



Colegio de San Juan de Letran – Manaoag

Castro St. Poblacion, Manaoag, Pangasinan, Philippines • +63(075)-5822976

STUDENT DISCIPLINE (College Department)

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1. PERSONAL DATA

First Name: _____

Middle Name: _____

Last Name: _____

Nick Name: _____

Address: _____

Landline No.: _____

Mobile No.: _____

E- mail: _____

Year& Course: _____

Date of Birth: _____

Place of Birth: _____

Civil Status: _____

Gender: _____

Nationality: _____

Height- Weight: _____

In case of Emergency, Please inform:





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Dear Letranite,

Here is your handbook, your daily companion for the entire four years of your stay in Letran. It is your mentor in acquiring the spirit of a true Letranite according to the charism of its founder, St. Dominic. It is also your guide in shaping your behavior according to the expectations of the institution which always aspires to imbue its children with the culture of conscience, discipline, and excellence.

This handbook is your personal friend. Take good care of it.

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FOREWORD

Colegio de San Juan de Letran – Manaoag welcomes you as a member of its family and which, perhaps, is the Alma Mater of your parents, brothers, sisters and relatives who are present leaders and civic-minded citizens in your community.

This Parent and Student Handbook (PSH) is specially designed to impart to new pupils/students all the basic information they need to know about Letran; its objectives, rules and regulations. For the old pupils/students, this will constantly remind them of the school rules and regulations.

BRIEF HISTORY

Where it all began: the Academy

The late Rev. Fr. Teodulo Cajigal, OP, a Spanish Dominican priest who spent the best years of his life in Manaoag and who chose to die and be buried in this rustic and quiet town, used to go around through its small streets distributing candies and coins to little children. That was his way of showing great affection to people of Manaoag. The people, especially the children loved him dearly in return. Later, the good Fr. Cajigal decided to give children more than just the perishable candies and coins by providing them something that will last a lifetime and which would make a difference for their future and that of the town: **education**. It was then that the Academy was born.

The Holy Rosary Academy of Manaoag was founded in 1947 by Rev. Fr. Teodulo Cajigal, OP with the primary purpose of providing the children of Manaoag with Catholic education. This institution started only as an elementary school. However, when another building was completed in 1949, a complete high school course offering was made possible. The government granted the school official recognition in 1951. In 1952, the first high school commencement exercises were held.

The convent of the Dominican Fathers was initially located within the school campus. In 1954, when a new building was completed at the opposite site of the Church, the convent of the Dominican Fathers was relocated there. The vacancy of the former convent made possible the segregation of the high school boys and girls. The former remained in the old high school building while the latter began to hold their classes in the vacated building.





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Both schools were managed for a decade by Franciscan Sisters of the Immaculate Conception assisted by a staff of lay teachers. The Dominican Fathers helped in the teaching of religion and in the religious activities. When the contract with the Franciscan Sisters expired in 1975, the Dominican Daughters of the Immaculate Mother took over the Administration Of the School. After a year, the DDIM Sisters adopted for the school a non-graded, open system of education patterned after the Angelicum School of Quezon City, another institution run by the Dominican Fathers.

In 1982, the Dominican Fathers took over the administration of the school from the Dominican Daughters of the Immaculate Mother. However, due to the growing demands of the apostolate of the Shrine and Parish of Our Lady of Manaoag, the Fathers entrusted the management of the school to the Congregation of Religious Missionaries of Saint Dominic. The Dominican Missionary Sisters began their stint in the Academy in 1991.

A leap forward: the College

To be of greater service to the local community, the Board of Trustees of the Holy Rosary Academy, with Rev. Fr. Quirico Pedregosa, OP as Chairman, decided in July 2000 to offer collegiate courses in the school. It was also decided on that same date that the name of the institution will be changed to Our Lady of Manaoag College. That very same year, the Provincial Council of the Dominican Province of the Philippines confirmed the decision of the Board of Trustees. The decisions made by the concerned authorities fits very well with the original vision of the late Fr. Cajigal to provide educational opportunities that will make a difference in the lives and the future of the people of Manaoag and the nearby localities.

Rev. Fr. Patricio A. Apa, OP, incumbent prior of Our Lady of Rosary Priory and Sr. Ma. Corazon R. Moraza, OP worked for the approval of the College by the Commission on Higher Education (CHED). In 2001, the Commission on Higher Education granted the institution a permit to offer collegiate courses in the Arts and Humanities, Education, Business and Computer Education.

Likewise, the Technical Skills Development Authority (TESDA) granted the institution a permit to offer vocational courses such as Computer Programming, Computer Secretarial and Computer Technology.





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The institution started operating as Our Lady of Manaoag College in June 2001. The TESDA Programs received its Government Recognition on the same year, 2001.

Government Recognition for the College Courses

Sr. Ma. Lorenza S. Sajul, OP continued the worked of Sr. Ma. Corazon R. Moraza, OP on obtaining its Government Recognition. The first course that received its Government Recognition is the Bachelor of Science in Commerce on May 2004 this was followed by the courses Bachelor of Science in Information Technology and Bachelor of Science in Computer Science, both courses received its Government ³ignition on June 2004. In the following year, after working hard on the demands of its requirements for Government Recognition the two Courses – Bachelor of Secondary Education and the Bachelor of Elementary Education received its Government Recognition on April 2005.

Integration to Letran System:

In the 10th Acts of the Provincial Chapter of the Dominican Province of the Philippines held on April 10-30, 2012 at the Priory of Our Lady of the Rosary Manaoag, Pangasinan, the Chapter decided to align their schools into two (2) traditions: UST Tradition and Letran Tradition. The DPPI, after much deliberation decided that Our Lady of Manaoag College will be under the Letran group. Hence, the name of the school was changed to Colegio de San Juan de Letran – Manaoag. After the MOA signing with the other Letran Institutions on August 8, 2014 and the approval of the school's Board of Trustees on Sept 6, 2014, Our Lady of Manaoag College has become officially Colegio de San Juan de Letran – Manaoag. Its new name was officially launched on October 3, 2014.





