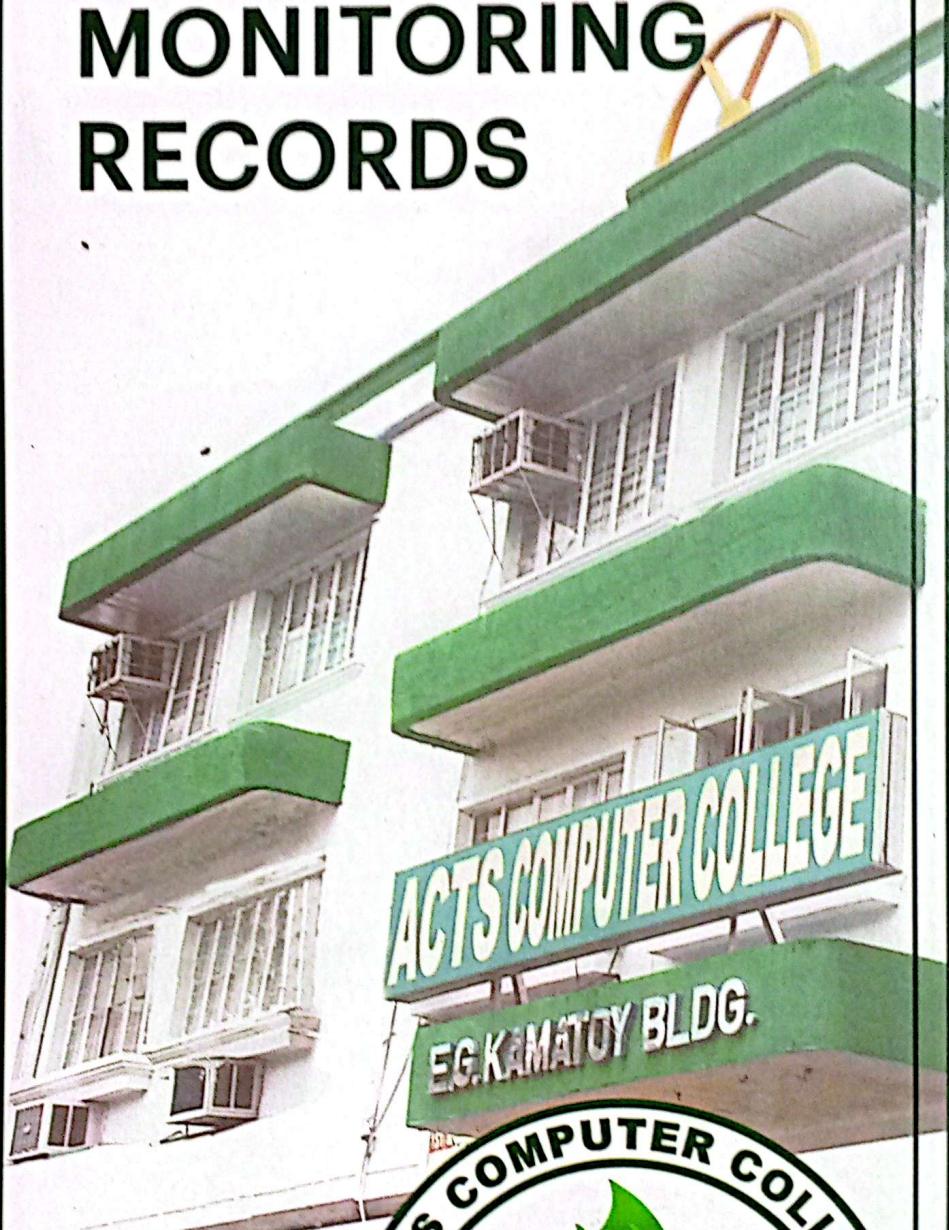
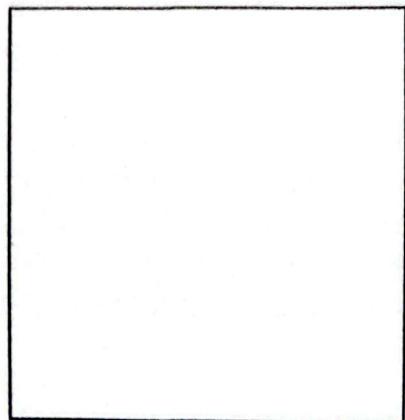


