



# COLEGIO DE MONTALBAN

The Pioneer LUC in the Province of Rizal

## Student Handbook

2024 Revised Version

Website: [www.pnm.edu.ph](http://www.pnm.edu.ph) | Email: [info@pnm.edu.ph](mailto:info@pnm.edu.ph)

## **FOREWORD**

*Dear CdMians,*

*Welcome to Colegio de Montalban! It is with great pride and joy that I present to you the Student Handbook for 2024. This handbook has been thoughtfully prepared to guide you through your journey as a student in our institution, outlining the principles, policies, and guidelines that will help shape your academic and personal growth.*

*At Colegio de Montalban, we believe in the holistic development of every individual. This handbook is not only a reference for the rules and regulations that you need to follow, but also a reflection of our commitment to helping you become responsible, engaged, and well-rounded members of our community. As you navigate through your studies, let this guide be a tool to support your success, and more importantly, a reminder of your potential to lead, inspire, and serve.*

*I encourage each of you to take time to read and understand the contents of this handbook. It is through your awareness and adherence to these guidelines that we can maintain a harmonious and progressive environment where everyone can thrive.*

*May this handbook serve as a companion as you embark on your academic journey, and may you always uphold the values of integrity, excellence, and community that Colegio de Montalban stands for.*

*The Pioneer LUC in the Province of Rizal*

*Mabuhay ka, CdMian! We look forward to witnessing your success and growth.*

*Sincerely,*

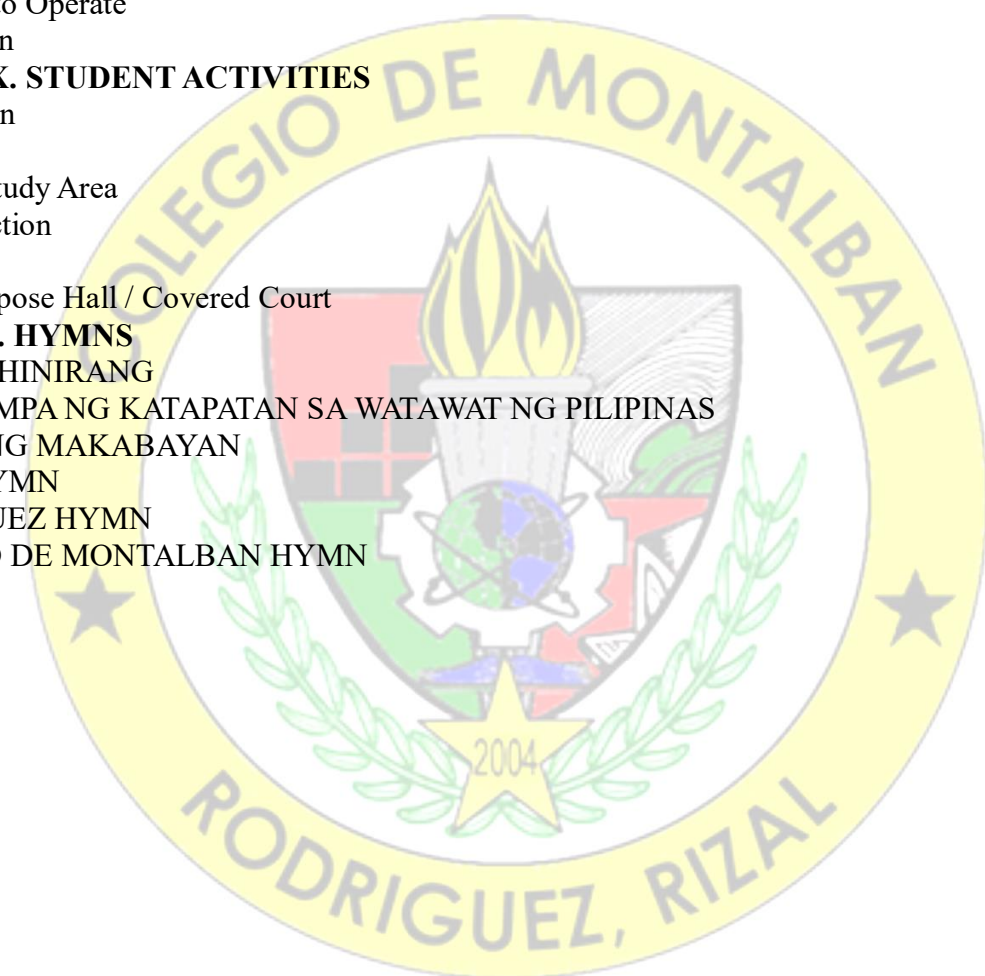
*Dr. Joy U. Mercado, LPT  
President, Colegio de Montalban*

