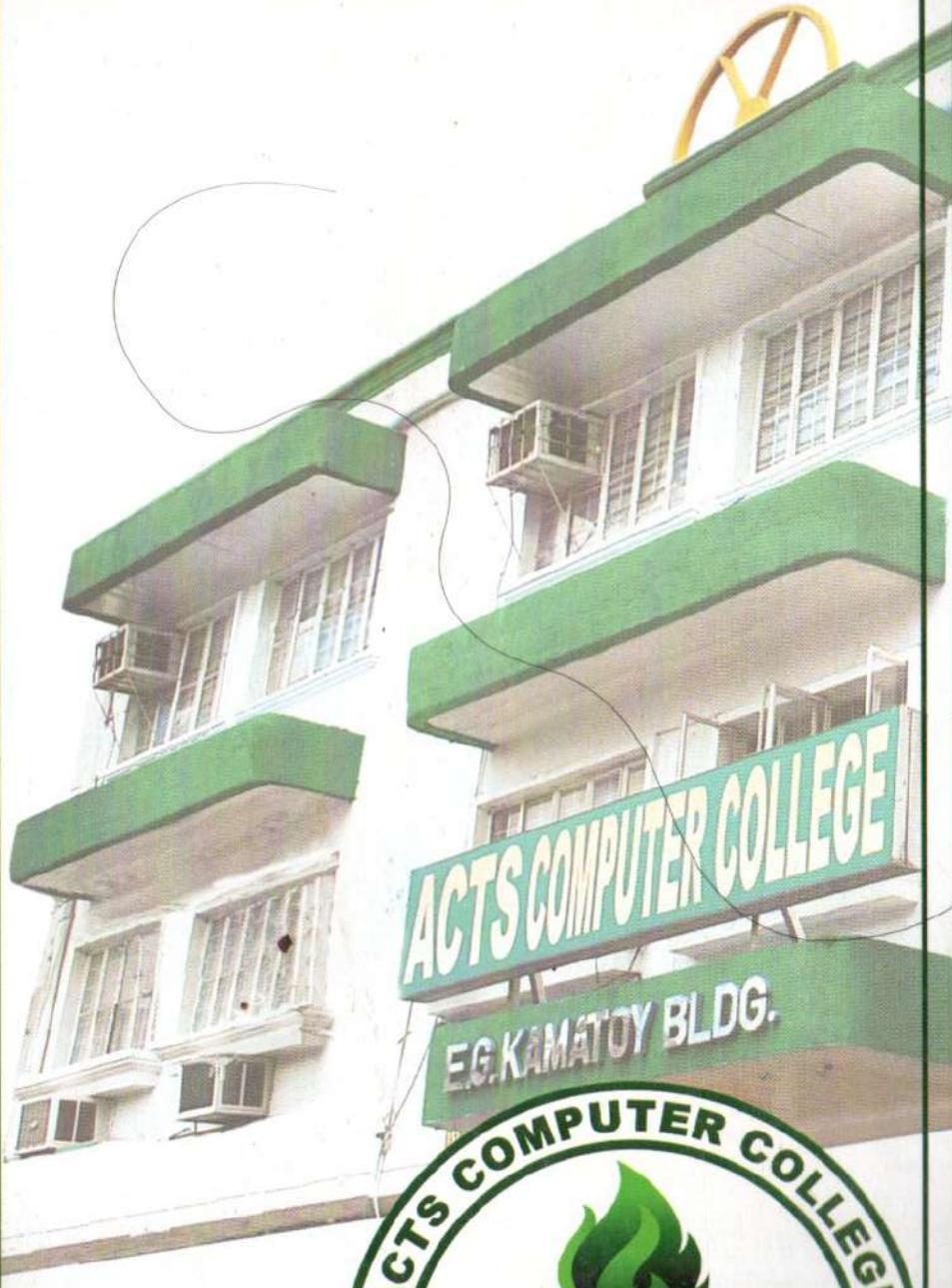


# ACTS COMPUTER COLLEGE

# Senior High School



**Student Handbook**  
**S.Y. 2025-2026**

*“I alone know the Plans  
I have for you,  
Plans to bring you Prosperity  
and not disaster,  
Plans to bring about  
the Future you Hope for.”*

**- Jeremiah 29:11 -**

**This Student Handbook belongs to:**



**Name of the Student**

**Sex:** Female      **Age:** 16      **Birthday:** 01-01-

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

**Address:** \_\_\_\_\_ Sta. Cruz Laguna      **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:** \_\_\_\_\_ Laguna **Cellphone Number:** \_\_\_\_\_

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

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# *Message of the College President*

ACTS Computer College is the pioneer computer school in Sta. Cruz, Laguna. It is Higher Educational Institution (HEI), founded and incorporated in 1987 with recognition from the Commission on Higher Education (CHED). We also receive Government Permit SHS-202, s – 2015 for Senior High School from the Department of Education Region IV-A. The Senior High School Program of the institution will prepare our student to the challenges of the 21<sup>st</sup> century, to be a catalyst of positive change and to be a responsible member of our society.

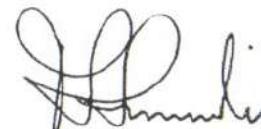
Our mission, to advance new ideas and promote enduring knowledge, has kept the institution more responsive in serving the public. We strive to create an academic environment in which our students and scholars from all walks of life are continually challenged and inspired to do their best possible work to become competitive locally and in the global work environment and in support to the ASEAN Economic Community.

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 creativity in their respective chosen strand. ACTS Computer College can help you achieve your dreams and mission in life.

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

All the best and GOD bless.



**PROF. RUBEN F. MACALINAO, MBA, MM**  
College President

## *Message of the Principal*

I am truly glad that you have chosen ACTS Computer College to be your home for your Senior High School.

This institution holds a vision for every Senior High School student. We believe you are born with extraordinary gifts and it is our aim to help, nurture, develop your giftedness and to use these gifts to achieve excellent Christian culture.

In ACTS Computer College, we prepare, train and mold your "3H". First, the "HEAD" to become active thinkers and good decision makers that can face real life challenges and opportunities. Next, is your "HAND". We trained your "HANDS" so that you can use your acquired skills to excel and help those in need. Through your helping hands, you will be able to showcase the excellent culture taught by our school abided by the saying "Real happiness is helping others". The last H stands for "HEART". We did not simply teach you with the knowledge, equip you with the skills but most especially the "VALUES FORMATION". You will be surely molded with a sincere, lovable, faithful and courageous heart. The kind of heart which reflects the real essence of quality education.

This student's handbook is a useful tool and valuable source of information so that you may know better our school, The ACTS Computer College. It will remind you of our policies and regulations that will help you to become disciplined, productive members of the school, Good Christian and honest citizens.

I ask you to take time to read and understand the contents of this student's handbook, follow with diligence and responsibility the guidelines set for you and apply all the knowledge, skills and competencies gained from the institution in a real life situation.

Good luck and God bless.

*[Signature]*  
DR. ERIC P. CASTILLO  
Senior High School Principal

## **Students Handbook**

The Senior High School (SHS) of ACTS Computer College prepares the learner to challenge of the 21<sup>st</sup> Century, to be a catalyst of positive change and development and to be responsible and responsive members of our society.

### **K 12 Vision**

To produce Filipino graduates who:

- Possess sufficient mastery of basic competencies;
- Be emotionally developed and competent to live a meaningful life;
- Be socially aware, pro-active, and involved in public and civic affairs and contribute to the development of a progressive, just and humane society;
- Be adequately prepared for the world of work or entrepreneurship or higher education;
- Be legally employable; and
- Be globally competitive.

## **I. THE SCHOOL PROFILE**

### **A. History**

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

The first business home of ACTS Computer College was 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 at EGK Building at P. Guevara Avenue, corner A. Bonifacio Street 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 signifying

great changes 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 challenges of the changing global environment in this modern age to produce professional, responsible, competent and globally competitive citizens ready to compete with the technological and scientific transformation worldwide.

In 1996, with the imminent threat of Asian Financial Crisis, ACTS was able to conceptualize a program in response to help fight the crisis and assist poverty alleviation program in 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 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, a guaranteed and stable career path of life in the future.

In 1998, with the 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 batches of graduates in BSCS, BSIT, BSBA and BSSA where they were already successful in their respective field of endeavor here and abroad.

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

In March 27, 2012 the Commission on Higher Education has given permit to ACTS Computer College in the curricular offering of Bachelor of Science in Entrepreneurship and government permit in Bachelor of Science in Accounting Technology in November 27, 2015 and Bachelor of Science in Technological Education in March 16, 2015, respectively, to produce a more responsible and dignified graduates towards a sustainable and vibrant Philippine Economy.

ACTS Computer College officially began offering the Senior High School (SHS) program in **2016**, in line with the national rollout of the **K to 12 Basic Education Program** mandated by **Republic Act No. 10533**, also known as the **Enhanced Basic Education Act of 2013**. This reform added two years to the secondary education system to better prepare students for employment, entrepreneurship, higher education, and global competitiveness.

To ensure full compliance with the standards set by the **Department of Education (DepEd)**, ACTS Computer College was granted **Government Permit No. SHS-127, s. 2016**, which authorized the institution to operate and deliver its SHS offerings. The approval of this permit signified that the school met DepEd's requirements in terms of qualified faculty, adequate facilities, relevant curricula, and support services.

Since then, ACTS Computer College has been offering two SHS Tracks: the **Academic Track** and **Technical-Vocational-Livelihood (TVL) Track**, through these SHS offerings, ACTS Computer College remains committed to delivering quality, accessible, and relevant education that empowers students in **Santa Cruz, Laguna**, and nearby communities to pursue their goals and succeed in their chosen paths.

ACTS Computer College's Mission and Vision will continue to respond positively to the fast changing technology to help empower our students and make them more resourceful, more innovative and more creative 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 for everybody.

## B. ACTS Logo



The choice of School's logo reflects the core values that ACTS Computer College 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 the 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 and spiritual values. The leaves embody hope and peace within the ambit of ACTS Computer College as it continuously serves the people of GOD from the time it was founded – 1987 and onwards. The color green and its white background signify prosperity and purity.

#### **C. 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.

#### **D. 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

#### **E. 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 equality; equipped with virtues of self-discipline and civic consciousness; possessed of desirable moral, spiritual, social and cultural value; committed to respect the rights and dignity of the human persons; and determined to promote world peace, international understanding and cooperation.

## **II. ACADEMIC POLICIES**

### **A. Admission Requirements**

Students' records are kept confidential by the School Registrar. It can be made available to other persons under the following circumstances:

- Upon written authorization made by concerned student supported by old school ID and ID of the representative.
- Upon receipt of valid subpoena in connection with a judicial, legislative or administrative proceedings.

All documents submitted shall not be returned and shall become the property of the school.

A request for transfer credentials must be filed at the office of the school registrar at least seven working days prior to the desired issuance date provided all entrance requirements and financial accounts have been completely settled.