**ACTS COMPUTER COLLEGE**  
**Santa Cruz School**

**GRADE 12  
MONITORING  
RECORDS**



**This Student Handbook belongs to:**



VILLANUEVA CAROLET YUAN C.

**Name of the Student**

**Sex:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Birthday:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **LRN:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Cellphone Number:** \_\_\_\_\_

**Name of Father:** \_\_\_\_\_ **Cellphone Number:** \_\_\_\_\_

**Name of Mother:** \_\_\_\_\_ **Cellphone Number:** \_\_\_\_\_

**Guardian:** \_\_\_\_\_ **Cellphone Number:** \_\_\_\_\_

**In case of emergency, please contact:** \_\_\_\_\_ **Cellphone Number:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

## **I. CHILD PROTECTION POLICY**

*(Anchored on DepEd RM 120 Series of 2024 and the SHS Program)*

### **A. INTRODUCTION ON THE POLICY**

ACTS Computer College, a private educational institution in Santa Cruz, Laguna, is committed to ensuring a safe, secure, and supportive learning environment for all Senior High School (SHS) students. This Child Protection Policy (CPP) aligns with DepEd RM 120 Series of 2024 and other relevant national and local laws that safeguard children's rights and welfare within the school setting.

### **B. OBJECTIVES OF THE POLICY**

1. To provide a safe and child-friendly school environment free from violence, abuse, exploitation, and discrimination.
2. To promote the physical, mental, and emotional well-being of all students.
3. To establish clear guidelines and mechanisms for the prevention, reporting, and response to child protection concerns.
4. To ensure compliance with the Department of Education (DepEd) and local government policies on child protection.

### **C. SCOPE AND COVERAGE**

This policy applies to all students, teachers, non-teaching personnel, parents, guardians, and visitors within the premises of ACTS Computer College. It also extends to school-related activities conducted outside the campus.

### **D. DEFINITION OF TERMS**

1. **Child** – Any person below eighteen (18) years of age or those enrolled in the SHS program, regardless of age.
2. **Child Abuse** – Infliction of physical or psychological harm, neglect, or exploitation.
3. **Bullying** – Any form of aggressive behavior, whether verbal, physical, or cyber, that results in intimidation or harm.
4. **Corporal Punishment** – Any form of punishment that inflicts physical or psychological pain on a child.
5. **Child Protection Committee (CPC)** – A school-based body responsible for handling child protection concerns.

### **E. ROLES AND RESPONSIBILITIES**

#### **1. School Administration:**

- Ensure strict implementation of this policy.

- Provide training and orientation for staff, students, and parents.
- Establish a confidential reporting and response mechanism.

**2. Teachers and Non-Teaching Personnel:**

- Promote a safe learning environment.
- Report any suspected or observed cases of child abuse, bullying, or neglect.
- Serve as role models in fostering respect and kindness.

**3. Parents and Guardians:**

- Support the school's child protection initiatives.
- Encourage open communication with their children.
- Report any concerns related to child safety.

**4. Students:**

- Treat peers and staff with respect.
- Report any incidents of bullying or abuse.
- Participate in child protection programs initiated by the school.

**F. PREVENTION MEASURES**

- 1. Awareness and Capacity Building:** Regular training, seminars, and orientation on child protection policies.
- 2. Safe Learning Environment:** Implement school rules promoting discipline without resorting to corporal punishment.
- 3. Monitoring and Supervision:** Ensuring adult supervision in school premises and during activities.