# TABLE OF CONTENTS

<b>HISTORY OF COLEGIO DE MONTALBAN</b>	5
<b>PHILOSOPHY, MISSION, VISION, AND GOALS</b>	8
<b>THE COLEGIO DE MONTALBAN SEAL</b>	9
<b>ARTICLE I. ACADEMIC POLICIES AND REGULATIONS</b>	10
Student Admission and Procedures	10
Registration and Enrollment Procedures	11
Enrollment Guide	12
Academic Load	12
Adding, Changing, Dropping, and Withdrawal of Subjects	13
Petition for Subject Offering	13
Classification of Student	13
Cross Enrolment	13
Grading System	13
Examination Period	15
Shifting to Another Program	15
Completion of basic courses in NSTP and PE	15
Residency, Leave of Absence and Honorable Dismissal	15
<b>ARTICLE II. FEES</b>	16
Regular Students	16
Dean's Listers	17
Immediate Relatives of CDM Regular Employees	17
Changing, Adding and Dropping of Subjects	17
Refund of Tuition Fees	17
Examination Permits and Clearance	18
Other Fees	18
<b>ARTICLE III. SCHOLARSHIP AND FINANCIAL ASSISTANCE</b>	18
Academic Scholarship	18
Non-Academic Scholarship	18
External Scholars and Financial Assistance Beneficiaries	18
<b>ARTICLE IV. GRADUATION</b>	19
Graduation Requirements	19
Graduation with Honors	20
Special Awards	21
Academic Gowns	21
<b>ARTICLE V. STUDENT WELFARE</b>	21
Academic Related Accidents	21
<b>ARTICLE VI. STUDENT CONDUCT AND DISCIPLINE</b>	21
Punctuality and Attendance	21
Scholastic Delinquency	22
School Uniform, and Good Grooming	23
Table of Penalties for Student Misdemeanor	23
Settlement of Complaints and Grievances	32
Prescriptive Period	33
<b>ARTICLE VII. STUDENT SERVICES</b>	33
Information and Communication Technology Office	33
Library	33
Office of the Student Affairs and Services	34



Medical Clinic	34
Registrar's Office	34
Property and Supply Office	34
<b>ARTICLE VIII. STUDENT ACTIVITIES</b>	34
Application and Registration of Student Organization	34
Certificate of Recognition	36
Authority to Operate	36
Supervision	36
<b>ARTICLE IX. STUDENT ACTIVITIES</b>	36
Publication	36
Canteen	36
Student Study Area	36
ID Production	36
Parking	36
Multi-Purpose Hall / Covered Court	36
<b>ARTICLE X. HYMNS</b>	37
LUPANG HINIRANG	37
PANUNUMPA NG KATAPATAN SA WATAWAT NG PILIPINAS	37
PANATANG MAKABAYAN	37
RIZAL HYMN	38
RODRIGUEZ HYMN	38
COLEGIO DE MONTALBAN HYMN	39



**COLEGIO DE MONTALBAN**

*The Pioneer LUC in the Province of Rizal*

## HISTORY OF COLEGIO DE MONTALBAN

The Municipality of Rodriguez (Montalban), Rizal, in consortium with the Department of Education, worked hand-in-hand to establish public elementary and secondary schools in all barangays of Rodriguez. Eventually, the number of secondary graduates increased. In response to the need, the Local Government created and established the Pamantasan ng Montalban, now known as Colegio de Montalban.

**September 25, 2003** - Through Municipal Ordinance No. 03-24, approved by the Sangguniang Bayan ng Rodriguez, the Pamantasan ng Montalban was established.

**July 5, 2004** - The Municipal Ordinance No. 04-03, authorized the Sangguniang Bayan ng Rodriguez to operate the Pamantasan ng Montalban.

**July 26, 2004** - The Kautusan Blg. 04-05 (Nagpapatibay sa Paglalaan ng Halagang 1.2M para Magamit sa Operasyon ng Pamantasan ng Montalban sa ilalim ng Aid to Education para sa taong 2004-2005 na kukunin sa Various Expenses of the Mayor) was approved by the Sangguniang Bayan.

**November 5, 2004** - TESDA granted the Pamantasan ng Montalban the authority to offer the following two-year courses: (1) Nursing Aide with NTR No. 0404A040410; (2) Civil Technology with NTR No. 0404A040411; (3) Computer Technology with NTR No. 0404A040412; (4) Garments Technology with NTR No. 0404A040413, which were signed by Region IV-A Dir. Ma. Susan P. dela Rama of TESDA.

**April 4, 2005** - Municipal Ordinance No. 05-07, (An Ordinance Establishing the Pamantasan ng Montalban, and Appropriating Funds Thereof) was approved by the Sangguniang Bayan.

**May 17, 2005** - CHED granted the Pamantasan ng Montalban permits to operate both the Bachelor of Science in Entrepreneurial Management (CHED Regional Order No. 004) and the Bachelor of Science in Commerce Major in Management (CHED Regional Order No. 005) signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO IV.

**June 20, 2005** - CHED granted the Pamantasan ng Montalban permit to operate the Bachelor of Elementary Education with Concentration in Early Childhood Education (CHED Order no. 006).

**December 21, 2005** - CHED granted the Pamantasan ng Montalban permit to operate the 2nd Year level of Bachelor of Elementary Education with Concentration in Early Childhood Education (CHED Order no. 007 Series of 2005).

**January 10, 2006** - CHED granted the Pamantasan ng Montalban permit to operate the 2nd Year level of Bachelor of Science in Commerce Major in Management (CHED Order no. 002 Series of 2006).

**March 22, 2006** - CHED granted the Pamantasan ng Montalban permit to operate both the Bachelor of Science in Civil Engineering (CHED Order no. 004 Series of 2006) and the Bachelor of Science in Computer Engineering (CHED Order no. 003 Series of 2006).

**February 5, 2007** - CHED granted the Pamantasan ng Montalban permit to operate the 2nd Year level of Bachelor of Science in Civil Engineering (CHED Order no. 004 Series 2007) and

3rd Year level of Bachelor of Elementary Education with Concentration in Early Childhood Education (CHED Order no. 003 Series of 2007) as well as the Content Course.