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THE FILIPINO DOMINICAN PHILOSOPHY OF EDUCATION

Introduction

We, the Dominican of the Province of the Philippines of the Order of Preachers, focus our apostolic activities, among the many needs of the church, principally on evangelization through education. It is one of the means the Province sees as providentially available to enable men and women of our milieu to experience the saving Word of God and to give a salvific dimension to arts, sciences, and culture in general.

For centuries, the Dominican presence in the Philippines has been understood in terms of molding especially the youth through a formative process which combines the development of reason, the deepening of faith, the appreciation, and the living of Christian values. Out of the process, leaders and role models of our people emerged during the critical periods of our people's struggle for independence and for sovereignty as a nation.

Nature of Education

Education is life. In its broadest meaning, it is the integral development of the human person. It is a continuous process of development so that man may become more and more human. In mapping out its objectives and methodologies, education centers on and bases its philosophy on the concept of the human person.

Nature of the Learner as a Man

Man is basically good. He was created by God in His own image and likeness so that he may know, love, serve and be happy with Him in heaven. As a unity of body and soul, he expresses his intellectual capacity and free will through his corporeal faculties and powers. While he possesses personal characteristics that make him different from other men, he also has a natural need to associate with them.

Man is a steward of all of God's creation. It is His plan that man should subdue the earth and bring back creation while promoting the progress of mankind.

Man is basically wounded by sin but redeemed by Christ from sin so that man may attain his purpose. As man's participation in Christ's redemptive work,





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he has to struggle to develop himself and to mature to full human dignity. In this important task, he needs the assistance of society.

Nature of the Learner as a Filipino

What makes us Filipino distinct from any other people on earth is a set of trait called *asal*. It is composed of *dangal*, *damdamin*, and *pakikipagkapwa*. From these traits spring values the Filipino is best known for, such as *utang na loob*, *palabra de honor*, *pakikisama*, *hiya*, and the *Bayanihan spirit*. These values are good in themselves.

Moreover, a Filipino deals with his experiences in an intuitive rather than rational; subjective rather than objective manner. Combining insights with reasoning, he experientially absorbs and then creatively expresses his local concepts and ideas he has assimilated.

However, present conditions have turned Filipino values into a cause of ambivalence and fatalism. Viewed from the perspective of God's people, life is full of *kahirapan*. Underlying this are the realities of injustice in the social, political, economic, and cultural systems. Such realities have changed our perspective of these values, making them hindrances to our advancement, detrimental to human relationships, and causing the neglect of the common good.

Agents of the Educative Process

The educative process transpires in the learner. It is the learner who forms himself/herself. Teachers and other members of the Academic Community facilitate the learning process.

Roles of the School

We see our schools with their organized structures and academic systems as effective channels to facilitate the educative process that lead to the total integral formation of the person. They are instruments of culture change and progress for individuals as well as the society.

As Catholic, our schools are the most potent of renewed evangelization (PCP II 623) in so far as they offer an integrated view of the human person grounded in the person of Jesus Christ. Their task is fundamentally a synthesis of culture of faith and a synthesis of faith and life (CS32). In this light, the specific mission of our schools is a critical and systematic transmission of culture in the light of faith and the bringing forth of the power of Christian virtue by the integration of culture with faith and of faith with living (CS49). Our schools do not only prepare for





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Christian community but should also provide an experience of community (PCP II, 636).

As Dominicans, our schools are guided by the Dominican Charism, the consecration to the truth from which springs the mission to live and to proclaim the values of God's Kingdom. We are inspired by the order's special devotion to the Blessed Virgin Mary and the rosary as we continue the task of shaping the youth. The Dominican schools as such are cradles of the future leaders characterized by the harmony of reason, faith, and Christian values, which will imbue the whole world with similar values assimilated in their lives.

As Filipinos, our schools shall renew the belief of the Filipino in his race and in himself. They will redirect the perspective by which we view our values and strengthen their positive attributes. In response to the pervasive "kahirapan" afflicting God's people, our school shall facilitate the empowerment of the people, especially the poor. Our

school shall make education available to all and provide opportunities to the indigents through outreach and scholarship programs. Our school shall provide an environment where members of the administration, faculty, staff, students, alumni and parents, will develop into Filipinos who are maka-Diyos, makatao, at makabayan (PCP II 636).

Goals of Education

The goal of education is the total integral formation of the human person that would lead him to attain the purpose for which he was created, namely; union with God, community with others, and harmony with creation.

We envision a model Christ-centered Colegio de San Juan de Letran acknowledged

- For her academic excellence
- For her love of truth
- As a staunch defender of the Church,
- As a faithful devotee of Mary, and
- For being responsive to the needs of the 21st century and whose graduates are:
 - ✓ Staunch defenders of the Church,
 - ✓ Ardent lovers of truth in both Divine and Experimental Sciences
 - ✓ Dynamic builders of communities
 - ✓ Successful in their chosen field of endeavor
 - ✓ Proud of their Dominican roots, and
 - ✓ Morally upright

VISION





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By 2027, we envision Colegio de San Juan de Letran-Manaoag as one of the reputable educational institutions in all areas of instruction and curriculum innovation, research and publication, community service, and extension program that develops Letranites who are equipped for social transformation.

MISSION

We, the Colegio de San Juan de Letran- Manaoag, a Marian and Dominican institution under the patronage of Our Lady of the Most Holy Rosary of Manaoag, commit ourselves to the holistic formation of our stakeholders towards becoming Christlike citizens rooted in Marian Virtues and ideals of Deus, Patria, and Letran.