1. The following are considered entrance requirements records:
  - a. Duly-accomplished completed Senior High School Enrollment Form (Senior High School Enrollment Form);
  - b. School ID with Learner Reference Number (LRN). Students without an LRN should bring a Philippines Statistics Authority (PSA) Birth certificate (may be submitted within the school year if not available during enrollment);
  - c. Report card, Form 138 or any documentary proof of completion of Grade 10 in a public or private secondary school;
  - d. Returning learners who have completed Grade 10 or graduated 4th year high school in 2015 or earlier, who did not enroll in any higher education institution, and who want to be enrolled in the formal system through Senior High School (SHS) should present their report card. If the report card is not immediately available, a High School diploma or a certification letter signed by the Schools Division Superintendent of the School Division Office (SDO) where the student completed Grade 10 or 4th year high school can also be presented;
  - e. Passers of the Philippine Educational Placement Test (PEPT) should bring their PEPT certificate;

- f. ALS graduates should bring their Accreditation and Equivalency Test (A&E) certificate;
- g. Graduates of private schools that have closed down should bring a certification from the SDO based on Form 18 Report on Promotion;
- h. Graduates of non-accredited private schools who have passed the Philippine Validation Test (PVT) should bring their certificate.

2. Career Assessment information

- a. Graduates of Junior High School (JHS) should bring their National Career Assessment Examination (NCAE) results.
- b. Graduates of Alternative Learning System (ALS) and Special Education (SPED) learners who have not taken the NCAE should bring alternative career assessment results.
- 3. 2 copies of 2x2 ID pictures in white background
- 4. Certificate of good moral character
- 5. If the enrollee is an Education Service Contracting (ESC) recipient, certificate of being a recipient from previous school
- 6. If the enrollee is not an ESC recipient but applied and passed Private Education Assistance Committee (PEAC's) Qualified Voucher Recipient Program must present QVR certificate from Private Education Assistance Committee (PEAC)

**B. Enrollment Procedure**

- 1. Submit all the requirements.
- 2. Accomplish and submit ACTS SHS Enrollment Form to the enrollment officer and pay the registration fees (School uniform, PE uniform, student handbook, and ID with ACTS lanyard).
- 3. Secure the approved copy of enrollment registration.

### **C. School Fees**

1. No tuition fees shall be collected for the Qualified Voucher Beneficiary (QVB) from public and private high schools.
2. The students who are not under the Voucher Program will pay for 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 anytime, after enrollment or when he withdraws within the first week of classes whether he 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 the classes whether he has actually attended classes or not.
  - NO REFUND shall be made two weeks after the opening of the classes.
3. All students whose enrollments were withdrawn after the prescribed period whether the student has actually attended classes or not must be PAID IN FULL.
4. That in the event the DepEd forfeits the benefit of Voucher System under the Senior High School Program and the ESC (Educational Service Contracting), the student is liable and will pay the WHOLE TOTAL TUITION and MISCELLANEOUS FEES of the said Program.
5. All financial transactions should be done only at the School Cashier's office.

### **D. Curriculum**

#### **Senior High School**

The additional two (2) years to the basic education cycle is one of the hallmarks of the K to 12 program. The Senior High School (SHS) curriculum is the main policy tool that will serve as the blueprint for program implementation. This section aims to provide a concise yet comprehensive articulation of critical elements of the curriculum to ensure effectiveness and efficiency in program implementation.

The SHS curriculum is also DepEd's contribution to the ongoing articulation of a national system of quality assurance, accreditation, credit transfer, and recognition of learning pathways across the subsystems of Philippine education. Through the SHS curriculum, DepEd is able to formulate the equivalent qualification standards of basic education graduates vis-a-vis vocational-technical and higher education qualification standards. The SHS curriculum formulation, therefore, is a step toward the realization of the Philippine Qualifications Framework (PQF). As mentioned above, the SHS curriculum is the main policy tool for the implementation of the new 13-year cycle of basic education. The curriculum is composed of the Core, Applied Track, and Specialized Subjects, which are defined in the succeeding sections. There are 31 subjects in all, accounting for 2,480 hours in 2 years of senior high school. These are distributed in 4 semesters with 2 quarters per semester. The 15 compulsory subjects across eight Learning Areas in the Core Curriculum are described in Table 2.5.

The SHS curriculum establishes the learning standards per learning area and the expected competencies that will be acquired by the learners per grade level and key stage outcome (Grade 12 for SHS). Essentially, a learning standard defines a core of knowledge and skills that students ought to acquire at different grade levels or over certain grade spans. It refers to how well the student must perform, at what kinds of tasks, and based on what content. It shall be used as a reference point for planning teaching and learning programs, and for assessing student progress. Hence, these learning standards shall also be the bases to ensure quality in the ongoing development of learning resources, i.e. the teachers' guides (TGs) and learners' materials (LMs). The SHS curriculum follows the following learning standards: 1) key stage standards, 2) learning area standards per grade level, 3) content standards, 4) performance standards, and 5) learning competencies.

Setting learning standards are triggered by different demands across sectors. For instance, as national economies evolve, global enterprises need more workers with higher levels of technological, academic, and work skills in order for industries to compete globally. School and workplace learning must address these through reforms in the curriculum and training programs.

Meanwhile, many parents around the world are worried that their children will not be prepared for further schooling or work and have started lobbying for higher educational standards. Thus, according to the 2012 Talent Shortage Survey conducted by a US think tank, these competency requirements will have to be addressed by a standards-based curriculum, i.e. one that empowers learners to identify and solve complex problems, encourages them to think independently and to work with teams, and to exhibit the traits of leaders no matter what their job in an organization.

For DepEd, articulating these learning standards is a means to communicate the purpose and intended results of the Enhanced BEP (K to 12) to the public, especially the SHS program. At the school level, it can serve as a guide to organize and share curriculum, assessments, and instructional methods among teachers across grade levels. For school heads, it can be a guide to focus school improvement plans to improve quality of teaching and learning. An extensive discussion of these learning standards per learning area and grade level can be found on the DepEd website. This volume provides a snapshot of the different components of SHS and descriptions of subject offerings, from the core to specialized subjects across the different tracks.

## The SHS Core Curriculum Subjects

The Core Subjects in the Senior High School (SHS) Curriculum ensure that all learners will be equipped with competencies required for specialization studies in their chosen SHS tracks. These subjects are contiguous to the K to 10 subjects and are responsive to the College Readiness Standards and New General Education Curriculum for Higher Education formulated by the Commission of Higher Education (CHED). Every subject in the Core Curriculum is compulsory and has a time allocation of 80 hours per semester except for PE and Health, which have 20 hours per semester. However, a maximum of 2 Senior High School (SHS) core subjects may be substituted with equivalent subjects with the approval of DepEd.

Table 2.5. SHS Core Curriculum Subjects

THE CORE CURRICULUM		
Learning Area	Subject	Description
Language	Oral Communication	This subject covers the development of listening and speaking skills and strategies for effective communication in various situations.
	Reading and Writing	This subject covers the development of reading and writing skills as applied to a wide range of materials other than poetry, fiction, and drama.
		<i>Ito ay pag-aaral tungo sa pananaliksik ukol sa kalikasan,</i>

	<p><i>Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino</i></p>	<p><i>katangian, pag-unlad, gamit at paggamit ng Wikang Filipino sa mga sitwasyong komunikatibo at kultura sa lipunang Pilipino</i></p>
	<p><i>Pagbasa at Pagsuri ng Iba't ibang Teksto Tungo sa Pananaliksik</i></p>	<p><i>Ito ay pag-aaral sa sa proseso ng pagbasa at pagsuri ng iba't-ibang anyo at uri ng teksto na nakatutulong sa pagbuo at pagsulat ng sistematiskong pananaliksik.</i></p>
Humanities	<p>21<sup>st</sup> Century Literature from the Philippines and the World</p>	<p>This subject covers the appreciation and critical study of 21st Century Literature from the Philippines and the World encompassing their various dimensions, genres, elements, structures, contexts, and traditions.</p>
	<p>Contemporary Philippine Arts from the Regions</p>	<p>This subject covers various contemporary art practices of the region where the school is located. It aims to provide students with an appreciation of a broad range of styles in the various disciplines with consideration for their elements and principles, and engage them in an integrative approach in the study of the arts. It also aims to broaden the students' mindsets so that they could acquire the necessary creative tools which open opportunities in the pursuit of individual career goals and aspirations.</p>
	<p>Media and Information</p>	<p>This subject introduces the learners to a basic understanding of media and information as</p>

Communication	Literacy	channels of communication and tools for individual and social development. It also aims to develop the learners' creative and critical thinking, and encourage them to be responsible users and competent producers of media and information.
Mathematics	General Mathematics	This subject covers the following competencies: how to solve problems involving rational, exponential, and logarithmic functions; how to solve business-related problems; and how to apply logic to real-life situations.
	Statistics and Probability	This subject covers the following competencies: how to find the mean and variance of a random variable; how to apply sampling techniques and distributions to estimate population mean and proportion; how to perform hypothesis testing on population mean and proportion; and how to perform correlation and regression analyses on real-life problems.
Science	Earth and Life Science	This subject is designed to provide a general background for the understanding of Earth Science and Biology. It presents the history of the Earth through geologic time. It discusses the Earth's structure, composition, and processes. Issues, concerns, and problems pertaining to natural hazards are also included. It also deals with the basic principles and processes

		<p>in the study of Biology. It covers life processes and interactions at the cellular, organism, population, and ecosystem levels.</p>
	Physical Science	<p>This subject covers the study of the following: evolution of our understanding of matter, motion, electricity, magnetism, light, and the universe from ancient times to the present; applications of physics and chemistry concepts in contexts such as atmospheric phenomena, Cosmology, astronomy, vision, medical instrumentation, space technology, drugs, sources of energy, pollution and recycling, fitness and health, and cosmetics.</p>
Social Science	Personal Development	<p>This subject facilitates students' awareness of the developmental stage that they are in, in order to better understand themselves and the significant persons as they make important career decisions. The course consists of modules, each of which addresses a key concern in personal development. Using the experiential learning approach, each module allows the students to explore specific themes in their development.</p>
	Understanding Culture, Politics, and Society	<p>This subject uses insights from Anthropology, Political Science, and Sociology to develop students' awareness of social and political dynamics, and sensitivity to cultural differences; provide them with an understanding of how society works; and engage them in the examination of the country's current human</p>

		development.
Philosophy	Introduction to the Philosophy of the Human Person / <i>Pambungad sa Pilosopiya ng Tao</i>	An initiation to the activity and process of philosophical reflection as a search for a synoptic vision of life. Topics to be discussed include the human experiences of embodiment, being in the world with others and the environment, freedom, intersubjectivity, sociality, being unto death.  <i>Ipinakikilala ng kursong ito ang gawain at mga pamamaraan ng pamimilosopiya bilang isang pangkabuoang pananaw sa buhay. Pinagmumunihan dito ang pagkasumasakatawang-diwa ng tao, ang iba't ibang larangan ng pakikipamuhay sa mundo at sa kapaligiran ng tao bilang malaya, nakikipagkapwa at sumasalipunan, hanggang kamatayan.</i>
Physical Education and Health	Quarter 1 - Exercise for Fitness	This subject on exercise for fitness enables the learner to set goals , monitor one's participation in aerobic and muscle- and bone-strengthening activities and constantly evaluate how well one has integrated this into one's personal lifestyle. It consists of an array of offerings which learners can choose from.
	Quarter 2 - Individual, Dual, and Team Sports	This subject comprises individual, dual and team sports in competitive and recreational settings. It consists of an array of offerings which learners can choose from.
		This subject includes rhythmical

	Quarter 3 - Philippine Dances	movement patterns; the promotion and appreciation of Philippine folk dance, indigenous and traditional dances as well as other dance forms. It consists of an array of offerings which learners can choose from.
	Quarter 4 - Recreational Activities	This subject is associated with outdoor, natural or semi-natural settings; it enables learners to move safely and competently in these settings while creating a positive relationship with natural environments and promoting their sustainable use. It consists of an array of offerings which learners can choose from.