**February 27, 2007** - CHED granted the Pamantasan ng Montalban permit to operate the 3rd Year level of Bachelor of Science in Entrepreneurship (BSE) by virtue of CHED Regional Order No. 007 series of 2007, and Bachelor of Science in Commerce Major in Management (BSCM) by virtue of CHED Regional Order No. 007 series of 2007, signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**March 24, 2008** - CHED granted the Pamantasan ng Montalban Certificate of Recognition for the 4-year Teacher Education Program leading to the degree of Bachelor of Elementary Education with Area of Concentration in Early Childhood Education (BEED-ECED) and Content Courses (BEED-CC), 4-year Teacher Education Program leading to the degree of Bachelor of Secondary Education Majors in Biological Science (BSED-BIOSCI), Physical Science (BSED-PHYSCI), Technology and Livelihood Education (BSED-TLE) and 1st and 2nd Year level of Bachelor of Science in Information Technology (BSIT), signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**May 2, 2008** - CHED granted the Pamantasan ng Montalban Certificate of Compliance for the 3rd Year level of Civil Engineering (BSCE), signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**May 28, 2008** - CHED granted the Pamantasan ng Montalban Certificate of Compliance for the 2nd Year level of Computer Engineering (BSCPE), signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**July 4, 2008** - CHED granted the Pamantasan ng Montalban Certificate of Compliance for Business Education Program leading to the degree of Bachelor of Science in Entrepreneurship (BSE) and Bachelor of Science in Business Administration Major in Human Resource Development Management (BSBA-HRDM), signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**February 13, 2009** - CHED granted the Pamantasan ng Montalban Certificate of Compliance for the 3rd Year level of Bachelor of Science in Information Technology (BSIT), signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**May 13, 2009** - CHED granted the Pamantasan ng Montalban Certificate of Compliance for the 4th Year level of Bachelor of Science in Civil Engineering (BSCE), signed by Region IV-A Director Isabel F. Inlayo, Ed.D., CESO III.

**February 14, 2011** - CHED granted the Pamantasan ng Montalban Full Government Recognition for Bachelor of Elementary Education with Area of Concentration in Early Childhood Education (BEED-ECED) and Bachelor of Elementary Education with Area of Concentration in Content Courses (BEED-CC) with GR No. 012, Bachelor of Secondary Education Major in Biological Science (BSED-BIOSCI) and Bachelor of Secondary Education Major in Technology and Livelihood Education (BSED-TLE) with GR No. 013, signed by Region IV-A Director Leonida S. Calagui, Ph. D., CESO III.

**March 31, 2011** - CHED granted the Pamantasan ng Montalban Full Government Recognition for Bachelor of Science in Information Technology (BSIT) with GR No. 033, signed by Region IV-A Director Leonida S. Calagui, Ph. D., CESO III.



**April 5, 2011** - CHED granted the Pamantasan ng Montalban Full Government Recognition for Bachelor of Science in Computer Engineering (BSCPE) with GR No. 039, signed by Region IV-A Director Leonida S. Calagui, Ph. D., CESO III.

**April 29, 2011** - CHED granted the Pamantasan ng Montalban Full Government Recognition for Bachelor of Science in Business Administration Major in Human Resource Development Management (BSBA-HRDM) with GR No. 056, and Bachelor of Science in Entrepreneurship with GR No. 061, signed by Region IV-A Director Leonida S. Calagui, Ph. D., CESO III.

**July 7, 2014** - By virtue of Sangguniang Bayan ng Rodriguez Ordinance No. 14-15, Pamantasan ng Montalban was renamed Colegio de Montalban.

**October 20, 2014** - Sangguniang Panlalawigan ng Rizal Resolution No. 193, Series of 2014 confirmed the renaming of Pamantasan ng Montalban to Colegio de Montalban.

At present, Colegio de Montalban continues to work towards the holistic development of its students.



## **ABOUT US**

Colegio de Montalban is an institution of higher learning geared towards uplifting the Montalbeños from poverty and ignorance to highly skilled professionals ready to face with competitiveness in the fast-changing world. It is the dream of every CdMian to excel and be competent in every endeavor he undertakes imbued with character and values that will make him a well-rounded citizen and more adaptable to the competitive world.

### **PHILOSOPHY**

Every individual deserves quality education.

### **MISSION**

Colegio de Montalban educates students to become globally competitive professionals and value-oriented individuals who can contribute their expertise to the community.

### **VISION**

In the pursuit of excellence, Colegio de Montalban is committed in transforming individuals into responsible, productive, and globally competitive citizens.

### **GOALS**

Achieve a high level of productivity, global competitiveness, industry- relevance and social responsiveness among professionals with a strong sense of nationalism.

### **CORE VALUES**

#### **Excellence**

Colegio de Montalban is committed to nurturing excellent professionals.

#### **Respect**

Colegio de Montalban is committed to cultivating a community with high regards for others, the society, and the environment.

#### **Accountability**

Colegio de Montalban is committed to building a community of responsible and productive citizens.

### **OBJECTIVES**

Colegio de Montalban aims to produce a graduate who:  
Epitomizes high standard of learning;  
Perpetuates conduct that is rightful and just; and  
Demonstrates exemplary performance in the chosen field.