INSTITUTIONAL MOTTO

- Laudare, Benedicere, Praedecare
- Contemplare, Contemplata, Aliis Tradere
- Deus, Patria, Letran

INSTITUTIONAL GOALS

As a Filipino, Dominican, Christian and Marian institution of learning, Letran - Manaoag endeavors:

- A. To develop pupils/students who are qualified professionals as well as skillful and productive individuals in order to effectively contribute to the religious, educational, economic and industrial advancement of the nation and the continuous establishment of the local Church.
- B. To promote solidarity with the larger community through programs that are responsive to its needs.
- C. To maintain and continually strive for a corps of competent administrators, faculty, employees and alumni who shall endeavor to attain the school's mission.
- D. To provide an educational environment that is wholesome and conducive to learning, working and other related activities.





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LIVING THE SPIRIT OF ST. DOMINIC

St. Dominic de Guzman was born in the village of Caleruega in North Central Spain about 1170. He founded the Order of Preachers, which has served the church for more than 750 years. "To his order, he bequeathed a vision which was innovative in his time and far-reaching enough to continue as a vital force to the present day," wrote Mary J. Traeger, OP.

The Order of Preachers, founded precisely for the sake of proclaiming the word and the salvation of God's people, has the whole world as its mission territory and lives the rule according to the uniqueness of each member, and to the varying needs of the times and the preaching mission. To his followers, Dominic ordered preaching, study, and common life, three elements of apostolic life which ought to proceed from an abundance of contemplation of prayer. Throughout Dominic's lifetime, he modeled his vision – he lived the life he sought to establish.

St. Dominic's legacy is summed up by a spirituality that is uniquely his, yet generously shared and lived by his heirs.

- Warm and joyful to the last breath
- Christ-centered as one lives his/her baptismal vows to the full
- Missionary
- Gentle but strong in the search for victory
- Serene in spite of the ups and downs
- Zealous and eager to evangelize and bring the faith and hope to the world

Rosarians, being children also of St. Dominic, should likewise understand and live the spirit of the founding father to become the Gospel-persons they are envisioned to be.

Objectives of the Basic Education Department

The CSJL – Manaoag from Kindergarten to Grade 12, is fully committed to achieve the following objectives:

1. To provide a solid foundation in the basic subjects in order to develop to the fullest each learner's potentials, talents, and abilities to enable him/her to educate himself/herself for the rest of his/her life.
2. To equip the individual learner with sound spiritual and moral values which will enable him/her to think and live in a manner befitting an educated Christian Filipino in society.
3. To open up avenues for the development of each learner's social competencies to make him/her a responsive member of the community.





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4. To provide facilities and means for the acquisition of wholesome health habits and attitudes that will make each learner physically, mentally and emotionally healthy.
5. To develop the skills of pupils/students in higher intellectual operations, critical and creative thinking, and more complex comprehension and expression activities in varied life situations.
6. To develop in pupils/students the acquisition of productive and entrepreneurial skills, a work ethic and occupational knowledge essential both for making an intelligent choice as regards one's career and for specialized training in one's occupation.
7. To provide learning opportunities wherein pupils/students can obtain knowledge, form desirable attitudes and imbibe moral and spiritual values for understanding the nature and purpose of the human person and thus of one's self, one's own people and other peoples, cultures and races, both in the country and in the community of nations.
8. To heighten pupils'/students' abilities in the appreciation for the arts and sports; and
9. To help the pupils/students establish inner values through Dominican practices.

LETRAN SYMBOL



1st Floor, Old Building • ssd@letran-manaoag.edu.ph



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The Letranite is personified by the Knight who goes through rigid tests from being a Page to a Squire when his heart and soul are many times tested for purity before he qualifies for the most trying challenge and then granted knighthood. As a Knight, he carries the shield and the lance to protect not his body but his ideals as he fights for them with a pure heart,

The shield which carries the Silver Cross on a blue and red field encircled by a wreath of Laurels symbolizes the pattern by which the spirit must grow—the silver purity of true and noble goals alone can triumph over difficulties; victory follows with wreath of laurels.

BLUE and RED

(not red and blue) symbolizes the nobility of the mind and the spirit before bravery and courage are fired by a cause

DEUS. PATRIA. LETRAN

Fit only for a knight, his motto embodies his manner of offering deeds to GOD first, the Country next, and Letran where his ideals are born.

DOMINICAN BLESSING

May God the Father bless us;
May God the Son heal us;
May God the Holy Spirit enlighten us,
And give us eyes to see with,
ears to hear with,
And hands to the work of God with,
feet to walk with,
and mouth to preach the word of salvation with,
and the angel of peace
to watch over us and lead us at last
by the Lord's gift to the Kingdom,
AMEN.

STUDENT'S PRAYER





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St Thomas Aquinas

Lord, true source of light and wisdom,
Give me sharp sense of understanding,
a retentive memory,
and ability to express myself
with thoroughness and charm.
Point out the beginning,
Direst the progreess,
And help the completion.
Grant this through Christ our Lord.
AMEN.

MISSION STATEMENT

We,
The Colegio de San Juan de Letran- Manaoag,
A Catholic educational institution
Commit ourselves to the
Total human development
And better quality of life
Of our students, faculty and school staff
and the promotion of a genuine community
through an education that is Filipino,
Dominican, and Christian in orientation.

INSTITUTIONAL PRINCIPLES

A culture of Conscience, Discipline, and Excellence inspired by Filipino,
Dominican, Christian ideals and values.

INSTITUTIONAL VISION

In a Culture of Conscience, Discipline and Excellence,
We envision Letran- Manaoag as a College,
A center of Science and Technology,
As well as a vital formation center
In a religious and





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Socio- economic development of the region.

ALMA MATER

Alma Mater, Letran esplendente
Como el sol es tu gloria, sin fin,
Y perfuman los lauros tu ambiente
Como exhale su aroma el jasmin
Orgullosos de ti y de tu historia
Nuestras almas desde hoy juraran;
Conquistar por tu honor nuevas glorias
Y jamas olvidarte, Letran!

