents as may require during the conduct of the virtual training.
6. Make sure that there are evidences such as pictures taken in every completed competency, activity, task, and others, and that the DTR is signed by the supervisor or cooperating industry. This will validate the authenticity of the documents and services included in the narrative report.
7. Trainees must maintain appropriate behavior at all times, particularly when dealing with their co-trainees/students, teacher/supervisor, industry supervisor, management, and clients. They must always be polite and courteous when dealing with them.
8. Trainees must wear the prescribed uniform/attire while attending the training and classes. They should also demonstrate highest degree of work ethics and values before, during and after the training.

9. Trainees should report any untoward incidents while having the training.
10. As the final output for this course, trainees are expected to accomplish the narrative report with honesty and integrity. This narrative report should include all the evidences and documents during the conduct of the training. The trainees will attach/scan the necessary documents, pictures and artifacts that they think are important to showcase their learning during their Practicum.
11. All the activities should be monitored and checked by the Practicum Coordinator and the assigned supervisor.
12. All trainees should be abided by the prepared Flexible Practicum Working/Training Arrangement.
13. An evaluation and debriefing activity should be attended by the trainees after the completion of their training.

RULE XXXVII **DEFINITION OF TERMS**

Agents are office clerks, security personnel and other school employees.

Cheating - below are the different forms of cheating.

On Requirements:

- Copying assignments, written requirements or projects from a classmate or another student enrolled in the course, and any other forms of intellectual dishonesty.

During Examinations/Quizzes:

- Looking at the seatmate's test paper
- Talking with seatmates
- Using cellular phones or any other forms of electronic or non-electronic communications device during examinations
- Passing of test papers/"codigos"
- Using any form of "codigos"
- Opening of notes/books while the examination is in progress

Classroom Use - Authorized uses of classroom are:

- For official use of faculty (e.g. Departmental Meetings)
- For official use of the student (e.g. Club Meetings)
- For class purposes

Cutting Classes is an act of leaving the classroom without express permission from the subject professor concerned

Electronic devices refer to but not limited to cellular phone, ipod, computer and other similar devices, etc.

Exclusion is a form of penalty in which the school drops the name of the erring student from the school rolls.

Expulsion is the most severe penalty meted by a school on a student, resulting in the student's exclusion from admission to any public or private school in the Philippines. Prior approval of the Chairman of the Commission on Higher Education within 10 days after investigation is required. Under the Manual of Regulations for Private Schools, expulsion is usually considered appropriate punishment for the following serious offenses:

- Gross Misconduct
- Dishonesty
- Hazing
- Carrying deadly weapon(s)
- Immorality
- Selling and/or possession of prohibited drugs
- Drug dependency
- Drunkenness
- Hooliganism

Holidays are Saturdays or any other, "No School Days", as announced by the school administration or the Chairperson of the Commission on Higher Education.

Irregular Students are students who are unable to complete all courses in their curricula within the prescribed time frame and/or in the prescribed order.

Moral turpitude any base or vile conduct, contrary to accepted morals, that accompanies a crime.

New Students are students who are in their first year or first semester of residency in the college.

Old Students are students who have been residents in the college for at least one semester and have officially enrolled for the following semester.

Pants which are Not Full Length include Capri pants, pedal pushers, tokongs.

Plagiarism is the act or instance of stealing and passing off the ideas or works of another as one's own use without crediting the source, taking someone's words or ideas as if they

were your own, committing literary theft.

Regular Students are those who have completed all courses in their curricula, whether degree or certificate program, within the prescribed scholastic time frame. This includes NSTP.

Revealing Attire is an attire which is transparent or too thin, making visible private parts of the human body. This also includes tight-fitting clothes which reveal the detailed shape and features of the body.

Scandalous Public Display of Intimacy - The following acts are prohibited within the school campus, as well as off-campus if the person(s) involved are in school uniform:

- Kissing passionately
- Necking
- Petting
- Sitting or lying on another's lap or allowing to sit or lie on one's lap
- Arms to waist
- Fondling sensitive parts of the body (e.g. nape, breasts, buttocks, legs)
- Any act that may be construed as an extraordinary display of affection including prolonged stays alone within a vehicle with another person

School Forms or Documents include alumni cards, identification cards, exam permits, library cards and car stickers.

Suspension is a discipline sanction wherein a student is prohibited from attending classes and entering the campus.

RULE XXXVIII AMENDMENTS

ACTS Computer College reserves the rights to revise and amend these rules and regulations from time to time without prior notice.

RULE XXXIX EFFECTIVITY

This handbook shall take effect School Year 2024-2025.

ACTS HYMN

We stand with our heads held high
Between the earth and sky
Proud to carry the name with our soul
Advanced Computer Training School

Through joys and tears
Through the laughing years
We hear these echoes in our hearts
Its ACTS that we choose

So we sing this hymn to you
This is the place where we belong
God, we pray to you
With colors white and green

We pray you keep us to be constantly true
We pray you keep us to be faithful to you

PLEDGE OF LOYALTY

I do solemnly pledge to be loyal to my Alma Mater, the **ACTS Computer College**, and to the principles and ideals for which she stands.

I do solemnly pledge that with the knowledge I have acquired under the roof of this institution of learning, I shall be of service to my parents, country and God. And as a free citizen of the Republic of the Philippines, I will help preserve the patrimony of the race.

I further pledge that I will defend to the utmost of my ability and resources the ideals and good name of my **Alma Mater**, the **ACTS Computer College** to the end that she would be proud of me and I of her.

So, help me **GOD**.

NATIONAL ANTHEM

BAYANG MAGILIW
PERLAS NG SILANGANAN
ALAB NG PUSO
SA DIBDIB MO'Y BUHAY.
LUPANG HINIRANG,
DUYAN KA NG MAGITING
SA MANLULUPIG
DI KA PASISIIL.
SA DAGAT AT BUNDOK
SA SIMOY AT SA LANGIT MONG BUGHAW,
MAY DILAG ANG TULA AT AWIT
SA PAGLAYANG MINAMAHAL
ANG KISLAP NG WATAWAT MO'Y
TAGUMPAY NA NAGNININGNING,
ANG BITUIN AT ARAW NIYA
KAILAN PA MA'Y DI MAGDIDILIM.
LUPA NG ARAW NG LUWALHATI'T PAGSINTA,
BUHAY AY LANGIT SA PILING MO,
AMING LIGAYA, NA PAG MAY MANGAAPI,
ANG MAMATAY NG DAHIL SAIYO.

College Programs

Bachelor of Science in Computer Science

Bachelor of Science in Information Technology

Bachelor of Science in Accounting Information System

Bachelor of Science in Business Administration

Bachelor of Science in Entrepreneurship

Bachelor of Science in Office Administration

Bachelor of Technical-Vocational Teacher Education

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