**G. REPORTING AND RESPONSE MECHANISM**

1. Any student, parent, or staff may report a case of child abuse, bullying, or neglect to the designated Child Protection Committee (CPC).
2. Reports shall be kept confidential and acted upon within a reasonable timeframe.
3. The school shall coordinate with local government units (LGUs), child protection agencies, and law enforcement when necessary.
4. The CPC shall provide counseling and intervention programs for affected students.

**H. SANCTIONS AND DISCIPLINARY MEASURES**

1. Any staff or student found violating this policy shall be subjected to appropriate disciplinary action based on DepEd and school regulations.
2. Severe cases shall be referred to the proper authorities for legal action.

## **II. ANTI-BULLYING POLICY**

(Senior High School Program)

*Anchored on DepEd Order No. 55, s. 2013 (Implementing Rules and Regulations of the Anti-Bullying Act of 2013) and Relevant Local Policies*

ACTS Computer College, a private institution in Santa Cruz, Laguna, is committed to fostering a safe, inclusive, and respectful learning environment. In line with **DepEd Order No. 55, s. 2013**, the **Anti-Bullying Act of 2013 (RA 10627)**, and relevant local ordinances, this policy outlines the school's stance against all forms of bullying and provides a structured approach to prevention, intervention, and resolution of bullying incidents within the **Senior High School (SHS) program**.

This Anti-Bullying Policy aims to:

1. Define and prohibit all forms of bullying within school premises and school-related activities.
2. Establish mechanisms for **reporting, investigating, and addressing bullying cases**.
3. Promote a culture of kindness, respect, and inclusion among SHS students, faculty, and staff.
4. Strengthen partnerships between the school, parents, and the **local community of Santa Cruz, Laguna**, to ensure a collective effort in combating bullying.

### **A. Definition of Bullying**

As defined in **RA 10627**, bullying refers to any **severe or repeated use of a written, verbal, electronic, or physical act directed at another student that:**

- **Causes physical or emotional harm to the victim.**
- **Creates a hostile environment at school.**
- **Disrupts the student's education and school activities.**
- **Interferes with the orderly operation of the school.**

### **Forms of Bullying:**

1. **Physical Bullying** – Hitting, pushing, punching, slapping, tripping, or damaging belongings.
2. **Verbal Bullying** – Name-calling, insults, slurs, or threats.

3. **Social/Relational Bullying** – Spreading rumors, exclusion, public embarrassment.
4. **Cyberbullying** – Harassment, intimidation, or humiliation through social media, text messages, or online platforms.
5. **Sexual Bullying** – Unwanted sexual advances, comments, or actions.

### **Scope and Application**

This policy applies to **all students, faculty, staff, parents, and visitors** within:

- **School premises** (classrooms, corridors, canteen, restrooms, etc.).
- **Online platforms and social media** affiliated with school activities.
- **School-related events and activities**, whether on-campus or off-campus.

## **B. Roles and Responsibilities**

### **1. School Administration**

- Establishes and monitors the implementation of the Anti-Bullying Policy.
- Forms the **Anti-Bullying Committee (ABC)** composed of administrators, teachers, guidance counselors, student representatives, and parents.
- Conducts **awareness campaigns, orientations, and training** on anti-bullying measures.
- Ensures that bullying cases are **promptly addressed** through investigation and appropriate intervention.

### **2. Teachers and Staff**

- Serve as role models in **promoting respect and inclusivity**.
- Supervise students and identify early signs of bullying.
- Report and document any bullying incidents to the ABC.

### **3. Students**

- Treat fellow students with **respect, kindness, and fairness**.
- Report bullying incidents to teachers, guidance counselors, or the ABC.
- Cooperate in investigations and follow school guidelines on proper behavior.

### **4. Parents and Guardians**

- Guide their children on appropriate online and offline behavior.

- Republic Act No. 10627 (Anti-Bullying Act of 2013)

## B. General Conduct and Expected Behavior

All ACTS Computer College SHS learners must exhibit the following:

### 1. Respect for Oneself and Others

- Practice proper hygiene and wear the prescribed school uniform.
- Use respectful language when speaking to teachers, staff, fellow students, and visitors.
- Avoid engaging in physical or verbal altercations, bullying, and discrimination.