Solo:

En el magico eden Filipino
Fuiste antorcha de luz y saber;
Y atraves de su augusto destino
De esperanza seras rosicler,
Pues lograste segun tu modelo
Tantos hombres ilustres formar;
Que semejan estrellas del Cielo
En la noche serena al brillar!





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LETRANITE'S CODE OF HONOR

As a Letranite who is a Gospel person in words, thoughts and deeds,

I ordain myself, thus:

1. I am a believer in God, I honor His name, and I live for all that He stands for.
2. I am truthful and honest even if those around me lie, cheat and steal.
3. I am fair to all in the midst of unfairness and injustice.
4. I am loyal to those I am committed to even if it so easy to betray them.
5. I love those whom I am bound to love, and I respect the rights of all those who come my way.
6. I am accountable for my behavior, and I refuse to blame the world for my failures and shortcomings.
7. I work for the betterment of mankind by being of service to others.
8. I choose the path of excellence over the quick and easy road to mediocrity.
9. Always give my best though I may not always succeed in what I may have set up to do.
10. I discipline my mind and my body, for success without discipline is impossible.
11. I shield my name for dishonor and shame.
12. I hold my word as sacred as my honor, and when I give it, I shall never break it.
13. I respect the life of nature around me and defend it from abuse and destruction.
14. I say NO to what is wrong even when those around me are saying YES. If it means I must stand alone to do what is right, then **STAND ALONE I WILL.**

This is my conviction!

This is my value commitment!

THIS IS MY CODE OF HONOR!





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STUDENT RIGHTS

(Taken from the book of Atty. Ulan P. Sarmiento entitled:
Students' Rights and Wrongs: A Comprehensive Sourcebook on Legal
Rights of Students and the limitation)

1. THE RIGHT TO QUALITY EDUCATION
2. THE RIGHT TO STAY IN THE SCHOOL
3. THE RIGHT TO DUE PROCESS
4. THE RIGHT OF ASSOCIATION
5. THE RIGHT TO SPEECH, EXPRESSION AND THE PRESS
6. THE RIGHT TO RELIGION
7. THE RIGHT TO PRIVACY
8. THE RIGHT AGAINST ABUSE
9. THE RIGHT TO AGAINST SEXUAL HARASSMENT





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PROPOSED STUDENT HANDBOOK

1. Student Decorum

Colegio de San Juan de Letran- Manaoag, a Catholic institution, is not only concerned with the academic development of the LEtranites, but also with their character formation reflected in the Mission Statement of the school. Letranites must be refined in their thought, words and actions.

In connection with the above- mentioned expectations, the following set of rules and regulations on **STUDENT DECORUM** is hereby issued.

- 1.1 Students, parents, and/or guardians must familiarize themselves with the content of this handbook. Ignorance of the provisions stated herein does not excuse any student from the sanctions in this book.
- 1.2 Students shall take pride of this institution and shall conduct themselves in such manner as to preserve the integrity and honor of the school wherever they may be.
- 1.3 Students are expected to act as mature individuals at all times, whether on or off the campus, in showing respects for people in authority, for the rights of fellow students and for the good name of the institution. If a Letran student, by his/ her general conduct brings discredit to the school rules and regulations, the administration may recommend appropriate actions after due process.
- 1.4 Students are earnestly encouraged to take active participation in all institutional and/ or religious activities sponsored by the school.
- 1.5 Students are expected to show respect and deference in dealing with the administrators, office personnel, members of the faculty, maintenance and technical staff, security guards, fellow students, and visitors.
- 1.6 Students are expected to value the school property and keep the school premises neat and clean. Marking of walls and chairs is prohibited. Blackboard, whiteboard, chalk and whiteboard marker are to be used for instructional purposes. Official notices on the blackboard should not be erased and posters should not be removed. School facilities (e.g. faucets, lights, air condition units) should be turned off when not in use. Pieces of papers, candy wrappers, and the like should not be thrown into the waste basket.
- 1.7 Students should refrain from taking out chairs from the classroom and manifesting boisterous conduct such as whistling, shouting, running, loud talking, or any other action that tends to distract other students from on going school activities (in classes, offices, chapel, library, etc.).





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- 1.8 Smoking inside the campus and within the perimeter of the School is strictly prohibited.
- 1.9 In all institutional activities including dialogues, meetings and other similar/ related activities where students are directly involved, orderliness and proper behaviour should be observed. Free expression of opinions and suggestions that aims to promote peace and maintain harmonious relationship among the Letranites is encouraged.
- 1.10 Membership in fraternities, sororities, and other similar groups is strictly prohibited.
- 1.11 Students engaged in hazing, initiation, and other extracurricular activities which are inimical to Christian conduct shall be suspended or dismissed from the school after due process.
- 1.12 Students who organize/ participate in activities not approved by the Office of the Student Discipline are subject to disciplinary actions.
- 1.13 Healthy interaction with the opposite sex is encouraged by this institution. Acts and gestures which tend to offend/ scandalize other members of the school community are not allowed in the campus.
- 1.14 Students who wish to appear on television, movies or print media as models, beauty contestants or performers, on the radio or in any other forms of media, should first seek the written approval of the Student Discipline Coordinator (College Department) and copy furnished from different department to protect the name and the integrity of both the concerned students in particular and the whole institution in general.
- 1.15 Students should inform their parents of the school rules and regulations, their academic standing, as well as the possible consequences of excess absences, dropping, failures or gross misbehaviour. The school may inform the parents regarding these matters in writing.

2. ID AND UNIFORM

2.1 All college students are required to wear their prescribed uniform from Monday to Friday. **A “No Uniform, No Entry Policy”** shall be implemented.

- Working students and graduating students conducting on-the-job training or practicum may be exempted from wearing their school uniform, provided, they present the following documents to the Dean of College and copy furnished the Students Service Coordinator/ School Discipline of the College.