## THE COLEGIO DE MONTALBAN SEAL



The seal of Colegio de Montalban, established in Rodriguez, Rizal, embossed on the **yellow circle** signifies the intelligent people of Rodriguez while the inner **white circle** signifies the sincerity of the academic community.

The **torch with CDM flame** signifies light that guides the administrators, faculty, staff, and students contributing with one another generating wisdom, intelligence, dignity, enthusiasm, compassion, friendship, ingenuity, responsibility, and success.

The **shield** corresponds to the institutes of various courses being offered.

The **book, thread, and computer** represent educational opportunity and the guiding light for the youth of Rodriguez, the earth encircled by the revolving molecules represent the thrust of Colegio de Montalban towards education, humanist philosophy, science and technology development ready for global civilization. The foundation towards success in delivering quality education that the CDM offers.

The **green leaves** signify solidarity, hope, and victory of the faculty, staff, and student body of the Pamantasan.

The **yellow star** in the logo signifies for the perfection of the human person, as well as the search for truth with the green laurel leaves that depicts victory.

The Pamantasan is called "**The PEAK University**" which means Professionalism, Excellence, Accountability, and Kismet.

## ARTICLE I. ACADEMIC POLICIES AND REGULATIONS

### Section 1. Student Admission and Procedures

#### 1.1. Admission Requirements

##### 1.1.1. For Incoming Freshmen

- PSA Birth Certificate (original and photocopy)
- High School Card (Form 138)
- Certificate of Good Moral Character
- Medical Certificate (CBC, Urinalysis, Chest X-Ray)
- 1.5 in x 1.5 in size picture (2 pieces)

##### 1.1.1.1. Admission Requirements for the Education Programs:

- Applicants must have a minimum senior high school general average of 85%.
- Applicants must have obtained minimum grade of 87% in English, Math, and Science, and no lower than 80% in all other subjects taken during senior high school.
- Senior High School track will not be the basis for admission.
- Applicants must have successfully passed the CdMAT with a score not lower than 60%.
- Must score within the percentile that match the quota of the allowed number of students to be admitted.

##### 1.1.1.2. Admission Requirements for the Computer Studies Programs:

- Applicants must have a minimum senior high school general average of 83%.
- Applicants must have obtained minimum grade of 87% in Math, and Science, and no lower than 80% in all other subjects taken during senior high school.
- Senior High School track will not be the basis for admission.
- Applicants must have successfully passed the CdMAT with a score not lower than 60% and not obtained a minimum grade of 85% in Math and Science.
- Must score within the percentile that match the quota of the allowed number of students to be admitted.

##### 1.1.1.3. Admission Requirements for the Business and Entrepreneurship Programs:

- Applicants must have a minimum senior high school general average of 83%.
- Applicants must have obtained minimum grade of 87% in Math, and English, and no lower than 80% in all other subjects taken during senior high school.
- Senior High School track will not be the basis for admission.
- Applicants must have successfully passed the CdMAT with a score not lower than 60%.
- Must score within the percentile that match the quota of the allowed number of students to be admitted.

#### 1.1.2. For Transferees

- PSA Birth Certificate (original and photocopy)
- Honorable dismissal / transfer credentials
- Transcript of records (informative copy)
- Medical Certificate (CBC, Urinalysis, Chest X-Ray)
- 1.5 in x 1.5 in size picture (2 pieces)
- Voter's ID or Voter's ID parent
- Entrance Exam: CdMAT College Entrance Test: Applicants must have successfully passed the CdMAT with a score not lower than 60%. (Must Score within the percentile that much the quota of the allowed number of students to be admitted).

#### 1.1.3. Special note

- Admission is only given to applicants from Montalban, Rizal
- Meeting the minimum requirements does not guarantee admission, as CDM reserves the right to consider additional factors such as the number of available slots, resources and the overall applicant pool when making admission decisions.

### 1.2. Admission Procedures

1.2.1. Present entrance credentials to the Student Affairs and Services Office for verification.

1.2.2. Enlist at the Student Affairs and Services Office for schedule of admission test and pay P100.00 the Cashier's Office.

1.2.3. Applicants must undergo a college screening process, which includes the completion of the CdMAT application form and Entrance Examination (CdMAT

1.2.4. Secure the result of the admission test from the Student Affairs and Services Office.

1.2.5. No new enrollees shall be admitted during the 2nd semester and summer.

## Section 2. Registration and Enrollment Procedures

2.1. Online Registration

2.2. Submit required credentials to the Office of the Registrar to claim endorsement slip.

2.3. Present the endorsement slip to the Program Heads or Deans to secure the adviser's slip and registration forms.

2.4. Proceed to ICT Office for assessment.

2.5. Return to the Program Heads or Deans for approval.

2.6. Proceed to the Cashier's Office for payment of fees.

2.7. Return to ICT Office for validation and issuance of class cards.

## Section 3. Disqualification Criteria for College Admission

3.1. Misrepresentation of submitted information such as providing false or misleading information on any of the submitted forms will result in disqualification from admission consideration.



3.2. Failure to submit required documents on schedule such as neglecting to submit the necessary documents within the prescribed timeline will lead to disqualification from the admission process.

3.3 Applicants will be considered for admission based on their preferred program choices, ranked from the first to last. If an applicant does not meet the admission criteria for their first choice, they will be considered for their subsequent choices in order of preference.