### 2. Academic Integrity

- Submit original work; plagiarism and cheating in any form are strictly prohibited.
- Attend classes regularly and punctually, with a minimum attendance rate of 80% per term.
- Respect teachers, participate actively in discussions, and complete assignments on time.

### 3. Responsible Use of Technology

- Follow ethical and responsible digital conduct within school premises.
- Cyberbullying, online harassment, and misuse of social media will result in disciplinary action.
- Use school-provided technology only for educational purposes.

### 4. Proper Conduct in School Premises

- Keep classrooms, hallways, and common areas clean and orderly.
- Refrain from littering, vandalism, and destruction of school property.
- Observe proper etiquette inside laboratories, libraries, and multimedia rooms.

### 5. Compliance with School Rules and Policies

- Follow school policies on ID wearing, uniform compliance, and behavior inside and outside the campus.
- Seek permission before leaving school premises during class hours.

### C. Prohibited Acts and Corresponding Disciplinary Actions

Offense	First Offense	Second Offense	Third Offense
Bullying/Cyberbullying	Guidance counseling	Parent conference community service	+ Suspension + disciplinary action
Cheating/Plagiarism	Zero grade on the task	Suspension from exams	Expulsion (for repeated offenses)
Vandalism/Destruction of Property	Fine + warning	Community service	Suspension + restitution
Skipping Classes (Cutting)	Warning + parent notification	Detention guidance intervention	+ Suspension
Use of Profanity/Disrespect to Teachers/Staff	Verbal warning	Written apology + parent conference	Suspension
Possession of Prohibited Items (e.g., alcohol, cigarettes, weapons, illegal drugs)	Immediate confiscation disciplinary hearing	+ Suspension	Expulsion + legal action
Disruptive Behavior in Class	Warning counseling	Parent + notification community service	+ Suspension

### D. Reporting and Resolution of Violations

#### 1. Reporting Procedures

- Any student, teacher, or school personnel may **report violations to the Student Discipline Committee (SDC)**.
- Reports may be filed via:
  - The Guidance Office (for in-person complaints).
  - The Confidential Report Box located near the admin office.

- Support school initiatives and **cooperate with interventions** for both victims and offenders.

## C. Reporting and Response Mechanism

### 1. Reporting Procedures

- Any student, teacher, or staff may report a bullying incident to the **Anti-Bullying Committee (ABC)**.
- Reports can be submitted via:
  - In-person complaints to the **Guidance Office**.
  - Written complaints through the confidential **Bullying Report Box**.
  - Email reporting system (**[school email]**).
  - Online reporting through the school's official platform (if available).

### 2. Investigation and Resolution

- The **ABC** will conduct an initial **fact-finding inquiry** within **48 hours** of receiving a report.
- The alleged bully and victim will be interviewed separately in a **safe and confidential manner**.
- Witnesses and supporting evidence (e.g., CCTV footage, messages, or testimonials) will be reviewed.
- The **ABC** will determine appropriate disciplinary actions or interventions.

### 3. Disciplinary Actions

Depending on the severity of the case, the school may impose:

- **First Offense:** Verbal warning, guidance counseling, and written apology.
- **Second Offense:** Parent-teacher conference and disciplinary measures such as community service.
- **Third Offense:** Suspension or other sanctions deemed necessary by the administration.
- **Severe Cases:** Possible referral to local authorities (DSWD, PNP-Women and Children's Desk, MSWDO).

## D. Prevention and Intervention Programs

- **Student Awareness Campaigns** – Seminars, workshops, and classroom discussions on the impact of bullying.

- **Peer Mediation Programs** – Trained student leaders serve as **peer counselors** to promote a positive school culture.
- **Counseling and Support Services** – Victims and offenders undergo counseling sessions with licensed **guidance counselors**.
- **Safe Digital Practices Program** – Educating students on responsible **social media use** to prevent cyberbullying.