\*different for STEM

#### SHS Core Curriculum Subjects Time Allotment

Learning Area	Subjects	Number of Hours per Semester
Language	Oral Communication	80
	Reading and Writing	80
	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	80
Humanities	21st-century Literature from the Philippines and the World	80
	Contemporary Philippine Arts from the Regions	80
Mathematics	General Mathematics	80
	Statistics and Probability	80

Science	Earth and Life Science	80
	Physical Science	80
Social Science	Personal Development	80
	Understanding Culture, Politics, and Society	80
Philosophy	Introduction to Philosophy of the Human Person / Pambungad sa Pilosopiya ng Tao	80
Physical Education and Health	Quarter 1 - Exercise for Fitness	20
	Quarter 2 - Individual, Dual, and Team Sports	20
	Quarter 3 - Philippine Dances	20
	Quarter 4 - Recreational Activities	20

\* different for STEM

### The SHS Tracks and Strands

On top of the fifteen subjects in the core curriculum, the remaining sixteen subjects are spread over the 4 Senior High School (SHS) tracks: 1) Academic, 2) Arts and Design, 3) Sports, and 4) Technical-Vocational-Livelihood. Students are expected to enroll in the track of their choice. Each track has its own set of Applied Track Subjects and Specialized Subjects. Each subject in the track will have 80 hours in a semester as well, with a total of 1,280 hours for the Applied Track and Specialized Subjects altogether. Regardless of which track the student is enrolled in, s/he takes up the Applied Track Subjects. These are geared toward the acquisition of common but critical competencies in SHS, i.e. English language proficiency, research, ICT, etc., but delivered with teaching-learning content and strategies customized to the requirements of each track.

## THE APPLIED TRACK

### The Applied Track Subjects Across the 4 SHS Track

APPLIED TRACK SUBJECTS	
Subject	Description
English for Academic and Professional Purposes	This subject deals with the development of communication skills in English for Academic and Professional Purposes
Practical Research 1	This subject deals with the development of critical thinking and problem-solving skills through qualitative research.
Practical Research 2	This subject deals with the development of critical thinking and problem-solving skills through quantitative research.
Filipino sa Piling Larangan (Akademik, Isports, Sining, at Tech-Voc)	<i>Pagsulat ng iba't ibang anyo ng sulating lilinang sa kakayahang magpahayag tungo sa mabasa, mapanuri, at masinop na pagsusulat sa piniling larangan.</i>
Empowerment Technologies (for the Strand)	This subject covers information and communication technologies as a tool for curating, contextualizing, collaborating, and creating content and experiences for learning in the professional tracks.
Entrepreneurship	This subject deals with the concepts, underlying principles, processes, and implementation of a business plan.
Inquiries, Investigations, and Immersion	This subject/course will require the learner to demonstrate competencies acquired in an integrative, scientific, or creative manner in his or her chosen area of specialization.

\*different from STEM

Besides developing critical competencies for learners, the Applied Track Subjects also make the SHS curriculum flexible because it allows the learner to move across tracks, in case s/he changes her/his mind in the middle of Senior High School (SHS). The Applied Track Subjects will equip the learners with the same competencies required across tracks. The delivery of the subjects may be adjusted according to the context and content of the tracks. Therefore, the students learn the same skill/competency despite the different teaching-learning content and strategy. For

example, the Arts and Design Track research subjects may focus on the study of a particular art technique while the Sports Track research subjects may focus on the mechanics of a particular sport. Although the topics of the research subjects are different, the students will be learning and applying the same research skills.

Specialized subjects, as they have been previously mentioned, have content streamlined to each SHS track.

#### **Applied Track Subjects with corresponding no. of hours**

Subject	Number of Hours per Semester	Pre-requisite
English for Academic and Professional Purposes	80	
Practical Research I	80	
Practical Research II	80	Statistics and Probability
Filipino sa Piling Larang (Akademik, Isports, Sining at Tech-Voc)	80	
Empowerment Technologies (for the Strand)	80	
Entrepreneurship	80	
Inquiries, Investigations and Immersion	80	

#### **Medium of Teaching and Learning in Grades 11 to 12**

Medium of Teaching and Learning	Grade 11	Grade 12
	General Mathematics	
	Statistics and Probability	

English	Earth and Life Science
	Physical Science
	Statistics and Probability
	Personal Development
	Understanding Culture, Politics and Society
	Quarter 1- Exercise for Fitness
	Quarter 2- Individual, Dual, and Team Sports
	Quarter 3- Philippines Dances
	Oral Communication
	Reading and Writing
	English for Academic and Professional Purposes
	21st Century Literature from the Philippines and the World
	Practical Research I and II
	Empowerment Technologies (for the Strand)
	Entrepreneurship
Filipino	Inquiries, Investigations, and Immersion
	Contemporary Philippine Arts from the Regions
English/Filipino	Media and Information Literacy
	Filipino sa Piling Larang (Akademik, Isports, Sining, at Tech-Voc)
	Komunikasyon at pananaliksik sa Wika at Kulturang Filipino
English/Filipino	Introduction to Philosophy of the Human Person/ Pambungad sa Pilosopiya ng Tao

## THE ACADEMIC TRACK

The Academic Track has four strands:

- Accountancy, Business and Management (ABM) Strand
- Science, Technology, Engineering, and Mathematics (STEM) Strand

- c. Humanities and Social Science (HUMSS) Strand and
- d. General Academic Strand (GAS)

### **Academic Track: Accountancy, Business and Management Strand**

The ABM Strand is for those who plan to take up business-related courses in higher education or engage in business, entrepreneurship and other business-related careers. The subjects under this strand are in Table 2.10

**Table 2.10 Specialized Subjects in the Accountancy, Business, and Management (ABM) Strand**

<b>ACCOUNTANCY, BUSINESS, AND MANAGEMENT</b>	
<b>Subject</b>	<b>Description</b>
Applied Economics	This subject is an introduction to the application of economic principles to management of business organizations. It also covers familiarization with Philippine industries as an aid to identifying potential business opportunities. This subject covers analysis of industries and culminates in the preparation of a socio-economic impact study of a business venture.
Business Ethics and Social Responsibility	This subject deals with the fundamental concepts, principles, and practices of ethical standards in the business environment. It combines the theoretical foundations of setting up business enterprises in the context of personal accountability and social responsibility.
Fundamentals of Accountancy, Business, and Management 1 (Grade 11 Quarter 3)	This is an introduction to accounting, business, and management data analysis that will develop students' appreciation of accounting as a language of business and an understanding of basic accounting concepts and principles that will help them analyze business transactions.
Fundamentals of Accountancy, Business, and Management 1	This subject discusses the accounting cycle for a service business and a merchandising business of a sole proprietorship. This includes journalizing of transactions, posting to the ledger, preparation of a trial balance, preparation of adjusting entries,

(Grade 11 Quarter 4)	worksheet preparation, and completing the cycle.
Fundamentals of Accountancy, Business, and Management 2 (Grade 12 Quarter 1)	This subject deals with the preparation and analysis of financial statements of a service business and merchandising business using horizontal and vertical analyses and financial ratios. Knowledge and skills in the analysis of financial statements will aid the future entrepreneurs in making good economic decisions.
Fundamentals of Accountancy, Business, and Management 2 (Grade 12 Quarter 2)	This subject deals with the preparation of basic business forms and documents that include bank transactions, and preparation of a simple bank reconciliation statement. Integration of information technology in accounting will also be introduced. The students will prepare an accounting practice set that requires the application of learning in the first three accounting subjects.
Business Math	This subject will provide an understanding of the basic concepts of mathematics as applied in business. It includes a review of the fundamental mathematics operations using decimals, fractions, percentages, ratios and proportions; mathematics concepts and skills in buying and selling; computing gross and net earnings; overtime and business data presentation; and analysis and interpretation. The use of the computer and software applications for computation and data presentation is encouraged in this subject.
Business Finance	This subject deals with the fundamental principles, tools, and techniques of the financial operation involved in the management of business enterprises. It covers the introduction to money, finance, the Philippine financial system, Introduction to investments and personal finance. Using the dual-learning approach of theory and application, each chapter and module engages the learner to explore all stages of the learning process from knowledge, analysis, evaluation, and application to preparation and development of financial plans and programs suited for a small business.
Organization and Management	This subject is designed to familiarize students with the basic concepts, principles, and processes related to business organization, and the functional areas of management. Particular emphasis will be given to the study of management

	functions like planning, organizing, leading and controlling, and to orienting the students on the importance of these functions and the role of each area in entrepreneurship.
Principles of Marketing	This subject deals with the principles and practices in marketing goods and services. It also focuses on the development of integrated marketing programs that will help grow businesses.
Work Immersion/ Research/ Career Advocacy/ Culminating Activity i.e. Business Enterprise Simulation	This subject integrates all the key concepts and processes of Accounting, Business, and Management (ABM) as applied in real-life activities following the business cycle: business opportunity research, product/ service conception, business formation/ organization. Business implementation, business control, business liquidation, and management reporting in the context of ethical standard and social responsibility. Appropriate technologies will be used in a business enterprise.

### **Academic Track: Science, Technology, Engineering and Mathematics**

SHS Students who are inclined toward, or have the aptitude for, Math, Science and Engineering studies can enroll in the Science, Technology, Engineering and Mathematics (STEM) Strand. This strand covers the following subjects:

#### **Specialized Subjects in the Science, Technology, Engineering and Mathematics (STEM) Strand**

<b>SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS</b>	
<b>Subject</b>	<b>Description</b>
Pre-calculus	This subject aims to equip the students with competencies in solving real -life problems using analytical geometry, series and mathematical induction, and trigonometry.

Basic Calculus	This subject aims to equip the students with the following competencies: how to compute limit of a function; differentiate and integrate algebraic, exponential, logarithmic, and trigonometric functions in one variable; and to solve real-life problems involving continuity, extreme values, related rates, population models, and areas of plane regions.
General Biology 1	This subject is designed to enhance the understanding of the principles and concepts in the study of Biology, particularly of life processes at the cellular and molecular levels. It also covers transformation of energy in organisms.
General Biology 2	This subject is designed to enhance the understanding of the principles and concepts in the study of Biology, particularly of heredity and variation, and the diversity of living organisms, their structure, function, and evolution.
General Physics 1	This subject covers the study of mechanics of particles, rigid bodies, and fluids; waves; and heat and thermodynamics using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus.
General Physics 2	This subject covers the study of electricity and magnetism; optics; the basics of special relativity, atomic, and nuclear phenomena using the methods and concepts of algebra, geometry, trigonometry, graphical analysis, and basic calculus.
General Chemistry 1	This subject covers the study of composition, structure, and properties of matter; quantitative principles, kinetics, and energetics of transformations of matter; and fundamental concepts of Organic Chemistry.
Work Immersion / Research / Career Advocacy / Culminating Activity	In this subject, the students will identify a scientific or technological problem, design and apply an appropriate methodology, formulate hypothesis, and draw conclusions based on their investigation. Toward the end of the semester, students will prepare scientific report / paper to be presented / defended in a forum.