2.1.1 For working students:





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- Photocopy of official enrolment form
- 2 copies of 1x1 recent picture
- Written request endorsed by the School Discipline Coordinator
- Certificate of employment
- Photocopy of company ID

2.1.2 For OJT/ Practicum students:

- Photocopy of official enrolment form
 - 2 copies of 1x1 recent picture
 - Written request endorsed by the School Discipline Coordinator
 - Acceptance from duly signed by the company concerned and verified by the Program Head
- a. Pregnant students may be exempted from wearing the school uniform after they secure a permit. Such permit will be granted provided that the following documents are submitted:
- Photocopy of official enrolment form
 - 2 copies of 1x1 recent picture
 - Written request endorsed by the Office of the Student Discipline
 - Marriage contract
 - Medical Certificate from OB-GYNE
- b. On PE day, students shall enter the Campus in their daily uniform is as follows:

MALE:

- Blue jogging pants with the Colegio's name
- Blue LETRAN shirt
- Appropriate shoes and (white/black socks)

FEMALE :

- Blue jogging pants with the Colegio's name
- Blue LETRAN shirt
- Appropriate shoes and (white/black socks)

2.2 The prescribed uniform for male students of all courses is comprise of:

- White polo with Letran patch
- Black slacks pants
- Plain white undershirt
- Closed black leather shoes

2.3 The prescribed uniform for female students of all courses is comprised of;

- White blouse with red piping cut according to the prescribed pattern





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- Blue skirt (below the knee)
 - Closed black leather shoes
- 2.4 Rubber shoes, sandals, clogs, and slippers are not allowed on uniform days.
- 2.5 On non- uniform day, students should decently and properly dressed.
- 2.6 Shirts of students organizations, auxiliary volunteer groups, and other official shirts as may be declared by the Colegio may be worn by the students during authorized and wash day/s. They may also wear jeans and appropriate foot wear. Rubber slippers and sandals are not allowed.
- 2.7 Students are not allowed to wear the school uniform in public places like drinking areas, beer houses, KTV bars, motels, movie houses, billiard halls, malls, and the like.
- 2.8 The ID card as part of the uniform, must be worn accordingly. **“A NO ID, NO ENTRY POLICY”** shall be implemented.
- 2.9
- 2.9.1. All students should wear their ID card upon entrance and all the time while inside the campus.
- 2.9.2. A student who refuses to pin his/ her ID while inside the campus will be referred to the Student Discipline Coordinator.
- 2.9.3. Administrative sanctions shall be imposed to any student who uses fake ID, or the ID of another student and/ or lend his/ her ID for somebody else’s use.
- 2.9.4. During enrolment and in transacting business with the different offices in Letran, the student should present hi/ her ID.
- 2.10 Lost ID card should be reported to the Student Discipline Coordinator immediately. An affidavit Form duly notarized by a lawyer should be submitted to the Student Discipline Coordinator together with the official receipt for the lost ID fee.
- 2.11 Fancy hairstyle (i.e. Mohawk, Emo, Korean with dreadlocks, etc.) and excessive hair dye are prohibited. For male students, hair must not touch the bottom of the earlobes nor touch the collar of the shirt.
- 2.12 Wearing of earrings (for male students), henna, tattoo, and body piercein any exposed part of the body is prohibited. Earrings may be confiscated by the faculty or employee and must be turned over to the Student Discipline Coordinator for the documentation of the violation.
- 2.13 Cross dressing is not allowed.





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3. Disciplinary Actions and their Nature

Disciplinary actions are corrective measures imposed on students who failed to comply with the provisions on the expected Student Decorum. The primary objective of these actions is to guide the erring students to follow the path of right conduct. Severe disciplinary actions, however, may be imposed on certain cases as the circumstances may warrant.

Disciplinary sanctions range from admonition to dismissal. They are differentiated in the following manner.

- 3.1 **ADMONITION**- oral statement to the offender that he/ she has violated the Colegio's rules and regulations. This must be duly documented.
- 3.2 **WARNING**- oral or written notice to the offender that continuation or repetition of the wrongful conduct within an period of time stated in the warning may be a cause for more severe disciplinary action.
- 3.3 **DISCIPLINARY PROBATION**- exclusion from participation in the privileges or extra- curricular activities as set forth in the notice of disciplinary probation for specified period of time; this is given after a written warning or censure is left unheeded.
- 3.4 **RESTITUTION**- reimbursement for a damage to or misappropriation of property; this may take the form of appropriate repair service or damage compensation.
- 3.5 **IN- CAMPUS SERVICE**- defined as a designated of hours of volunteer or service/ work to the Colegio in replacement of other sanctions; if the student violator fails to accomplish the in- campus service during the specified period, his/ her sanction will be implemented.
- 3.6 **SUSPENSION**- exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.
- 3.7 **EXCLUSION**- termination of student status from the Colegio. The Colegio reserves the right to drop/ exclude any student from the rolls of any time of the school year if his/ her behavior/ influence is proven to be detrimental to the welfare of the whole studentry after due process.

The administrative penalties that may be imposed upon an erring student, for commission of any serious offense or violation of institutional disciplinary rules and regulations are provided and categorized below: (Article XXI, Section 106, Manual of Regulation for Private Higher Education 2008).

1. **SUSPENSION**- a penalty that allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding (20%) of the prescribed class days for the school term. A penalty of





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suspension for a period of more than twenty percent (20%) of the total class days for the school term shall be deemed suspension for a period equivalent to twenty percent (20%) of the prescribed total class days for the school term.

Preventive Suspension- a student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or the student during the period of investigation constitutes a destruction of normal operation of the school or poses a risk or danger to the life of the person and property in the school.

2. **NON- RE- ADMISSION-** a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense guilty of the offense charged and imposing the penalty of non- readmission was promulgated. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution of non- readmission was promulgated. Transfer of credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the M.O.R.P.H.E.
3. **EXCLUSION-** a penalty that allows the institution to exclude or drop the name of the erring student from the rolls of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drugs dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. Transfer of credentials of the erring student shall be issued upon promulgation.