#### **E. Implementation, Monitoring, and Review**

- The **Anti-Bullying Committee** will monitor cases and evaluate the effectiveness of interventions **annually**.
- The policy will be reviewed **every school year** to ensure compliance with **DepEd guidelines and local laws**.
- Stakeholders will be consulted for **policy updates and recommendations**.

#### **F. Final Provisions**

- Non-compliance with this policy will result in **disciplinary actions**, including but not limited to **suspension or legal actions**.
- Confidentiality of reports and student records will be strictly maintained to protect the **privacy of all parties involved**.

### **III. LEARNER'S CODE OF CONDUCT**

*(Senior High School Program)*

*Anchored on ACTS Computer College's Mission and Vision, DepEd Orders, and Local Policies*

#### **A. Introduction**

ACTS Computer College, a private institution in **Santa Cruz, Laguna**, is committed to nurturing responsible, disciplined, and morally upright learners. This **Learner's Code of Conduct** serves as a guide for all Senior High School (SHS) students to uphold the school's **core values of academic excellence, character development, and technological proficiency**, in alignment with DepEd policies and national education standards.

This policy is anchored on the following:

- **DepEd Order No. 40, s. 2012 (Child Protection Policy)**
- **DepEd Order No. 55, s. 2013 (Implementing Rules and Regulations of the Anti-Bullying Act of 2013)**
- **DepEd Order No. 13, s. 2023 (Learner's Rights and Responsibilities)**

- Email submission to the school's official discipline contact.

## **2. Investigation and Resolution**

- The SDC will review cases and issue appropriate disciplinary actions within 48 hours of receiving a complaint.
- Students involved will be called for a counseling session and intervention.
- Severe cases may be referred to local authorities, if necessary.

## **E. Student Support and Counseling**

ACTS Computer College promotes student well-being through:

- Guidance counseling sessions for behavioral improvement.
- Peer mentoring programs to assist students in adjusting to SHS life.
- Mental health and wellness programs in collaboration with local government units.

## **F. Implementation, Monitoring, and Review**

- This Learner's Code of Conduct will be disseminated to all students, parents, and school personnel.
- The Student Discipline Committee will conduct periodic assessments to ensure policy effectiveness.
- The policy will be reviewed annually to align with new DepEd orders and local education policies.

## **G. Final Provisions**

- Non-compliance with this policy may result in disciplinary actions as outlined.
- The rights and dignity of every student will be upheld throughout all disciplinary procedures.
- This policy takes effect immediately upon approval.

## Explanation of Absence

Date: \_\_\_\_\_

My child \_\_\_\_\_  
was absent for \_\_\_\_\_ day/s from \_\_\_\_\_ to \_\_\_\_\_  
Reason \_\_\_\_\_

- Excused  
 Unexcused

Parent's Signature \_\_\_\_\_  
Principal's Signature \_\_\_\_\_

Date: \_\_\_\_\_

My child \_\_\_\_\_  
was absent for \_\_\_\_\_ day/s from \_\_\_\_\_ to \_\_\_\_\_  
Reason \_\_\_\_\_

- Excused  
 Unexcused

Parent's Signature \_\_\_\_\_  
Principal's Signature \_\_\_\_\_

Date: \_\_\_\_\_

My child \_\_\_\_\_  
was absent for \_\_\_\_\_ day/s from \_\_\_\_\_ to \_\_\_\_\_  
Reason \_\_\_\_\_