The STEM strand has a unique configuration in relation to two (2) subjects in the Core Curriculum: Physical Science and Earth and Life Science subjects. Physical Science consists of basic topics in Physics and Chemistry, while the Earth and Life Science subject includes basic topics in Biology, which are already covered by the STEM subjects. Therefore, to avoid repetition of content, students in the STEM strand will instead take the following core curriculum subjects: Earth Science and Disaster Readiness and Risk Reduction.

### **Special Core Curriculum Subjects in the Science, Technology, Engineering, and Mathematics (STEM) Strand**

<b>SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS</b>	
<b>Subject</b>	<b>Description</b>
Earth Science	This learning area is designed to provide a general background for the understanding of the Earth on a planetary scale. It presents the history of the Earth through geologic time. It discusses the earth's structure and composition, the processes that occur beneath and on the Earth's surface, as well as issues, concerns, and problems pertaining to Earth's resources.
Disaster Readiness and Risk Reduction.	This subject focuses on the application of scientific knowledge in solving practical problems in the physical environment. It is designed to bridge the gap between theoretical science and daily life experience in the context of man-made and natural disasters.

### **Academic Track: Humanities and Social Sciences**

Another strand in the academic track is the Humanities and Social Sciences (HUMSS) Strand for learners who want to pursue these fields of study at the university level. It has four Humanities subjects and four Social Science subjects.

## Specialized Subjects in the Humanities and Social Sciences (HUMSS) Strand

<b>HUMANITIES AND SOCIAL SCIENCES</b>	
<b>Subject</b>	<b>Description</b>
Creative Writing / <i>Malikhain pagsulat</i>	<p>The course aims to develop practical and creative skills in reading and writing; introduce students to the fundamental techniques of writing fiction, poetry, and drama; and discuss the use of such techniques by well-known authors in a variety of genres. Each class will be devoted to the examination of techniques and to the workshop of students' drafts toward the enrichment of their manuscripts. Students learn how combine inspiration and revision, and to develop a sense of form.</p> <p><i>Lilinagin ng kurso and kasanayang praktikal at malikhain sa pagbasa at pagsulat; ipauunawa at tatalakayin and mga fundamental na teknik sa pagsulat ng maikling kwento, tula, at dula na ginamit ng mga kilalang manunulat ng nabanggit na mga anyo. Tutuon ang klase sa matalas na pagsusuri sa mga Teknik at worksyap ng mga burador ng mga mag-aaral sa lalo pang ikaiinam ng kanilang mga manuskrito. Matutuhan ng mga mag-aaral ang pagsasanib ng inspirasyon at rebisyon at ang malalim na pagkaunawa sa mga anyo.</i></p>
Creative Nonfiction	Focusing on formal elements and writing techniques, including autobiography and blogging, among others, the subject introduces the students to the reading and writing of Creative Nonfiction as a literary form. The subject develops in students skills in reading, and critical and creative thinking that will help them become imaginative readers and writers.
Introduction to World Religions and Belief Systems	The course explores the main tenets and practices of major world religions: Judaism, Christianity, Islam, Hinduism, Theravada Buddhism, Mahayana Buddhism, Confucianism, Taoism, and Shintoism. It aims to help learners understand the historical contexts of nine religions, appreciate their uniqueness and similarities, and promote mutual understanding among believers of different faiths. Learners are expected to

	demonstrate an understanding and appreciation of one's faith and that of others.
Community Engagement, Solidarity and Citizenship	This course focuses on the application of ideas and methods of the social sciences to understand, investigate, and examine challenges of contemporary community life. It focuses on community-action initiatives such as community engagement, solidarity, and citizenship as guided by the core values of human rights, social justice, empowerment and advocacy, gender equality, and participatory development. It aims at enhancing students' sense of shared identity and willingness to contribute to the pursuit of the common good of the community. It enables students to integrate applied social sciences into community-action initiatives.
Philippine Politics and Governance	This course introduces the students to the basic concepts and vital elements of politics and governance from a historical-institutional perspective. In particular, it attempts to explain how the important features of our country's political structures/institutions, processes, and relationships developed across time. In the process, the course helps the learners gain a better appreciation of their rights and responsibilities as individuals and as members of the larger sociopolitical community to strengthen their civic competence.
Trends, Networks, and Critical Thinking in the 21 <sup>st</sup> Century	The course provides opportunities for students to discover patterns and extract meanings from emerging trends. It will provide opportunities for students to develop their critical, creative, and compassionate thinking as well as their decision-making skills. Global trends in the 21 <sup>st</sup> century are examined, and a stance is made on whether to accept or reject these based on sound criteria. Students will be asked to create and analyze scenarios that will challenge them to formulate their stance on issues or concerns, propose interventions, and formulate alternative futures. The students will realize the interconnections between their neutral connections and social realities.

Disciplines and Ideas in the Social Sciences	The course introduces students to basic concepts and subjects and methods of inquiry in the disciplines that form the Social Sciences. It then discusses influential thinkers and ideas in these disciplines. It relates these ideas to the Philippine setting and current global trends.
Disciplines and Ideas in the Applied Social Sciences	This course introduces some Applied Social Sciences, namely, Counseling, Social Work, and Communication, which draw their foundation from the theories and principles of Psychology, Sociology, Anthropology, and other social sciences. The course highlights the seamless interconnectivity of the different applied social science disciplines while focusing on the processes and applications of these applied disciplines in critical development areas.
HUMSS Culminating Activity/Work Immersion	This course is designed to provide students the opportunity to integrate their learning in the different learning areas of humanities and social sciences through a creative culminating activity. It focuses on the exhibitions/exhibits of authentic products and performances as evidence of their learning in the field of humanities and social sciences.

#### **Academic Track: General Academic Strand**

The fourth strand in the Academic Track is the General Academic Strand, which has subjects selected from the different strands. This strand is ideal for SHS students who have not yet decided on a particular specialization. This strand, which is also a viable offering in secondary schools with a low student population, allows for electives that may be a combination of related subjects from the other tracks or strands in the SHS curriculum.

#### **Specialized Subjects in General Academic Strand**

<b>GENERAL ACADEMIC STRAND</b>	
<b>Subject</b>	<b>Description</b>
Humanities 1	

Humanities 2	These may be taken from any of the Humanities and Social Sciences subjects in the Humanities and Social Sciences Strand.
Social Science 1	
Applied Economics	
Organization and Management	These are subjects from the Accountancy, Business, and Management Strand.
Disaster Readiness and Risk Reduction	This is a subject from the special core curriculum subjects for the STEM Strand.
1. Elective 1	These may be taken from any of the Tracks or Strands.
2. Elective 2	
3. Work Immersion/ Research/ Career Advocacy/ Culminating Activity	This subject may be a combination of the four options provided, especially when there is a shortage of work immersion options.

#### E. Academic Load

1. No student is allowed to take more than the number of units specified in the semester and curriculum year in which he/she is enrolled.
2. Prerequisite subjects must be strictly followed. Any violation thereof would mean non-credit of subjects.

#### F. Pre-Requisites of Subjects

Subjects enrolled without the necessary prerequisites will not be credited regardless of the grade obtained.

## **G. Shifting/Changing of Track**

1. The student may be allowed to shift to another strand or specialization after completing one semester and still qualified as a QVR or ESC provided that the student will continue in the same school.
2. If the student completed and passed all the subjects in one ACADEMIC YEAR, he/she is allowed to shift in other strand or specialization in other school and still be a QVR or ESC. If the student failed to complete his/her chosen strand or specialization for two academic years, the student is no longer entitled for the QVR and, therefore, accountable to pay for all the fees until the completion of the strand.
3. The shifting of strand or specialization is to be approved by the School Registrar and the Principal.

## **H. Grading System**

1. The students' performance will be graded in accordance to DepEd order No. 8, s 2015 Republic Act No. 10533

A. Percentage distribution of the components of the student's grade:

	Core Subject s	Academic Track		Technical Vocational and Livelihood (TVL)/Sports/Arts and Design Track	
		All Other Subject s	Work Immersion/ Research Business Enterprise Simulation/Exhibit/ Performance	All Other Subjec ts	Work Immersion/ Research Business Enterprise Simulation/Exhibit/ Performance
Written Work	25%	25%	35%		20%
Performance Tasks	50%	45%	40%		60%
Quarterly Assessment	25%	30%	25%		20%

B. At the end of the semester, the performance of students shall be based on numerical value:

Descriptor	Grading Scale	Remarks
Outstanding	90 -100	Passed
Very Satisfactory	85 - 89	Passed
Satisfactory	80 - 84	Passed
Fairly Satisfactory	75 - 79	Passed
Did not Meet Expectations	Below 75	Failed

2. The promotion of students shall be by subject and not curriculum year. To pass any subject, a student should receive a final rating of 75%. A student who receives a final rating of less than 75% in any subject shall be considered failed and should repeat the subject in the next school year or take summer or remedial classes.
3. There will be four grading periods and the grade/subject in the card will be issued to parents of students to be signed up to the third grading period for the grade 11 and graduating students.
4. A maximum grade is 100% for grading periods. The lowest passing grade in any given subject shall be 75%. The lowest grade to appear in the report card that can be given to a student after transmutation of his performance shall be 70%.
5. The numerical system of grading shall be used and grades shall be expressed in multiples of one (no decimals). In the rules of rounding off numbers, if the number to be dropped is 0.5, whether the preceding number is odd or even number, it is automatically increased by 1 to give consideration to students. Example  $94.5 = 95$ ;  $95.5 = 96$ .
6. The asynchronous activity should be taken only within the given date and time, or within the week, students who cannot take it will be considered failed, however, or will receive zero. Students with frequent absences on asynchronous activities will be considered INC to the said learning areas.

#### I. Report Card (School Form 9)

1. Parent – teacher conferences are intended to apprise the parents of the progress and performance of their children and to ensure parental involvement in school activities.

- 2. Parent-teacher conferences and report cards distribution shall be held not earlier than the second Saturday following the end of every quarter in accordance with DepEd Order No. 034, S. 2022.
- 3. Report Card is issued at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grading periods.
- 4. The Report card must be signed by the parent or guardian of the student.
- 5. Report card of students with failing marks shall be given only to the parent.