#### **Section 4. Description of results of the qualifying assessment in Colegio de Montalban**

4.1. Passed: The applicant has met the following:

4.1.1. Grades qualification

4.1.2. Entrance Examination

4.2. Failed: The applicant did not meet the following:

4.1.1. Grades qualification

4.1.2. Entrance Examination

#### **ENROLLMENT GUIDE: Admission for Undergraduate Students**

STEP 1:

Go to CdM Portal <https://www.cdmms.com/home>

STEP 2:

Legibly Fill-up the information required in the online application form and prepare your scanned files to be submitted.

STEP 3:

Verify via e-app check 101

<https://www.cdmms.com/e-application-check>

STEP 4:

Verify via e-app check 102

To know if you are OFFICIALLY ENROLLED please use

<https://www.cdmms.com/e-application-check>

STEP 5:

Wait for the 3rd notification via email from your instructor.

STEP 6:

Payment (Keep updated for the schedule of payment to be announced the Accounting Office.

#### **Section 3. Academic Load**

3.1. No undergraduate student shall be allowed to take more than the number of units prescribed in the curriculum except for graduating and academically outstanding students duly certified by the Dean.

- 3.2. Six (6) units regular load is allowed during summer. However, the student may be allowed to take nine (9) units upon approval of the Dean.
- 3.3. The College Dean may limit the academic load of students who are employed.
- 3.4. A student who fails in any major subject twice in a degree program shall be disqualified for re-admission in the said course. Consequently, he shall be advised to seek admission in a non- degree program.
- 3.5. A student who decides to drop subject/s must fill in the official dropping form from the Registrar's Office. Official dropping of subjects is up to two weeks after the start of classes. A student who fails to do so will receive a grade of 5.00.
- 3.6. A student may be refused for re-admission in a course when he incurs failure in fifty percent (50%) of his academic load within the semester.

#### **Section 4. Adding, Changing, Dropping, and Withdrawal of Subjects**

- 4.1. Secure forms from the registrar's office
- 4.2. See the instructor for validation and signature and approval of the Dean.
- 4.3. Proceed to the Cashier's Office for assessment and payment.
- 4.4. Submit the duly accomplished forms to the Registrar's Office.
- 4.5. Deadline of adding, changing, dropping, and withdrawal of subjects is two (2) weeks from the date of start of classes.

#### **Section 5. Petition for Subject Offering**

- 5.1. Secure petition form from the Registrar's Office and have it signed by at least twenty-five (25) petitioners. In cases where petitioners are graduating students, a minimum of twenty (20) students may be allowed.
- 5.2. Duly accomplished petitioner's form shall be recommended by the Deans, noted by the Registrar, and approved by the Vice- President for Academic Affairs (VPAA).

#### **Section 6. Classification of Student**

- 6.1. Regular - students carrying regular loads of the prescribed curriculum at a given semester.
- 6.2. Irregular - students who are not enrolled in prescribed number of units / subjects in his program in a semester.

#### **Section 7. Cross Enrolment**

- 7.1. No student from other Higher Education Institutions shall be allowed to cross-enroll except in NSTP subject. Likewise, no students from CdM shall be allowed to cross-enroll in other HEIs.

#### **Section 8. Grading System**

- 8.1. Grading Period
- 8.1.1. Midterm
- 8.1.2. Finals
- 8.2. Students shall be graded in accordance with the following:

GRADES	PERCENTAGE	EQUIVALENT
1.00	98-100	
1.25	97-96	

1.50	95-93	Passed
1.75	92-90	
2.00	89-87	
2.25	86-84	
2.50	83-81	
2.75	80-78	
3.00	77-75	
INC	74-70	Incomplete
F	69-0	Failed
W		Withdrawn
D		Dropped
UD		Unofficially Dropped

#### 8.2.1. Incomplete (INC) Grade

8.2.1.1. An INC grade is a temporary given if a student:

- Misses the final exam on the scheduled date.
- Fails to submit major requirement by the deadline.

8.2.1.2. An INC grade is *not* given for lacking regular coursework like reports, midterm exams, or quizzes.

8.2.1.3. Grades are 74-70 after the final computation (removal exam can be given to avoid giving such grades).

#### 8.2.2. Conditions for INC Grade

8.2.2.1. An INC grade is given if the student's overall performance is passing but they miss the final exam or a major requirement due to illness or other valid reason.

8.2.2.2. If a student's performance is not passing and they miss the final exam, they will receive a grade of 5.00

#### 8.2.3. Submission and Evaluation Process (Removal of INC Grade)

8.2.3.1. The final exam or major assignment must be submitted to the dean/director.

8.2.3.2. The dean/director will inform the instructor to evaluate the submission.

8.2.3.3. The instructor must quickly submit the final grade and send it to the dean/director along with the evaluated work.

8.2.3.4. The dean/director will finalize the grade and send it to the registrar for posting.

#### 8.2.4. Deadline for Completing an INC Grade

8.2.4.1. An INC grade must be resolved within one year from the semester it was given.

8.2.4.2. If not completed in one year, the grade will automatically become 5.00 (failed) and be recorded in the student's permanent record.

8.2.4.3. After one year, if the INC is not resolved, the student must retake the course or it will remain INC and will not earn any credit (NC).