- Excused  
 Unexcused

Parent's Signature \_\_\_\_\_  
Principal's Signature \_\_\_\_\_

## Summary of Violation

Date	Violation/s	Signature

## Summary of Violation

Date	Violation/s	Signature

# Explanation of Absence

Date: 02/03/2021

My child Charles Xian Villanueva

was absent for 1 day/s from Jan. 27, 2021 to  

Reason attended work Immersion

Excused

Parent's Signature  

Unexcused

Principal's Signature  

Date: \_\_\_\_\_

My child \_\_\_\_\_

was absent for \_\_\_\_\_ day/s from \_\_\_\_\_ to \_\_\_\_\_

Reason \_\_\_\_\_

Excused

Parent's Signature \_\_\_\_\_

Unexcused

Principal's Signature \_\_\_\_\_

Date: \_\_\_\_\_

My child \_\_\_\_\_

was absent for \_\_\_\_\_ day/s from \_\_\_\_\_ to \_\_\_\_\_

Reason \_\_\_\_\_

Excused

Parent's Signature \_\_\_\_\_

Unexcused

Principal's Signature \_\_\_\_\_

\*School's copy

**ACTS COMPUTER COLLEGE**  
**STUDENT HEALTH RECORD**

This portion is to be filled up by parent(s)/guardian(s)

**GENERAL DATA**

Last Name	VILLANUEVA	Middle Name	CABILLOS	Nationality
First Name	CHARLES YUAN			Birthday (mm/dd/yyyy) 06-26-2008
Religion	INC			Birthplace LAGUNA, PHIL., G.C.
Address	P. CABILLOS ST. PAGBABAAN, LABUMA			Landline
Mother		Age		Occupation
Contact No.	Office	Cellphone No.		
Father		Age	Occupation	
Contact No.	Office	Cellphone No.		
Guardian		Age	Occupation	
Contact No.	Office	Cellphone No.		
In case of emergency, notify (in the absence of parent(s)/guardian)			Contact No.	

**FAMILY HISTORY**

Disease	No	Yes	Relation	Symptoms	No	Yes	Relation
Cancer				Convulsions			
Heart problem				Bleeding Problem			
Hypertension				<b>Mental Disorder</b>			
Diabetes				Mental Trouble			
Tuberculosis				<b>Disability</b>			
Asthma				Learning Disabilty			

**PAST MEDICAL HISTORY (Has the child suffered from any of the following)**

Disease	No	Yes	Disease	No	Yes	Disease	No	Yes
Allergy			Pnuemonia			Dengue Fever		
Bronchial Asthma			Primary complex			Typhoid Fever		
Anemia			Tonsilitis			Measles		
Recurrent indegestion			Heart Disease			Epilepsy		
Chicken Pox			Kidney Disease			Diabetes		
Mumps								
Symptoms	No	Yes	Symptoms	No	Yes	Symptoms	No	Yes
Bleeding problem			Speech problem			Ear Discharge		
Behavioral problem			Visual problem			Fainting Spells		
Hearing problem								
Medical Event	No	Yes	Medical Procedure			Injury		
Hospitalization			Operation			Fractures		

If answer is YES, please give relevant details:

---

**OTHER INFORMATION**

Any special MEDICATION?	Allergy to MEDICINES?
Requires SPECIAL CARE?	Others:

We the hereby undersigned make the above mentioned Student Health Record voluntarily.

Questionnaires answered by:

Signature of Parent/Guardian over printed name

Signature of Student over printed name

Date Accomplished

\*Note

Rest assured that the data you furnish in the above-mentioned form shall be treated with strict confidentiality in compliance with the Data Privacy Act of 2012 and assures that the collected personal information are processed in accordance with the law and other issuances.

\*Student's copy

## ACTS COMPUTER COLLEGE

### STUDENT HEALTH RECORD

This portion is to be filled up by parent(s)/guardian(s)

#### GENERAL DATA

Last Name	Middle Name	Nationality
First Name		Birthday (mm/dd/yyyy)
Religion		Birthplace
Address		Landline
Mother	Age	Occupation
Contact No.	Office	Cellphone No.
Father	Age	Occupation
Contact No.	Office	Cellphone No.
Guardian	Age	Occupation
Contact No.	Office	Cellphone No.
In case of emergency, notify (In the absence of parent(s)/guardian)		Contact No.