#### **J. Examinations**

- 1. Students are required to take all the prescribed periodical examinations as scheduled during the semester or term.
- 2. No student may take an examination without an examination permit.
- 3. Students should be in complete school uniform with ID on all examination days.
- 4. Desks must not contain materials or objects other than what is necessary for the test.
- 5. Before the exam begins, he must have deposited his bag and other belongings designated for them.
- 6. An examinee who comes late is not entitled to any extension on the exam period.
- 7. The examinee takes the seat and waits in silence for the exam to begin. He is not allowed to transfer seats nor to talk to anybody unless given permission.
- 8. Borrowing or lending of anything (ball pen, pencil, calculators, etc.) during the examination is not allowed.
- 9. Questions during examination shall be asked only to the proctor.
- 10. For a 60-minute exam, an examinee is not allowed to leave the room until after 40<sup>th</sup> minute. For a 90-minute exam, the minimum time is 60 minutes.
- 11. A student is not allowed to leave the examination room unless he/she has submitted the answer sheet(s) and questionnaire(s).
- 12. Only the student with a valid excuse for not taking the exams on the scheduled date will be allowed to take special examinations. The following are considered valid reasons, to wit:
  - a. Severe illness or accident as evidenced by a medical certificate,
  - b. Death of next of kin (grandparents, parent/guardian, brother or sister),
  - c. Other reasons as may be determined by the School Principal.

13. The following are considered violations of examination rules and other academic requirements, to wit:
- a. Unauthorized possession of notes, books, exchanging exam papers, or any materials related to the exam.
  - b. Writing in walls, tables or chairs of matters related to the examinations.
  - c. Having somebody else take the examination.
  - d. Unauthorized talking or communication with another examinee, reading somebody's paper or showing an answer both shall be held liable for the same offense.
  - e. Passing as one's work any assigned report, term paper, thesis, case analysis, reaction paper, and any other academic requirements when copied from another.

## K. Retention Policy

Realizing the importance of maintaining the quality of education, ACTSCC has designed and instituted an enrichment program. This program provides guidance for the students.

The enrichment program consist of additional class hours required of a student who is failing behind his classmates with regard to his studies. It has two primary objectives, to wit:

1. It allows a student in need to be given special assistance by his subject teachers.
2. It gives the subject teacher the freedom to move on with his or her lessons at the normal pace of the class, without feeling obliged to slow down to adjust to a particular student, knowing that these students' needs are being met.

The respective teachers in the subject areas will conduct classes. The teachers will decide whether the student is subject for completion or enrichment. Enrolment in this program is mandatory for those who got a grade of below 75% in the previous grading period.

A student is removed from the program provided he obtains a grade of at least 75% in the subject area concerned. Students attending this program will be charged an additional fee to defray the cost incurred. It will be held after the regular school hours during weekdays, if necessary, during Saturdays or vacation. An enrichment class is not a guarantee that a student will pass or receive additional points in their grade. A subject matter and competencies to be covered in enrichment classes are the previous and current lessons of the regular classes.

**L. Policy Guidelines for Awards and Recognition (DepEd Order No. 36, s. 2016)**

**1. Classroom Awards**

Classroom Awards are recognition given to learners/students in each class or section. A simple recognition will be given per quarter.

**A. Conduct Awards**

These awards are given to learners who have been observed to consistently demonstrate the DepEd core values (*Maka-Diyos, Makatao, Makakalikasan, at Makabansa*).

Conduct Awards in each class will be given at the end of the school year. This will be based on the evaluation of the adviser and the subject teachers, using the guidelines stipulated in Section VI of DepEd Order No. 8, s.2015. They must have obtained a rating of at least 75%, "Always Observed", (AO) at the end of the school year (with at least 21 out of 28 AO rating in the report card). They must have not been sanctioned with offenses punishable by suspension or higher sanction within the school year according to the Department's Service manual and Child Protection policies.

**B. Academic Excellence Award**

The award for the Academic Excellence within the quarter is given to learners who have attained an average of at least 90 and passed all learning areas

The average grade per quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

The table shows the Academic Excellence Award given to learners who meet the following cut-off grades

Academic Excellence Award	Average grade per Quarter
1. With Highest Honors/May Pinakamataas na Karangalan	98-100
2. With High Honors/May Mataas na Karangalan	95-97
3. With Honors/May Pinakamataas na Karangalan	90-94

**C. Recognition for Perfect Attendance**

This award is given at the end of the quarter to encourage the learners to attend and actively participate in class. Perfect attendance means that the learner must be present in his/her classes, and must

have no absences for the entire quarter. Learners who are representing the school for various purposes (e.g. in school or off-campus activities) may also qualify for this award.

## 2. Grade-level Awards

Grade-level awards are given to qualified learners for every grade level at the end of the school year. Candidates for the awards are deliberated by the Awards Committee (AC) if they have met the given criteria.

### A. Academic Excellence Award

At the end of the school year, the Academic Excellence Award is given to learners who have attained an average of at least 90 and a passing final grade all learning areas.

The average grade per quarter is reported as a whole number following DepEd Order No. 8, s. 2015.

The table shows the Academic Excellence Award given to learners who meet the following cut-off grades

Academic Excellence Award	Average grade per Quarter
4. With Highest Honors/May Pinakamataas na Karanganan	98-100
5. With High Honors/May Mataas na Karanganan	95-97
6. With Honors/May Pinakamataas na Karanganan	90-94

### B. Leadership Award

The Leadership Award is given to learners in Grade 12 who have demonstrated exemplary skills in motivating others and organizing projects that has significantly contributed to the betterment of the school and or community.

This award is given during the completion or graduation ceremony. To qualify for this award, a learner must:

- Have no failing grades in any of the learning areas.
- Have not committed any offense punishable by suspension or higher sanction according to the Department Service and Child Protection Policy of the current school year.

- Be a class officer or an active member or officer of any recognized school club, team, or any organization.

Refer to page 4 Table 3 of DO 36 s 2016 for the criteria.

#### C. Awards for Outstanding Performance in Specific Disciplines

These awards are given to recognize learners in grade 12 who have exhibited exemplary skills and achievements in specific disciplines: Athletics, Arts, Communication Arts, Mathematics and Science, Social Sciences, and Technical Vocational Education. Table 4 in page 7 of DO 36 s 2016 specifies the criteria and weights for these awards.

#### D. Award for Work Immersion

This award is given to Grade 12 graduating students who have exemplified outstanding performance based on the terms of reference or engagement set by the school and evaluation of the direct supervisor and subject teacher. The awardees must have received high efficiency rating for their diligence and consistency in performing their duties and responsibilities throughout the immersion program.

Only those learners who have received at least 90% in the work immersion project shall be awarded. This rating in the report card consists of the learners' performance or output during the work immersion.

#### E. Award for Research or Innovation

Award for Research or Innovation is specific to SHS tracks. Grade 12 graduating students-individuals, pairs, or groups of not more than four members – must have led the planning and execution of a research or innovation to advance the potential applications of technology, or research whose findings can be used to drive better efficiency and productivity as well as to improve the lives of the people in the school or community. Table 5 and 6 of DO 36 s 2016 shows the criteria and weights that will be used in the evaluation and deliberation process.

#### F. Award for Club or Organization Achievement

This award given to duly recognized club or organization that has created positive impact on the school and community it serves through the implementation of all its planned projects and activities and attainment of the school's objectives and taken great strides to help each members develop their potential. Table 7 of DO 36 s 2016 shows the criteria and weights for evaluation.

### **3. Special Recognition**

Special Recognition is given by the school to learners who have represented and/or won in competitions at the district, division, regional, national, or international levels. This is to publicly affirm learners who have brought honor to the school.

The grade-level awardees shall receive certificates, medals, and or plaque from the school bearing the official seal of the Department (DO 63 s 2011). Table 8 page 10 of DO 36 s 2016 shows the medal specifications for each of the awards.

The School Head/Principal shall be the chairman of the Awards Committee (AC) composed of at least three (3) members from the teaching staff and shall make the final announcement of honor pupils/students after final results have been duly recommended and approved by the School Head not later than fifteen (15) days before the recognition/commencement rites.

Any member of the school selection committee must not be related within the second degree of consanguinity or affinity to any of the candidates for honors.

In case of protest, it shall be filed by the candidate with his/her parent or guardian to the School Head within three (3) working days from the final announcement and shall be settled by the Awards Committee (AC) within three (3) working days from the filing of the protest.

## **III. GENERAL POLICIES, RULES, AND REGULATIONS ON STUDENTS CONDUCTS**

### **A. Daily Requirements**

#### **A.1 Prescribe school uniforms**

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

**1. Mondays and Tuesdays – School Uniform**

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

Boys - white polo barong with ACTS logo, slacks black pants, and plain black leather shoes with matching pair black socks.

**2. Wednesdays and Thursdays - PE Uniform**

White shirt with ACTS logo on the upper left portion of the shirt and green jogging pants with the name of the school. Only rubber shoes are allowed.

Students are allowed to wear their PE uniform for the whole day provided that they have scheduled PE class.

**3. Fridays – Departmental Shirt**

Boys and Girls - Green shirt provided by the school, pants (except for restrictions of respective religions), and closed shoes. Sandals are strictly prohibited.

**NO UNIFORM, NO ID, NO ENTRANCE POLICY.**

**A.2 School ID**

The ID is to be worn within the campus at all times. Only ACTS ID straps are allowed.

Lost ID must be immediately reported to the Principal's Office. Tampering of IDs and or wearing of IDs of other student shall be considered a serious offense and shall be dealt accordingly.

**A.3 Haircut**

The haircut of ACTS students is prescribed as follows:

- It must be clean cut, undercut is not allowed for male students.
- No color treated hair for male and female students.
- Strictly no earrings for the male students.

**B. Duties and Responsibilities of Students**

1. Respect the inherent human dignity, individuality and right of other members of the school community.
2. Maintain his best possible levels of academic achievements.

3. Recognize individual and cultural differences and use this in improving the school and the society.
4. Observe the law of the country.
5. Preserve the school's property and exercise care in using them.
6. Cooperate fully with the parents, teachers and administrators in their effort for improvement.
7. Abide all the policies, rules and regulations of the school.
8. Uphold the integrity, good name and principles of the school.
9. Develop and undertake social commitment if he is to assume responsibility to and from the entire school community.
10. Students must take care of their personal belongings at all times. The school is not responsible for any loss within the school premises.
11. Students with two weeks of absences will be subjected to home visitation.
12. Students with three admission slips (for violations) will be required to have their parents/guardian report to the Principal's Office.

#### C. Attendance

Every student is required to attend at least 80% of the total number of class hours in a given semester or term to earn corresponding credits for the subject he is enrolled in.

The following guidelines on student absences/tardiness should be observed:

Subject	Absences	Tardiness	
	Maximum absences	Failure due to Absences (FA)	Allowance given to students in excess of this is considered absence
2 hours session	8	9	10 minutes

Absence means absence without a valid reason. Considered valid reasons are the following:

- Severe illness or accident as evidenced by a medical certificate,
- Death of next of kin (grandparents, parent/guardian, brother or sister),
- Other reasons as may be determined by the School Head/Principal.

#### D. 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 student organizations which shall be consulted to School Principal for legitimate student activities duly approved by the School Director.
  - b. Fees charged for dramatic presentation and athletic competitions if sold to the general public
2. No student or student organization shall be authorized to undertake a drive or campaign for funds, gifts, packages and the like without prior recommendation from the School Principal and a written consent and approval of the School 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 record of any student organization's undertaking, and expenditures shall be furnished to the office of the School Principal and School Director.