## **Section 9. Examinations are scheduled as follows:**

- 9.1.1. Midterm examination is held on the ninth (9th) week after the opening of classes and;
- 9.1.2. Final examination is held on the ninth (9th) week after the midterm examinations.
- 9.1.3. Special Examinations - The grace period for special examination is limited to ten (10) working days after the scheduled regular examination. Failure to take the said examination shall be given a score of zero (0) equivalent to a rating of fifty (50).

## **Section 10. Shifting to Another Program**

Student may be allowed to shift from one department to another, provided:

- He has a one (1) year residency in the program.
- He is cleared of any accountability.
- His General Weighted Average (GWA) is not lower than 2.0.

## **Section 11. Completion of basic courses in NSTP and PE**

The National Service Training Program (NSTP) Law or Republic Act 9163 is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components specifically designed to enhance the youth's active contribution to general welfare. It is a requirement for graduation for both degree and non-degree courses.

- 11.1. No student shall be permitted to enroll in the third year unless he has completed the two-year basic course in PE and in the NSTP or their equivalents.
- 11.2. All students are required under the law to enroll in the NSTP course or its equivalent and shall not be allowed to cross- enroll NSTP courses in any other institution unless given permission by the NSTP Coordinator duly approved by the concerned Dean and the Registrar.

## **Section 12. Residency, Leave of Absence and Honorable Dismissal**

### **12.1. Residency**

12.1.1. A student must finish the requirements of a course within a period equivalent to one-and-a-half (1.5) times the normal length of the prescribed residence of the course. Otherwise, he shall not be re-admitted into the department in which he is enrolled.

12.1.2. In case a student is officially given permission for leave of absence, the leave shall not be included in the computation of tenure.

### **12.2. Leave of Absence**

12.2.1. A student intending to take a leave of absence exceeding one (1) semester shall file a written petition indicating therein the reason for the leave addressed to the Dean and duly approved by the Registrar.

12.2.2. If the leave exceeds one (1) academic year, he shall lose his residency.

12.2.3. A student who withdraws from the institution without a formal leave of absence shall apply for readmission as a new student (returning student).

### **12.3. Honorable Dismissal**

12.3.1. An honorable dismissal is issued by the Registrar to a student who voluntarily withdraws from the institution for purposes of transferring to another school.

12.3.2. A student applying for an honorable dismissal shall be cleared of all accountabilities before a certificate is issued to him.

12.3.3. A student granted honorable dismissal may be re-admitted as a new enrollee upon the evaluation and assessment of the registrar's office.

## ARTICLE II. FEES

### Section 1. Regular Students

Break down of semesterly fees are as follows:



Tuition Fee	250.00
Registration Fee	75.00
Admission Fee	100.00
Entrance Fee	100.00
Guidance Fee	100.00
Library Fee	500.00
Cultural Fee	75.00
Laboratory Fee	200.00
Medical Fee and Dental Fee	75.00
Athletics Fee	50.00
Identification Card	100.00
Computer Lab. Fee	100.00
Handbook	200.00
NSTP	375.00
Development Fee:	
1st Sem. (Undergraduate & Graduating students)	300.00
2 <sup>nd</sup> Sem. (Undergraduate students)	300.00
2 <sup>rd</sup> Sem. (Graduating students)	600.00

1.1. Assessment of semesterly fees will be made through the ICT Office.

1.2. Payment can be made under cash basis (Plan A) or installment basis (Plan B).

1.3. In case of check payment, the school will accept only cashier's or manager's check and checks issued by government agencies (eg: CHED), LGU's or government-owned and controlled corporations.

1.4. Payment through checks shall be made payable to Colegio de Montalban upon opening of the new bank account)

1.5. Students under Plan B are required a minimum down payment of P 1,500.00 or 40% of the total amount of tuition.

1.6. Settlement of the remaining balance shall be made as follows:

- 50% before midterm examination
- 50% before final examination

### Section 2. Dean's Listers

2.1. Registrar's office will provide the Official dean's list for the previous semester.

2.2. Discount rates shall be based on their GWA (General Weighted Average) scheduled as follows:

1.00 – 1.25 100%

1.26 – 1.50 75%

1.51– 1.75 50%

2.3. Discounts are applicable only on tuition fees for the ensuing semester. Discounts shall be availed of in the ensuing semester only and shall be forfeited if not used.

### **Section 3. Immediate Relatives of CDM Regular Employees**

Students who are immediate relatives of Cdm regular employees shall be entitled to 10% discount on tuition fees only.

### **Section 4. Changing, Adding and Dropping of Subjects**

4.1. No charge will be made if the student change subjects with the same number of units – except for additional fees for the new subjects

4.2. Adjustments shall be made to the account of the student depending on the increase or decrease of units, based on the following computations:

- Tuition Fee  
P 82.50 x no. of units added (in case of installment)
- Miscellaneous fee  
P 35.00 x no. of subjects added (examination fee)

### **Section 5. Refund of Tuition Fees**

5.1. Students who have officially dropped are granted honorable dismissal/leave of absence or voluntarily withdrawal from the school shall be entitled to a refund of payments made only in accordance with the following:

70% 7 calendar days from the opening of semesterly classes (or 2 days from the opening of summer classes).

50% 8-14 calendar days from the opening of semesterly classes (or 3-4 days from the opening of summer classes).

30% 15-21 days from the opening of classes (or 5 days from the opening of summer classes).

5.2. No refund shall be given to students who filed their application for withdrawal application beginning on the 22nd day after the start of classes (or 6th day from opening of summer class)

5.3. In case of dissolution of a class, the corresponding amount shall be credited to the student regardless of the date of dissolution.