#### FAMILY HISTORY

Disease	No	Yes	Relation	Symptoms	No	Yes	Relation
Cancer				Convulsions			
Heart problem				Bleeding Problem			
Hypertension				Mental Disorder			
Diabetes				Mental Trouble			
Tuberculosis				Disability			
Asthma				Learning Disability			

#### PAST MEDICAL HISTORY (Has the child suffered from any of the following)

Disease	No	Yes	Disease	No	Yes	Disease	No	Yes
Allergy			Pneumonia			Dengue Fever		
Bronchial Asthma			Primary complex			Typhoid Fever		
Anemia			Tonsilitis			Measles		
Recurrent indigestion			Heart Disease			Epilepsy		
Chicken Pox			Kidney Disease			Diabetes		
Mumps								
Symptoms	No	Yes	Symptoms	No	Yes	Symptoms	No	Yes
Bleeding problem			Speech problem			Ear Discharge		
Behavioral problem			Visual problem			Fainting Spells		
Hearing problem								
Medical Event	No	Yes	Medical Procedure			Injury		
Hospitalization			Operation			Fractures		

If answer is YES, please give relevant details:

#### OTHER INFORMATION

Any special MEDICATION?	Allergy to MEDICINES?
Requires SPECIAL CARE?	Others:

We the hereby undersigned make the above mentioned Student Health Record voluntarily.

Questionnaires answered by:

Signature of Parent/Guardian over printed name

Signature of Student over printed name

Date Accomplished

\*Note

Rest assured that the data you furnish in the above-mentioned form shall be treated with strict confidentiality in compliance with the Data Privacy Act of 2012 and assures that the collected personal information are processed in accordance with the law and other issuances.

\*Student's copy

**Acknowledgement Receipt  
of the ACTS Computer College  
Senior High School Student Handbook**

I have enrolled at ACTS Computer College Sta. Cruz, Laguna and I understand to faithfully obey and comply with its rules and regulations.

In view of this, I hereby affix my signature on this page signifying that I have read and understood all the contents of this Student Handbook of Academic Year 2025-2026.

Alfonso Yuan C. Viñante  
Signature of Student over Printed Name

12 - LOVE - STEM  
Year / Section /Strand

02-03-26  
Date

Attested:

Alfonso

Alfonso Yuan C. Viñante  
Signature of Parent/Guardian over Printed Name

ACTS Computer College  
Sta. Cruz, Laguna

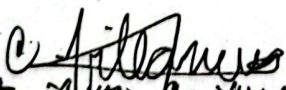
STUDENT DATA PRIVACY CONSENT FORM

I, CHARLES YUAN C. VILLANUEVA (Full Name), a 12 (Grade level), Student of STEM LOVE (Strand & Section), for 2025 - 2026 (Semester & Academic Year) hereby authorize ACTS COMPUTER COLLEGE, with office address at Sta. Cruz, Laguna, to gather, process, store, disclose and share to authorized third party or entity only, for specified and legitimate purposes, the information I voluntarily provided in relation to my application for admission as a Student, such as, but not limited to my personal data; *Provided*, that the processing of my personal information is hereby allowed, subject to strict compliance with the requirements of Republic Act No. 10173 or the Data Privacy Act of 2012 and other laws allowing disclosure of information to the public, and adherence to the principles of transparency, legitimate purpose and proportionality. *Provided further*, that the School, through its authorized officials, employees, personal information processor/s or agents shall strictly safeguard my personal data against unauthorized access, use, loss or damage.

I acknowledge that I have the right to withdraw my consent and request the School to stop from processing and/or disclosing my Personal Data, under reasonable and justifiable grounds pursuant to the afore-cited law, and other applicable law/s, rules and regulations. I also acknowledge that I have the right to access my Personal Data and to correct any error or inaccuracy thereto.

WHEREFORE, I hereby voluntarily sign this Consent Form and signify that I acknowledge, understand and accept the terms and conditions herein provided.

Acknowledged by:

  
CHARLES YUAN C. VILLANUEVA

Student's Signature over Printed Name

With the approval of:

  
Alain CARLO M. VILLANUEVA

Parent's Signature over Printed Name