#### **E. Norms and Behavior in the Classroom**

The classroom is a place where of the wisdom of the ages is unfolded and acquired. It is a place where students study their lessons or exchange news or relevant matters. Students, therefore, are to maintain the atmosphere of quiet and good order and not to do anything that will prevent others from studying. The following norms are to be observed at all times:

1. Every period should begin and end with prayer recited with respect and devotion.
  2. The students should stand when the teachers enters and leaves the classroom before and after class hours.
  3. Every class must follow a seat plan.
  4. Each student is assigned to a particular chair that they may use during the entire semester, he/she must keep it free from any writings and abrasion.
  5. A student may leave the classroom for a valid reason with the permission from the adviser/subject teacher.
6. The teachers table in each classroom is reserve for teachers use only.
  7. Respect and courtesy should be accorded to the teacher. When a teacher, school authority, visitor enters or leaves a classroom, students should rise with quick attention.

8. There shall be order and silence in the classroom. When the teacher is late, the Class President/Class Monitor should promptly report to the Principal's Office.
9. Walls, curtains and whiteboards must be kept clean. The students should not write anything on the whiteboard without permission from the teachers. Tampering with notices, written announcement or posters on the bulletin board is strictly prohibited and shall be dealt accordingly.
10. Maintain cleanliness at all times by observing the principles of, "Clean as You Go Policy".
11. Ridiculing, mocking, and laughing on the mistakes of others should be avoided.

#### **F. Social Norms**

1. Obedience – Prompt, exact and courteous obedience is expected to all students.
2. Cleanliness and Orderliness
3. Courtesy/Decorum- Courtesy, which is based on consideration for others, is really Christian charity in action. Students should learn and adopt the culture of the school. The following guidelines may be helpful
  - Silence and proper decorum should be observed in the classroom, in the corridors, in the libraries, laboratories and in gatherings of students. Boisterous conduct, shouting and other necessary noise are, therefore, strictly discouraged.
  - In narrow passageways, professors, staff, school officials and elders are to pass first.
  - The school adheres to the, "No Smoking", rule. Students are prohibited from smoking or taking alcoholic drinks within and near the school vicinity especially when they are in uniform.
  - E-cigarettes will be confiscated. Upon confiscation, the students' parent/guardian will be called to school and be oriented. The first offense will serve as a warning. Second offense will be the confiscation and the e-cigarette cannot be retrieved.
4. Avoid knocking when the comfort room is already occupied.
5. Students are not allowed inside the faculty room, unless they have concerns about school matters.
6. Honesty at all times.

#### **G. General Safety Rules**

1. While classes are in session, students are strictly enjoined to stay inside their classroom and not loiter in the corridors or hallways. If for any reason it becomes necessary for the student to leave the room, he/she should do

so only with the knowledge and expressed consent of the teacher. The number of students allowed to go to the comfort room while classes are ongoing is limited.

2. When classes are not in session or no teacher is present, student should keep off laboratories or similar places within the school premises, especially where there are inflammable, 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, 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 themselves or others.
5. 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 necessary to insure 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 in campus.
6. In case of imminent danger to his/her 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 assistance or access to facilities, except if doing so he/she unduly exposes himself to the same or greater danger. In circumstances of this kind, the school is charged with the responsibility of extending the necessary security assistance to protect life and property.
7. 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.
8. Every student should always act with due regard to his/her health and safety and with due respect to the equal rights of his/her fellow students while in the campus including recess time or while engage in such activities such as physical education, athletic games or sports competition.

9. Students who meet accident or suffer an injury while in the campus should be treated in the medical clinic of the school or brought to a hospital, if necessary.
10. Student should not involve themselves in the use of illegal drugs which is prohibited and punishable under the Comprehensive Dangerous Drug R.A 9165 of 2002.
11. The possession and use of firearms and other deadly weapons which cause public disturbance/harm in the campus is strictly prohibited.
12. No off-campus activities such as field trips, excursions, or any other extra-curricular activities shall be held except when absolutely necessary as recommended by the subject teacher and the School Principal duly approved by the School Director. Students joining this activity are required to accomplish a waiver with parent's consent.

#### **H. Curfew**

The students are encouraged to go home after dismissal. However, they may stay on campus when the activities require practices or library researches only until 5:00PM for school library researches.

### **IV. 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:**
  - o Ensure strict implementation of this policy.
  - o Provide training and orientation for staff, students, and parents.
  - o Establish a confidential reporting and response mechanism.
2. **Teachers and Non-Teaching Personnel:**
  - o Promote a safe learning environment.
  - o Report any suspected or observed cases of child abuse, bullying, or neglect.
  - o Serve as role models in fostering respect and kindness.
3. **Parents and Guardians:**
  - o Support the school's child protection initiatives.
  - o Encourage open communication with their children.
  - o Report any concerns related to child safety.
4. **Students:**
  - o Treat peers and staff with respect.
  - o Report any incidents of bullying or abuse.
  - o 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.

## V. 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.
- 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.

## VI. 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)**
- **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**

<b>Offense</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Bullying/Cyberbullying</b>	Guidance counseling	Parent conference community service	+ Suspension + disciplinary action
<b>Cheating/Plagiarism</b>	Zero grade on the task	Suspension from exams	Expulsion (for repeated offenses)
<b>Vandalism/Destruction of Property</b>	Fine + warning	Community service	Suspension + restitution
<b>Skipping Classes (Cutting)</b>	Warning + parent notification	Detention guidance intervention	+ Suspension
<b>Use of Profanity/Disrespect to</b>	Verbal warning	Written apology +	Suspension parent

Offense	First Offense	Second Offense	Third Offense
Teachers/Staff		conference	
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.
  - 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.

### VII . STAKEHOLDERS' CODE OF CONDUCT POLICY

*(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 educational institution in **Santa Cruz, Laguna**, is dedicated to fostering a safe, professional, and collaborative environment for all stakeholders. This **Stakeholders' Code of Conduct Policy** sets clear guidelines for ethical and responsible behavior among all members of the school community, including **students, parents, guardians, faculty, staff, school administrators, and external partners**.

This policy is aligned with:

- **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 (Learners' Rights and Responsibilities)**
- **Republic Act No. 10627 (Anti-Bullying Act of 2013)**

#### B. Objectives

The Stakeholders' Code of Conduct aims to:

1. Establish clear expectations for ethical behavior, professionalism, and respect among stakeholders.

2. Promote a **collaborative and supportive** school environment.
3. Strengthen **community involvement** in shaping the education and welfare of Senior High School (SHS) students.
4. Ensure compliance with **DepEd policies and local education regulations**.

### C. Scope and Application

This policy applies to all **stakeholders** of ACTS Computer College, including but not limited to:

- **School Administrators** (Principals, Department Heads, School Directors)
- **Teaching and Non-Teaching Personnel** (Faculty, Guidance Counselors, Office Staff)
- **Parents and Guardians**
- **Students**
- **Community Members and External Partners** (Alumni, LGUs, NGOs, Industry Partners)

### D. General Code of Conduct for Stakeholders

#### 1. School Administrators

- Uphold **transparency, fairness, and accountability** in all school operations.
- Ensure compliance with **DepEd policies and educational standards**.
- Foster an **inclusive and non-discriminatory learning environment**.
- Protect students' **rights, privacy, and safety**.
- Encourage **open communication** between stakeholders.

#### 2. Teaching and Non-Teaching Personnel

- Serve as **role models** by demonstrating professionalism, discipline, and ethical behavior.
- Treat all students **fairly and without discrimination**.
- Maintain **confidentiality** of student records and sensitive school matters.
- Foster a **positive and respectful learning atmosphere**.
- Promote **student welfare** and report any form of **abuse, harassment, or bullying**.

### **3. Parents and Guardians**

- Support the school's mission by encouraging their children to uphold **discipline, respect, and academic excellence.**
- Communicate with school personnel in a **respectful and constructive manner.**
- Attend **parent-teacher conferences, school events, and educational programs.**
- Avoid engaging in **defamatory or false statements** about the school or its personnel.
- Ensure their child's **punctuality, attendance, and compliance** with school rules.

### **4. Students**

- Uphold **honesty, respect, and academic integrity.**
- Follow school rules and **adhere to proper classroom behavior.**
- Report bullying, harassment, or any violations to school authorities.
- Respect teachers, staff, classmates, and visitors.
- Use **technology responsibly** and avoid cyberbullying or online misconduct.

### **5. Community Members and External Partners**

- Maintain a **respectful and professional relationship** with school personnel and students.
- Support school initiatives and activities in accordance with **DepEd guidelines.**
- Refrain from engaging in any activity that could harm the **school's reputation.**
- Respect school premises, policies, and authority figures.

## **E. Prohibited Acts and Corresponding Disciplinary Actions**

Offense	First Offense	Second Offense	Third Offense
Disrespect Teachers/Staff/Administrators	to Verbal warning	Written apology	Suspension from school activities
Spreading False Information (Online or Offline)	Written reprimand	Parent conference	Legal action if necessary
Bullying/Cyberbullying (By Any Guidance Stakeholder)	Guidance intervention	Community service + parent	Expulsion students) termination (for or (for

Offense	First Offense	Second Offense	Third Offense
		notification	staff)
<b>Physical or Verbal Abuse</b>	Immediate disciplinary hearing	Suspension	Expulsion or termination
<b>Vandalism/Destruction of School Property</b>	Fine warning	+ Community service	Legal action if necessary
<b>Unauthorized Entry or Disruption of School Activities</b>	Verbal warning	Banning from Police report if school premises necessary	

## F. Reporting and Resolution of Violations

### 1. Reporting Procedures

- Any stakeholder (student, parent, faculty, staff, or community member) may report misconduct to the **School Discipline Committee (SDC)**.
- Reports may be submitted through:
  - **The Guidance Office** (for in-person complaints).
  - **Confidential Stakeholder Feedback Box** (located near the admin office).
  - **Official email reporting system.**

### 2. Investigation and Resolution

- The **SDC** will review all reports within **48 hours**.
- Investigations will be **fair, confidential, and unbiased**.
- Appropriate sanctions or interventions will be applied based on the severity of the offense.

## G. Community Engagement and Support Programs

To foster a strong and supportive school community, ACTS Computer College shall:

- Conduct **stakeholder orientations** on the school's code of conduct and disciplinary procedures.
- Organize **parent-teacher forums** and student leadership training.
- Partner with **LGUs, DepEd, and community organizations** for student welfare programs.

- Implement mental health and wellness initiatives for students and staff.

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

- This **Stakeholders' Code of Conduct** will be disseminated to all **school community members**.
- The **School Discipline Committee** will conduct periodic **assessments** to ensure compliance.
- The policy will be **reviewed annually** and updated based on **DepEd orders and local regulations**.

#### **I. Final Provisions**

- Non-compliance with this policy may result in disciplinary actions as outlined above.
- Stakeholders have the right to a fair hearing and due process before sanctions are imposed.
- This policy takes effect **immediately** upon approval.

This policy ensures that all **stakeholders of ACTS Computer College in Santa Cruz, Laguna**, adhere to the highest standards of conduct, fostering a positive and productive educational environment.