The institution shall preserve a complete record of the proceedings for a period of one year in order to afford the Commission of Higher Education the opportunity to review the case in the event the student makes and files appeal to the Commission.

4. **EXPULSION-** a penalty wherein the institution declares an erring student disqualified for admission in any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the Chairman of the Commission of Higher Education. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.
The institution shall forward a complete record of the proceedings to the CHED Regional Office concerned within ten days from the termination of investigation for each case.

5. OFFENSES AND SANCTIONS

Sanctions shall be imposed after due process to any student who has committed any of the following offenses:





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5.1 Light (verbal warning to 3-4 suspension and/ or other appropriate sanction as prescribed by school authorities)

5.1.1. Wearing civilian clothes during uniform days

1 st offense	-	written warning
2 nd offense	-	in- campus service
3 rd offense	-	3- day suspension

5.1.2 Not wearing of ID while inside the campus

1 st offense	-	1 st verbal warning
2 nd offense	-	2 nd verbal warning
3 rd offense	-	1 st written warning
4 th offense	-	2 nd written warning
5 th offense	-	3- day suspension

5.1.3 Non- conformity to the uniform regulations which includes

- No ID upon entering the campus
- Polo uniform with no logo
- Rubber shoes with no PE class
- Open shoes/ other colored leather shoes
- Incomplete PE uniform
- Rubber slippers and sandals during uniform days
- Jeans
- Wearing PE uniform with no PE class
- Shirt with obscene text/ visual/ unrecognized fraternity shirt

5.1.4 Inappropriate civilian clothes during non- uniform days:

- Mini- skirt/ micro- mini
- Tattered/ torn pants
- Walking shorts
- Blouse with spaghetti strap
- Tube blouse
- Bare midrib
- Net- type blouse/ see- through
- Backless blouse
- Venus- cut (plunging neckline)
- Non- recognized fraternity shirt
- Hanging blouse
- Sleeveless
- Off- shoulder blouse
- Offensive statement shirt

Sanctions for 5.1.3 and 5.1.4 offenses:





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- | | | |
|-------------------------|---|--------------------|
| 1 st offense | - | verbal warning |
| 2 nd offense | - | written warning |
| 3 rd offense | - | in- campus service |
| 4 th offense | - | 3- day suspension |

NOTE: Offenses under 5.1.1 to 5.1.4- cleansing of records after each semester.

5.1.5 Using/ lending of ID/ registration form of/ to another student

5.1.6 Littering

- Improper disposal of waste in the appropriate waste can

5.1.7 Using cellular phones, MP3/ MP4. PSP and other electronic devices during classes.

- The faculty or employees may confiscate these devices and turn them over to the Student Services Coordinator as evidences.
- These devices shall be returned to the students after the proper documentation of the offenses committed.

5.1.8 **SIMPLE MISCONDUCT**

- Blocking of stairways, corridors and doors, sitting on the stairs, congregating in front of doors and along corridors
- For males, intruding into the privacy of female lounges, whistling especially at ladies, boisterous laughter and other nuisance unbecoming of a cultured gentleman

5.1.9 Unauthorized entry to the campus or any office in the Colegio

5.2. **Serious Offense** (written warning to 2- week suspension and/ or other appropriate sanction as prescribed by school authorities)

5.2.1. Possession/ display/distribution of pornographic materials and/ or articles within the campus through print and electronic media

5.2.2. Defacing, mutilating and removing officially posted materials

5.2.3. Planning/ premeditating individual/ organizing activities inimical to the best interest of the institution

5.2.4. Boisterous conduct and any form of intimidation during meetings, dialogues and/ or other similar/ related activities

5.2.5. Drinking alcoholic beverages/ online gambling or any form of gambling in public places while still wearing the school uniform





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5.2.6. Smoking inside the campus or within one hundred meters of the school perimeter

5.2.7. Gambling of any sort inside the campus

5.3 Major Offense (2- week suspension to exclusion and/or other appropriate sanction as prescribed by school authorities)

5.3.1. Cheating

NOTE: Aside from disciplinary sanction, the student shall automatically receive an academic grade of 50% for a particular quiz or examination.

5.3.2. Cheating

5.3.3. Plagiarism

5.3.4. Gross misconduct

5.3.5. Insubordination/ willful disobedience of a lawful order

5.3.6. Stealing

5.3.7. Act of disrespect in words or in deed which tend to put any member of the administration, faculty and personnel, parents, students and visitors or any person vested with authority in ridicule and contempt which include but not limited to on- line posting on blogs, for a and any social networking sites.

5.3.8. Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering the school premises.

5.3.9. Direct physical assault upon any member of the administration, faculty and personnel, parents, students and visitors or any person vested with authority inside or outside the campus.

5.3.10. Participation in brawls or infliction of physical injuries inside or outside the campus.

5.3.11. Vandalism/ Damage to/ Destruction of Colegio's/ teacher's/ student's property

5.3.12. Bringing and/ or drinking liquor and/or alcoholic beverages inside the campus, entering the campus in the state of intoxication.

5.3.13. Possession/ Using/ Selling of prohibited drugs including marijuana, shabu, ecstasy, or other illegal substance or the showing of positive signs of the effects of their use

5.3.14. Carrying/ Possession of firearms/ deadly weapons/ tools, explosives and firecrackers

5.3.15. Tampering or records, documents and/or receipts through forgery, fabrication and falsification





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- 5.3.16. Appropriation/ Misappropriation of student organizations' funds or properties or consenting through negligence or abandonment or permitting any other person to take funds or properties either wholly or partially
- 5.3.17. Illegal rites/ ceremonies/ ordeals to include hazing/ initiation
- 5.3.18. Immorality/ Public Display of Physical Intimacy/ sexual harassment inside or outside the campus
- 5.3.19. Acts lasciviousness/ sexual mischief inside or outside the campus
- 5.3.20. Disruption of the academic functions or school activities thru illegal assemblies, demonstration, boycotts, pickets, and/or any mass action-related activities which tend to create public disorder or disturbance
- 5.3.21. Acts of subversion, sedition and insurgency as prohibited in the existing laws of the land
- 5.4 The Colegio may compel students to keep the norms conduct expected of members of the academic community, whether on or off campus. Therefore when students misbehave outside the campus and the misconduct complained of directly affects the offender's status as a suitable member of that community, there is no reason why the school may not impose disciplinary sanctions on him.
- 5.5 Sanctions may also be imposed on students who, after due process, were found to be accomplices and accessories to an offense.
- 5.6 The Colegio reserves the right to drop/ exclude a student from the roll based on the frequency and gravity of the offenses committed.
- 5.7 Certificate of good moral character shall be issued to students in accordance with existing policies of the Colegio.