5.4. Excess payments (credit balances) of students currently enrolled shall be carried over to the succeeding semesters.

### **Section 6. Examination Permits and Clearance**



- 6.1. Examination permits shall be signed by the authorized cashiers or the VP for Admin & Finance upon settlement of the accounts.
- 6.2. Clearance shall only be signed upon full settlement of accounts. Signatories in the “CASHIER” box shall be the duly authorized cashier or the VP for Admin and Finance.
- 6.3. Signing of clearance slips shall be made before the enrollment period.

### **Section 7. Other Fees**

Class Card (replacement for lost card)	25.00
Application for changing, adding, dropping, withdrawal	25.00
Certificate of Good Moral	50.00
Completion Form	50.00
Transfer Credentials	50.00
Certification (Enrolled)	50.00
Certification (Graduate)	50.00
Special Examination	150.00
College Admission Test	100.00
Course Description	50.00
Summary of Grades	50.00
Transcript of Records (1 <sup>st</sup> issue)	100.00
Transcript of Records (2 <sup>nd</sup> issue)	200.00
Replacement of ID	100.00

*Note: Tuition and miscellaneous fees may change or vary upon the approval of the Board of Trustees.*

## **ARTICLE III. SCHOLARSHIP AND FINANCIAL ASSISTANCE**

### **Section 1. Academic Scholarship**

Academic Scholarship pertains to scholarship or discounts granted to students on the merits of their General Weighted Average (GWA).

### **Section 2. Non-Academic Scholarship**

Non-academic scholarship pertains to scholarship granted by the school to students for their excellence in non-academic fields such as sports, arts, or culture. This may also be granted to students who represent the institution in outside competitions.

### **Section 3. External Scholars and Financial Assistance Beneficiaries**

Students whose tuition and matriculation fees are partially or fully funded by CHED, LGUs, NGOs, associations, and other agencies.

3.1. Private Scholars/Grantees - these are students whose tuition fees are funded partially or in full by a private organization such as NGO's, charitable institution, and the like.

3.2. Government Scholars – These are students whose tuition fees are funded partially or in full by a government agency or organization. Classified hereunder are students who are exempt from paying tuition and matriculation fees by virtue of a Presidential Decree or any special law, (Example: Indigenous Peoples' Rights of 1997, privilege of

SK officials during their time of incumbency (Sec. 434 of Local Government Code of 1991)

Students who are recipients of scholarship grants or financial support must immediately inform the school about their scholarship / financial assistance and submit the Certification of Scholarship / Financial Assistance stating therein the amount of scholarship or assistance with Certification of the Availability of Fund issued by the sponsor at least five (5) days before the start of the enrollment period for every semester.

Scholars/financial assistance grantees shall be subject to the following provisions:

- Scholars whose financial assistance/scholarship amounts to more than 50% of the total tuition and matriculation fees shall pay a minimum down payment of P 500.00. He has the option to pay the remaining balance on or before the midterm or final examination.
- Tuition fees shall be computed based on Plan B.
- Statement of Account will be sent to the respective LGU's every semester.
- Scholars who still have unpaid balances due from their sponsors shall not be allowed to enroll on the following semester except when the sponsor has issued a promissory note committing to pay the balance on a specific time.
- No student shall enjoy two (2) full scholarships at a time. In case of dual scholarship, the student shall relinquish the other at its own option. However, this provision does not prevent him from asking for financial assistance directly payable to him.
- A dean's lister who happens to be a scholar or a financial aid grantee shall enjoy the financial discount but only to the extent of the balance after deduction of the scholarship
- Overpayments amounting to less than 1,000.00 shall be carried over to the succeeding semester (if applicable).

## ARTICLE IV. GRADUATION

### Section 1. Graduation Requirements

1.1. A student shall be recommended for graduation when he has completed all academic and other requirements prescribed by the course.

1.2. A candidate for graduation shall have his deficiencies complied and his records completed not later than one (1) month before the academic deliberation.

1.3. A Candidate shall qualify for graduation provided he settles financial obligations in full.

1.4. No student shall be issued a diploma and transcript of records unless he has been cleared of all accountabilities.

1.5. Procedures:

1.5.1. A student shall file his application for graduation with the registrar's office at the start of his last semester.

1.5.2. The application of the student shall be evaluated and will be deliberated by the Registrar, Deans, and Program Heads.

1.5.3. Duly evaluated and deliberated application form shall be endorsed to the office of the Vice-President for Academic Affairs by the Registrar for higher recommending approval.

1.5.4. A student shall be recommended for graduation when he has completed all academic and other requirements prescribed by the course.

1.5.5. No student shall be allowed to graduate from the institution unless he has earned at least fifty percent (50%) of the academic loads required in his curriculum.

1.5.6. A candidate for graduation shall have his deficiencies complied and his records completed not later than one (1) month before the end of his last semester.

1.5.7 No student shall be issued a diploma and a transcript of records unless he has been cleared of all accountabilities.

## **Section 2. Graduation with Honors**

The following guidelines outline the criteria and procedures for conferring these honors:

### **2.1. Criteria for Honors**

2.1.1. Magna Cum Laude: 1.0 to 1.49 with no grade lower than 1.75 from the first year to the graduating year.

2.1.2. Cum Laude: 1.5 to 1.75 with no grade lower than 2 from the first year to the graduating year.

2.1.3. With Academic Distinction: A weighted average of 1.9 or higher with no grade lower than 2.25 from the first year to the graduating year.