### **VIII. STUDENTS ORGANIZATIONS AND ACTIVITIES**

#### **A. STUDENTS ORGANIZATIONS**

- No student organizations shall exist, hold, manage, promote any activity, directly or indirectly use the name of the school within or outside the campus unless such students organizations has been duly recognized in accordance with the existing rules.
- Recognition shall be extended to any student organizations upon approval of written application by the School Principal duly noted and approved by the School Director. Application shall be accompanied by two copies of constitution and by-laws.
- Any recognized students organization shall have a faculty adviser appointed by the School Principal.
- A recognized student organization may take position on non-school related issues provided it does not speak on behalf of the school or of the entire student body.

- No student shall be elected as officer of any recognized student organization unless she/he has the following qualifications:
  - He is bonafide student of this school
  - He must not have been found guilty of any serious violation of the disciplinary rules of the school.

#### A.1 Academic Curricular/Co-Curricular

- A.1.1 STEM Strand Club
- A.1.2 HUMSS Strand Club
- A.1.3 ABM Strand Club
- A.1.4 ICT Strand Club

#### A.2 Extra-Curricular

##### A.2.1 Supreme Student Government (SSG)

ACTS Computer College recognizes the students' rights to organize a student council so they can develop their leadership potentials and contribute to the school policy and decision-making policy. Students have the right to elect the officers or to file candidacy for any position in the SSG.

##### A.2.2 Religion/Campus Ministry

The ACTS Campus Youth Ministry (CYM) build faith communities in campus through religious activities and programs through the use of their talents in service to God and His people.

##### A.2.3 Teatro

Aims to develop and promote students' theatrical talents and interests in music, dance, acting, rhetoric and arts through active participation and involvement in socio-cultural, civic and religious celebrations.

##### A.2.4 Sports Club

Aims to promote the physical fitness and development of the students through active participation in school, district, local, and national sports activities.

#### A.2.5 School Publication

Aims to strengthen ethical values, encouraging critical and creative thinking and develop character and personal discipline on freedom of expression among student writers.

### B. STUDENTS ACTIVITIES

- B.1 Students Orientation
- B.2 Elections of Supreme Student Government Officers
- B.3 Acquaintance Program
- B.4 Nutrition Month
- B.5 Science and Technology Week
- B.6 Convocation/Cultural Presentation
- B.7 Leadership Training
- B.8 Campus Journalism
- B.9 Science Fair and Exhibit
- B.10 Foundation Week Celebration
- B.11 Outreach Program/Community Service
- B.12 Christmas Program
- B.13 Career Orientation/Guidance Fair
- B.14 Seminars/Symposia and Workshops
- B.15 Anti-Drugs and Anti-Smoking Campaign
- B.16 Students Retreat/Recollection
- B.17 Mass Sponsorship
- B.18 Fire/Earthquake and other similar Drills
- B.19 Academic Week
- B.20 Sportsfest

## IX. SCHOOL SERVICES AND FACILITIES

### A. SCHOOL SERVICES

#### 1. Spiritual/Religious Services

ACTS provides spiritual services aimed at helping students develop a personal relationship with God and become a true Christian person. Students are required to participate in the first Friday mass of the month, saying prayers before and after classes, active participation in the Parish activities, and formation of Campus Ministry, conducting retreat/recollection.

## **2. Student's Services**

Through the different programs/convocation students are trained in culture and arts.

## **3. Health Services**

The school provides emergency first aid and routine medications for common ailments, if necessary, brought to the hospital for proper medical check-up. In case of illness, a student is advised to go home with permission from the Principal's Office.

## **4. Library Services**

1. The school library shall be opened from 8:00AM to 12:00NN and 1:00PM to 5:00PM for bonafide students of ACTS Computer College.
2. Books and periodicals can be borrowed from the library by the students upon presenting ID or library card which will be returned within the same day.
3. Any students who failed to return books borrowed is subject to a five-peso fine per hour until it is properly returned to the library.
4. Students are expected to observe silence and proper decorum whenever they are inside the library.

## **B. SCHOOL FACILITIES**

### **1. Office of the Principal**

The office of the principal is housed at the Annex building which serves the needs of students, school staff, alumni, parents and the general public. The Principal's Office also draws up school policies for implementation or enforcement. Every school decision whether minor or major must pass through this office.

### **2. The Registrar's Office**

The Registrar's Office is located at the main building, second floor. It keeps records of students from the time of admission until graduation. It is responsible for the preparation, issuance of transfer credentials, scholastic records, diplomas, and certificates of graduation.

### 3. Computer Laboratories with multimedia projectors

There are two fully air-conditioned computer laboratories (40 units) housed in the main building both equipped with multimedia projectors and high-end sound systems.

### 4. The e-Library room

The e-library room is located in the main building equipped with 16 computer units where students can borrow books, periodicals, and other printed references and enjoy the use of interactive encyclopedias, CAI, and other online references.

### 5. Computer hardware and networking laboratory

The Computer hardware and networking laboratory is located in the second floor of the annex building. It is designed to train students to assemble computer units and configure networks.

### 6. The Internet Facility

The internet facility is located right in the e-library room, where students can do their online researches and other activities an internet can offer.

### 7. Lecture Room

Furnishes the different classes with various types of sensory aids that help one internalize classroom instruction. Multimedia projectors, sound system and the likes and other instructional materials are made available for faculty and students through the Principal's Office.

### 8. Fully air-conditioned rooms with multimedia projectors

All classrooms are fully air-conditioned with multimedia projectors.

### 9. Computerized ID Validation with Barcode Reader and RFID

The Computerized ID Validation with Barcode Reader is used to validate the students ID. This software used barcode reader for accepting inputs to increase response time and throughput.

## 10. Campus e-bulletin

The Campus e-bulletin is installed in the second and third floor of the main and third floor of the annex building. It is used to electronically display announcements, memoranda, important dates, birthday celebrators and photos and videos of school activities.

## 11. Integrated Computerized Enrolment System

An integrated enrolment system for College and Senior High School students. This system is composed of three subsystems: enrolment, billing, assessment and generation of required reports. The system is capable of storing electronically the student and institutional information, assessment of the student accounts and payment history, evaluation of students' grades. The system produces the outputs such as students' account card, students' profile, enrolment list, class lists, collection list, copy of semestral grades of the students and list of candidates for graduation.

## 12. Automated Supreme Student Government (SSG) Election

A dependent system Computerized Enrolment System use to execute a computerized election only to those enrolled students of the college for faster and reliable result.

## 13. Network-based Teachers Evaluation Software

A dependent Computerized Evaluation System use to execute a computerized evaluation of teachers (class) exclusively to those students under that class for faster and reliable result.

## 14. The Medical Clinic

The medical clinic is located at the annex building. It is equipped with first aid kit and school nurse.

## 15. The Students' Study Area

The Students' Study Area is located in the Annex Building across the Annex Faculty Room. It is designed for approved group activities such as meeting of clubs and also serves as a reading area of students

during their breaks. The library area could be used also as students study area in the main building.

#### 16. Closed-Circuit Television (CCTV)

The school is physically secured and protected by a security officer and the use Closed-Circuit Television (CCTV).

### C. Policy on the Use of School Facilities

#### 1. Multimedia Projector and other Equipment

Equipment such as microphone, sound system, and the like can be borrowed for:

- Classroom (during class hours/periods)
- Academic exhibit (maximum of two hours a day only is allowed)
- Seminar and workshop (as per schedule)
- Institutional activities (as per schedule)

Approval on the use of the equipment is on a first come first served basis.

The equipment should be returned on time.

Once the equipment is damaged, the bearer is responsible for the expenses of the repair.

All technical problems must be reported immediately to the School Director.

#### 2. Computer Laboratory

- The Computer Laboratory is basically for instructional use only. Only authorized persons such as 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 provisions stated but wants to avail the use of computer units are advised to seek prior approval from the office of School Director.

- Loss or damage of the computer hardware or software by deliberate negligence and fault shall be the liability of a particular user.
- Bringing of foods inside the computer laboratory is strictly prohibited.

### 3. Internet Room

Students are entitled to an internet privilege inside the e-library room. To avail this privilege, every student should register by presenting his or her registration card and ID to the librarian or person in charge. The following should be observed while inside the internet room:

- Chatting, playing games, surfing indecent websites and use of other social media prejudicial for the well-being of the students are strictly prohibited.
- Anybody who shall be caught violating this rule shall be banned from entering and using the internet room.

### 4. Computer hardware and networking laboratory

- Only students with computer hardware and networking subjects are allowed to enter and use the facility.
- Tampering of any hardware devices/components is subject to disciplinary action.
- Moving out of hardware devices/components requires a request and approval from the office of the School Director. Anybody who shall be caught violating this rule shall be punished subject to a disciplinary action.

## X. POLICIES ON DISCIPLINE

### A. Guidelines in Implementing Disciplinary Action

The parents or guardians are notified either by the phone or letter each time a serious complaint is reported against a student. The adviser will issue a call slip to the parent containing the alleged offense and the parent or guardian is expected to come to school for discussion before the student is allowed to attend his classes. Failure to comply with this guideline means a violation of school policy which calls for a sanction and penalty.

In implementing disciplinary actions, the following standards operating procedures will be observed:

1. Student-Class Adviser Conference
2. Student-Parent-Class Adviser-Guidance Counsellor Conference
3. Parent-Guidance Counsellor-Discipline Coordinator Conference
4. Student-Parent-Discipline Coordinator-Principal Conference
5. Student-Parent-Discipline Coordinator-Principal-School Director Conference

#### **B. Offenses and Corresponding Sanctions and Penalties**

1. **Suspension.** Suspension is a penalty in which the school is allowed to deny or deprived an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the school year or term. By law, violations of regulations may result in suspension from a school for a period up to eight days following a thorough investigations and due process. Parents will be notified at the time of suspension.
2. **Exclusion.** Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials immediately issued.
3. **Expulsion.** Expulsion is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private institutions in the Philippines and which requires the prior approval of the School Director.