6. Student Referral

- 6.1. Once caught for a specific violation, the security guard/ faculty/ employee must inform the student about the nature of his/ her violation.
- 6.2. A referral slip will be issued by the security guard/ faculty/ employee to the student violator. The student must fill up the information at the upper portion and the lower portion of the slip. The include the ID number, name and signature, and year and course.
- 6.3. The security guard/ faculty/ employee must verify the information written by counter checking it with the student I.D. of the violator.





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- 6.4. The security guard/ faculty/ employee who caught the student violator must write the nature of violation in the “Reason for Referral” portion and must also write his/ her name and signature in the “Referred by” portion.
- 6.5. The security guard/ faculty/ employee will detach the referral stub and give the referral slip to the student. He/ she must advise the student violator to report immediately to the Student Service Coordinator/ Guidance Office for proper counselling.
- 6.6. The security guard/ faculty/ employee must bring all detached referral stub to the Student Service Coordinator/ Guidance Office on or before 5:00 pm.
- 6.7. If the security guard/ faculty/ employee does not have a referral slip, he/ she may confiscate the ID of the student violator and submit it to the Student Service Coordinator/ Guidance Office for proper counseling.
- 6.8. If the student violator fails to report to Student Service Coordinator/ Guidance Office for proper counseling upon the issuance of the referral slip within the day, he/ she will automatically be referred to the Student Services Office and give sanction as stipulated in the Student Handbook.

7. Student Grievance

Considering the parental responsibility “loco parentis” over the students and the implied duty to provide the learners an atmosphere that is truly conducive for learning, schools, colleges, and universities must adopt and effectively implement mechanics to address student- related grievances.

To realize the previously- stated aim, the Guidance Office shall receive the complaints of Letran students against administrators, faculty, employees, security guards, or fellow students. It shall study the merit of the said grievance before any action is taken. It shall also make representation in behalf of the student complainant who wants to maintain his/ her anonymity. Lastly, it shall recommend appropriate sanctions to College Dean in case of an infraction of the school policy, particularly in matters pertaining to student demeanor and conduct.

7.1. General Policies

7.1.1. As a fit member of the Christian academic community, grievances against any member of the Letran community should be initially settled with the person concerned through sincere dialogue and discussion.





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- 7.1.2. Proper communication is absolutely necessary. If something goes wrong, those affected should not wait for a crisis situation to happen but should attempt to settle the matter informally as soon as possible. Students can approach their respective faculty advisers in case of minor offenses/ complaints.
- 7.1.3. It is only when the initial discussion fails that one may resort to formal procedure for settling offense/ complaints.
- 7.1.4. A case conference shall be conducted to resolve grievances. First option is to settle the case amicably between parties involved.
- 7.1.5. In case the student brings his/ her grievance to the Supreme or Departmental Student Officers, the council officers may refer the student to the Student Formation Center for appropriate action.
- 7.1.6. If the grievance is not written, the Student Services Coordinator/ Guidance shall request the student to write a formal complaint against the subject of the grievance.

In extreme cases when the evidence gathered is substantial that a violation of the policies occurred, the Office of the Student Services may initiate preliminary investigation despite the absence of a written complaint.

- 7.1.7. If the Guidance Counselor/ designate finds merit in the case, he/ she shall endorse the case of the College Dean if it is a student and faculty related complaint. He/ she shall conduct an investigation following the requirements of due process.
- 7.1.8. The Guidance Counselor/ designate shall then recommend to the Student Discipline and Services Coordinator the particular course of action concerning the parties involved.
- 7.1.9. If the case constitutes a major offense, Student Discipline and Services Coordinator may convene a Letran Investigative Committee to decide on the matter. A major offense refers to any of the offenses punishable with dismissal as stipulated in the Manual of Regulation for Private Schools (MRPS) and Technical-Vocational Education and Training (TVET) manual such as:

- A. Gross misconduct
- B. Dishonesty
- C. Hazing
- D. Carrying a deadly weapon
- E. Immorality





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- F. Selling or possession of prohibited drugs
- G. Drug dependency
- H. Drunkenness
- I. Hooliganism
- J. Vandalism
- K. Assaulting a student or school personnel
- L. Instigating or leading illegal strikes or similar concerted actions
- M. Activities resulting in the stoppage of classes
- N. Preventing or threatening any students or school personnel from entering the school premises, or attending classes or discharging their duties
- O. Forging or tampering with school records or school forms
- P. Securing or using forged school records, forms and documents

7.1.10. A student shall follow the specific procedures for formal complaints after undergoing proper counseling or/ and upon the recommendation of the Guidance Counselor/ designate.

7.1.10.1. Student's complaints against Another Student

- a. The complainant must submit a written complaint against the student respondent. If the case happened within an academic- sponsored activity, it will be referred to the College Dean concerned. But if the case occurred beyond academic- sponsored activity, the Office of the Student Services shall act on it in coordination with the College Dean concerned.
- b. The Students Discipline Chair has three (3) to five (5) working days to act on the complaint.
- c. The decision of the Committee is final but the student can appeal to the College Dean.