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>A. Offense against persons within the school premises</b>					
1. Taking the life of anybody willfully or through personal negligence	EXC				
2. Inflicting bodily injury or committing assault resulting to serious physical injury.	EXC				

<b>Nature of Offenses</b>	<b>Sanctions</b>				
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
3. a. Threatening, intimidating, coercing or harassing fellow students	OR	WW	S5D		
3. b. Threatening, intimidating, coercing or harassing fellow students after sufficient provocation.	OR	WW	S3D		
4. Oral defamation or slander	OR	WW	S5D	EXC	
<b>B. Offenses against property</b>					
1. Attempting to steal or stealing properties of the school or from fellow students and other members of the school community	S3D	S5D	EXC		
2. Attempting to steal or obtaining school properties/records/assets fraudulently	S5D	EXC			
3. Willful destruction of school property	EXC				
4. Unauthorized use or lending of school properties/assets with damage	S8D	EXC			
5. Unauthorized use or lending of school properties/assets without damage	S5D	S8D	EXC		
6. Careless, improper, incorrect use or handling of school properties/assets	S1D	S3D	S5D	S1S	EXC

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
7. Vandalism	S5D	S1S	EXC		
<b>C. Offenses against public morals</b>					
1. Immorality or causing somebody to commit immorality	S8D	EXC			
2. Acts that bring the name of the school into disrepute such as public and malicious commission of a crime, or any act, commission, condition or contempt to the name of the school	EXC				
3. Drinking liquor within the school premises or taking prohibited drugs	EXC				
4. Coming to school obviously under the influence of alcohol or drugs	S5D	S1S	EXC		
5. Disorderly and unruly notorious conduct in and outside the school	S5D	S1S	EXC		
6. Attempting to bring or bringing into the school premises alcoholic drinks or drugs	S5D	S1S	EXC		
7. Discourteous/indecent behavior or using profane or obscene language in addressing fellow	S1D	S3D	S5D	S1S	EXC

<b>Nature of Offenses</b>	<b>Sanctions</b>				
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
students, professors, administrators, or anybody within the school premises					
8. Betting on any sports event, taking part in or promoting any game of chance in the school premises	S5D	S1S	EXC		
9. Participation in hazing, whether as the person joining an organization or the one conducting the hazing	S5D	S1S	EXC		
10. Other students who are present at a hazing/initiation rites are also liable, whether or not they actually participate in the hazing/initiation incident.	S5D	S1S	EXC		
<b>D. Offense against Security</b>					
1. Unauthorized carrying or possession of firearms, deadly weapons and explosives within the premises of the school	S5D	S1S	EXC		
2. Refusal to submit deadly weapons or firearms to school authorized security personnel in the performance of their duty	S5D	S1S	EXC		

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
3. Circulation, distribution of subversive and immoral literature	S3D	S5D	S1S	EXC	
<b>E. Offenses against Health and Sanitation</b>					
1. Creating or contributing to unsanitary condition	S1D	S3D	S5D	S1S	
2. Failure to comply with health examination and/or other such requirements	OR	WW	S1D	S3D	S5D
<b>F. Offenses against the School</b>					
1. Sabotage or any overt act of disloyalty	S1S	EXC			
2. Participating in any strike, picket, boycott or demonstration against the school on any of its department, classes, entities, official or personnel when such strike, picket or demonstration is made without complying with the laws, rules and regulations	S1S	EXC			
3. Deliberate disruption of the academic function of a school activity which tends to create disorder or breach of peace or serious disturbance not necessarily connected with any	S5D	S1S	EXC		

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
academic functions or school activity					
4. Habitual disregard or willful violation of established policies and regulations	S1S	EXC			
5. Dishonesty					
a. Falsification of school records and documents and forging the signature of any school officials or faculty members	S1S	EXC			
b. Giving or presenting false evidence/statement during an official investigation	S1S	EXC			
c. Tampering of academic or official record/receipt issued by the School	S5D	S1S	EXC		
d. Connivance with fellow student or anybody to defraud the school	EXC				
e. Cheating during examination, quiz or test and other academic requirements					
1. Unauthorized possession of notes, books, exchanging exam	S1D With 50% grade on periodical	S3D With 50% rating on periodical	S5D Failed on the final grade	S1S	EXC

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
papers, or any materials related to the exam including any electronic gadgets.	exam (subject)	grade (subject)	(subject)		
2. Writing in walls, tables or chairs of matters related to the examinations.	S1D With 50% grade on periodical exam (subject)	S3D With 50% rating on periodical grade (subject)	S5D Failed on the final grade (subject)	S1S	EXC
3. Having somebody else take the examination.	S1D With 50% grade on periodical exam (subject)	S3D With 50% rating on periodical grade (subject)	S5D Failed on the final grade (subject)	S1S	EXC
4. Unauthorized talking or communication with another examinee, reading somebody's paper or showing an answer both shall be held liable for the same offense.	S1D With 50% grade on periodical exam (subject)	S3D With 50% rating on periodical grade (subject)	S5D Failed on the final grade (subject)	S1S	EXC
5. Passing as one's work any assigned report, term paper, thesis, case analysis, reaction paper, and any other academic requirements when copied from another.	S1D With 50% grade on periodical exam (subject)	S3D With 50% rating on periodical grade (subject)	S5D Failed on the final grade (subject)	S1S	EXC
6. Plagiarism	S1D With 50% grade on periodical	S3D With 50% rating on periodical	S5D Failed on the final grade	S1S	EXC

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
	exam (subject)	grade (subject)	(subject)		
<b>G. Other Offenses</b>					
1. Provoking or instigating fight, fighting during classes or anytime within the immediate school vicinity	S3D	S5D	S1S	EXC	
2. Posting or removing of any matter on bulletin boards or school property at any time without authorization	WW	S1D	S3D	S5D	S1S
3. Hair setting, putting make-up, plucking eyebrows, combing and brushing hair, manicuring and pedicuring, applying nail polish and other similar act in all places except the ladies room	WW	S1D	S3D	S5D	S1S
4. Littering in places like the classrooms, Audio Visual Room (AVR), Library, laboratories or anywhere in the campus	WW	S1D	S3D	S5D	S1S
5. Loitering, shouting and boisterous laughter in campus classroom and along corridors, misbehavior in the Library and during	WW	S1D	S3D	S5D	S1S

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
formal gathering of students and/or school community (mass, symposium, convocation and the like)					
6. Smoking, drinking and gambling while in uniform, smoking even in civilian clothes, while attending official school functions or activities or within the immediate school vicinity	S1D	S3D	S5D	S1S	EXC
7. Use of profane, malicious or indecent language orally, writing or through electronic devices against faculty/staff or fellow students. Profane language shall mean language commonly used to express insult. Use of profane language as an expression of disgust or excitement is discouraged	WW	S1D	S3D	S5D	S1S
8. Use of heavy make-up, thick fake eyelashes/eyebrows, wigs, hair glitters and artificial hair streaks,	OR	WW	S1D	S3D	S5D
9. Use of big bright-colored ribbon, excessive jewelry and dangling earrings.	OR	WW	S1D	S3D	S5D

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
10. Improper use of uniform. The following shall be considered as improper use of uniform: a. Incorrect cut/style of uniform b. Short skirts (skirt which are above the kneecap) c. Long skirts which length is more than 5 inches below the kneecap d. Rolling up of sleeves e. Not wearing the prescribed shoes f. Inappropriate color of stockings/socks g. ID not displayed prominently	OR	WW	S1D	S3D	S5D
11. Improper decorum in uniform. Whenever in uniform, student should observe proper behavior. She/he refrains from displaying too much affection for a boyfriend or person of the same sex. Student should be reminded that as long as she/he is in uniform, she/he represents the whole student population and the school	OR	WW	S1D	S3D	S5D

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
12. Misuse of school uniform such as in going to movie houses, day or night clubs, pubs and other similarly classified places	S3D	S5D	S1S	EXC	
13. Improper manner of sitting anywhere in the campus: a. Sitting with feet up or knees wide apart b. Sitting on teacher's table, laboratory tables, eating tables and staircase	OR	WW	S1D	S3D	S5D
14. Lending or borrowing of ID	S3D	S5D	S1S	EXC	
15. Participation in external activities such as contests, conference, congress, etc., as a representative of the school without written authorization from the School Director.	S3D	S5D	S1S	EXC	
16. Unauthorized use of the name of the school in any media for publication	S5D	S1S	EXC		
17. Wearing of shorts, walking shorts, mini-skirts, mini-dress, sleeveless, plunging neckline and cross dressing inside the	OR	WW	S1D	S3D	S5D

Nature of Offenses	Sanctions				
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
school premises					
18. Improper use of cellphone (inside the classrooms)	WW with 1 day confiscation	S1D with 3 days confiscation	S3D with 5 days confiscation	S5D with 8 days confiscation	S1S
19. Bullying					
A. Any unwanted physical contact between physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons	S3D	S5D	S1S	EXC	
B. Any act that causes damage to victim's psyche and/or emotional well-being caused by slanderous statement, foul language, name calling, tormenting and commenting negatively. This includes the use of technology or any electronic means	S3D	S5D	S1S	EXC	

<b>Nature of Offenses</b>	<b>Sanctions</b>				
	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
20. Altering or tampering with computer software or equipment owned by the school	S3D	S5D	S1S	EXC	

**LEGEND:**

- E - Expulsion
- EXC - Exclusion
- S1S - Suspension for One Semester
- S5D - Suspension for 5 Days from classes and render service to school
- S3D - Suspension for 3 Days from classes and render service to school
- S1D - Suspension for 1 Days from classes and render service to school
- WW - Written Warning
- OR - Oral Reprimand

Note: Suspension, Exclusion and Expulsion should have the approval of the School Director as recommended by the Discipline Coordinator and the Principal

**XI. AMENDMENTS**

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

**XII. EFFECTIVITY**

This student handbook shall take effect School Year 2025-2026.

## *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**.

## **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

## *Lupang Hinirang* 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 SA IYO

### *Opening Prayer*

Heavenly Father, who by light of the Holy Spirit,  
did instruct the hearts of the faithful,  
grant by the same spirit  
that we may truly wise and ever enjoy  
His consolation.  
All of this we pray in Jesus name, Amen.

### *Closing Prayer*

We give You thanks Almighty Father  
Through Your son Jesus Christ  
For all the benefits You have given us  
To You who live and reign forever and ever.  
Amen.

## 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 \_\_\_\_\_

## 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 \_\_\_\_\_

## 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 \_\_\_\_\_

## 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 \_\_\_\_\_

## 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**

<b>Date</b>	<b>Violation/s</b>	<b>Signature</b>

### **Summary of Violation**

Date	Violation/s	Signature

### **Summary of Violation**

Date	Violation/s	Signature

## **Monitoring of Tardiness**

Date	Reason/s	Remark	Signature

### **Monitoring of Tardiness**

Date	Reason/s	Remark	Signature

### **Monitoring of Tardiness**

Date	Reason/s	Remark	Signature

\*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 <b>FILIPINO</b>
First Name		Birthday (mm/dd/yyyy) <b>01-01-2009</b>
Religion		Birthplace
Address		Landline
Mother	Age <b>1</b>	Occupation <b>HOUSEWIFE</b>
Contact No.	Office	Cellphone No.
Father	Age	Occupation <b>COMPUTER TECHNICIAN</b>
Contact No.	Office	Cellphone No.
Guardian	Age	Occupation <b>HOUSEWIFE</b>
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 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:

Allergy to medicine (Amoxicillin)

**OTHER INFORMATION**

Any special MEDICATION?	Allergy to MEDICINES? <b>AMOXICILLIN</b>
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.

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Signature of Student over Printed Name

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Year / Section /Strana

---

07-11 - 25

Date

Attested:

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Signature of Parent/Guardian over Printed Name

# *Senior High School*

## **STRANDS AND SPECIALIZATIONS**

Government Permit (R-IVA) No. SHS -202, S.2016

<b>ABM</b>	Accountancy and Business Management
<b>HUMSS</b>	Humanities and Social Sciences
<b>STEM</b>	Science, Technology, Engineering and Mathematics
<b>ICT</b>	Information and Communication Technology

## **ACTS COMPUTER COLLEGE**

EGK and Pua Building, P. Guevara Avenue, Santa Cruz, Laguna 4009

Telephone Number: (049) 501-1484

Mobile Number: (0917) 867-3073



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[facebook.com/ACTSCC](https://facebook.com/ACTSCC)



[actsc.edu.ph](http://actsc.edu.ph)

- Proverbs 4:13b -

Guard it well,

Your EDUCATION is your LIFE.