7.1.10.2. Student's complaints against Faculty/ Employee

- a. The student must submit a written complaint against the faculty/ employee concerned to the College Dean. The College Dean is expected to talk to the concerned faculty/ employee and shall study the merit of the complaint and must do the necessary action.
- b. If the gravity of the complaints merit further investigation and gathering of necessary evidences, the College Dean shall convene the Grievance Committee.
- c. The following offenses shall be considered grave and shall merit further investigation.
 - 1. Threatening or intimidating the students or other stakeholders of Letran





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2. Fighting, provoking a fight, or inflicting or attempting to inflict injuries
3. Discourtesy, disrespect, insult or the use of foul or profane language
4. Commission of a crime against stakeholders of Letran
5. Tactfulness and imprudence in dealing with students and parents
6. Influencing other faculty to change the grades of the student by reason of revenge
7. Issuing entrusted confidential information to unauthorized persons
8. Failure to apply fairness/ justice in evaluating student's performance
9. Corporal punishment
10. Sexual harassment
11. Bullying

8. Random Drug Testing

8.1 Notification

The Colegio is required to explain the stipulated policy and procedures to the school community and ensure their inclusion in the Student Contract for incoming students and to the Student Handbook with proper notice to all students and parents on the process and manner by which the random drug testing shall be conducted before full implementation. Such notice may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

8.2. Samples

- 8.2.1. The whole student population of the school is included in the random sampling.
- 8.2.2. The number of samples should yield statistical 95% confidence level for the whole student population.
- 8.2.3. The Selection Board will use the Slovin's formula in determining the number of students who will undergo random drug testing.

8.3. Selection of Samples

- 8.3.1. The Drug Testing Coordinator shall convene the Selection Board within (5) days from the receipt of notice.
- 8.3.2. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.





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- 8.3.3. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- 8.3.4. The selection process shall be at random through a lottery which may be computerized, or in any other manner that shall be agreed upon by the board.
- 8.3.5. The random selection of students for drug testing shall be done on the same day. The Student Formation Officer shall be given the list of selected students and their class schedule and shall fetch them from their classrooms and immediately proceed to the medical/dental clinic.
- 8.3.6. Prior testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplement that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- 8.3.7. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times to avoid tampering with and contamination of the samples. The DOH prescribed guidelines shall be posted in strategic places/ visible areas of the school.
- 8.3.8. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- 8.3.9. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory free of charge. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.
- 8.3.10. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing.

8.4. Treatment of Random Drug Testing Results

- 8.4.1. the results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- 8.4.2. Any person who violates the rules of confidentiality of the results and selection shall be liable under section 72 of RA 9165 and such other appropriate laws.
- 8.4.3. The laboratory shall place the drug testing result in a sealed envelope and deliver the same via personal service to the Drug





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Testing Coordinator. The Drug Testing Coordinator or duly assigned person shall then inform all the students tested individually of the test results.

8.4.4. In case the results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The result shall be told to inform his parents of the scheduled conference with the Drug Testing Coordinator or duly assigned person. The student shall be advised to refrain from revealing the test results to other persons.

8.4.5. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test.

8.4.6. The confirmatory drug test shall be conducted in the same manner as the initial drug test.

8.4.7. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.

8.4.8. The Drug Testing Coordinator shall personally inform both the

8.4.9. The Drug Testing Coordinator shall not delegate such task of informing the student and the parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

8.4.10. First time positive confirmatory drug test results shall not be grounds for expulsion or any other disciplinary action against the student.

8.4.11. The Drug Testing Coordinator shall refer the student and his parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.

8.4.12. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.

8.4.13. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the MRPS, provided that in the case of public secondary schools, if the





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student is later on found to have been rehabilitated, the student shall then be allowed to re- enroll.

8.4.14. The student shall undergo a three month observation and counseling period under the supervision of the DOH- accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

8.4.15. At the end of the three months, it is hoped that with the counseling done, the student would be properly rehabilitated.

If the student shows no signs of improvement, recovery or fails the drug test the second time, the DOH- accredited facility or physician may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH- accredited facility suited to the student's level of dependency. If another drug test is conducted for another period on the second time, the school shall proceed in accordance with Section 61, RA 9165.

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

If the parents refuse to act, Letran shall proceed in accordance to Section 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

These provision read:

“Section 61 of RA 9165

Compulsory Confinement of a Drug Dependent Who Refuses to Apply under the Voluntary Submission Program- Notwithstanding any law, rule and regulation to the contrary, any person determined and found to be dependent on dangerous drugs shall, upon petition by the Board or any of its authorized representative, be confined for treatment and rehabilitation in any Center duly designated or accredited for the purpose.”

“Section 73 of RA 9165

Liability of a Parent, Spouse or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency - Any parent, spouse or guardian who, without valid reason, refuses to cooperate with the Board or any concerned agency in the treatment and rehabilitation of a drug dependent who is a minor, or in any manner, prevents or delays the after-care, follow- up or other programs for the welfare of the





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accused drug dependent, whether under voluntary submission program of compulsory submission program, may be cited for contempt by the court.

8.5. Reportorial Requirements of Results of the Random Drug Testing

8.5.1. The Drug Testing Coordinator, Drug Addiction Counselor and employees of DOH- accredited facilities, or testing laboratories shall not reveal the names of the students or test results to any other persons except to the student concerned or his/ her parents.

8.5.2. The aggregate test results from each school which shall not include the identities of the student tested shall be submitted by the school head to the Regional Director of CHED for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

8.6. Training of Guidance Counselor

8.6.1. Letran must require the guidance counselors in the collegiate level to attend training of the Dangerous Drugs Board or private agency recognized by the government for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

8.7. Enforcement of Compliance

8.7.1. Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the Colegio; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

8.8. Miscellaneous Provisions

8.8.1. Separability Clause. If any provision of these guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.





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1st Floor, Old Building • ssd@letran-manaoag.edu.ph



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