2.2. Rounding off of final grades in the computation of the general weighted average for candidates for honors shall not be allowed.

2.3. Only final grades shall be considered in the computation of the general weighted average.

2.4. In the computation of the final general weighted average, only resident credits shall be included.

2.5. Candidates for graduation with honors should not have any grade lower than 3.0 and/or unremoved "Incomplete" or "INC" in any academic or non-academic subject, whether prescribed or not in their curriculum, taken in the college or any other educational institution.

2.6. Candidates for graduation with honors must not have repeated a subject in any other educational institution.

2.7. Candidates for graduation with honors must have completed at least 75% of the total number of academic units for graduation at the college and must have been in residence therein for at least 2 years immediately prior to graduation.

2.8. Candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal/regular load prescribed in the curriculum. If the normal/regular load is less than 15 units but not lower than 12 units, the student must establish the reason for underloading within the semester, subject to the consideration and approval of the College Dean, Registrar, and the VP for Academic Affairs.

2.9. A candidate for graduation with honors must not have been charged and found guilty of any violation of existing college rules punishable by at least a one-week suspension.

2.10. Actively participates in co-curricular activities and received distinctive awards.



2.11. A candidate for graduation with honors must apply to the academic council and be evaluated based on the criteria for honors. This validation and evaluation process include a panel interview and other forms of assessment as prescribed by the academic council. The list of candidates for honors, initially provided ONLY by the registrar based on General Weighted Average (GWA) and other qualifications, is not yet final and is subject to validation and further processing. Only those who successfully pass the qualification and validation process will be declared as graduating with honors.

*Regular updates and assessments will be conducted to ensure that the implementation of Latin Honors aligns with the college's academic standards and goals.*

### **Section 3. Special Awards**

Special awards are given to qualified candidates who garner the highest point based on the criteria prepared by the committee on awards.

- Leadership and Service Award
- Academic Distinction Award

### **Section 4. Academic Gowns**

Candidates shall wear the prescribed attire for graduation.

## **ARTICLE V. STUDENT WELFARE**

### **Section 1. Academic Related Accidents**

1.1. Accidents such as bone fracture, hemorrhage (internal/external), gunshot wounds, stab wounds, multiple laceration, and venomous animal bite shall be reported to the Medical Clinic Unit and Office of the Student Affairs and Services within 24 hours.

1.2. Injuries / death shall be considered only if the student is within his official time of class / 100 meters away from school premises.

1.3. Medical certificate, police report, incident report shall be submitted to OSAS and MCU to assess and validate the veracity of the documents.

1.4. Only grantee and/or legitimate guardian / parents shall claim the financial assistance. Self-inflicted accident shall disqualify the grantee from the assistance.

1.5. Students who will qualify to the assistance shall receive financial assistance not exceeding five thousand (5,000) pesos.

1.6. In case of death, the grantee shall receive ten thousand (10,000) pesos burial assistance. *The Pioneer LUC in the Province of Rizal*

1.7. Beneficiaries shall qualify to the assistance provided passed / evaluated by the committee. Students who will be found out to be abusive as per OSAS shall be penalized accordingly.

## **ARTICLE VI. STUDENT CONDUCT AND DISCIPLINE**

### **Section 1. Punctuality and Attendance**

1.1. Students shall observe punctuality and attendance to all classes from the first up to the last meeting of the semester.

1.2. The time lost due to late enrolment shall also be considered as an absence.

1.3. A student is considered late or tardy if he arrives in class after fifteen (15) minutes of the scheduled time and is considered absent if he arrives after thirty (30) minutes. However, he may be allowed to attend the class.

1.4 Three (3) incidence of tardiness shall be considered as one (1) absence from class.

1.5. Any student can be excused from being absent provided a valid document signed by the parent or guardian / medical certificate signed by the physician is presented to the instructor.

1.6. Absence authorized in writing by the institution for representation in officially-recognized function or affair shall be excused. The College Dean / Department Head shall inform the faculty member/s concerned.

1.7. Three (3) successive unexcused absences shall be reported by the concerned faculty member to the Head of the Guidance and Counseling Office who shall call for the student and notify his parents / guardians.

1.8. Three (3) unexcused absences for a three-hour period and six (6) unexcused absences for a one-and-a-half-hour period shall be considered unofficially dropped and receive a grade of 5.0.

1.9. A student who has been absent for at least 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject for the semester, or any academic period, shall be automatically dropped from the class roll, and the Registrar shall be advised accordingly.

## **Section 2. Scholastic Delinquency**

2.1. All institutes shall implement the following rules on scholastic delinquency:

2.1.1. WARNING. A student who at the end of the semester obtains final grades of 5.00 in 15% or less of the total number of academic loads in which he is officially enrolled shall be warned by the Dean concerned to improve his performance. If he fails or gets incomplete grades in 16-30% of the total number of academic loads in which he is enrolled, reduction of three (3) units loads shall be imposed by the Dean or Department Head.

2.1.2. PROBATION. A student who at the end of the semester obtains final grades of 5.00 in 31-50% of the total number of academic loads in which he is enrolled shall be placed on probation for the succeeding semester and his load correspondingly will be reduced by six (6) units by the concerned Dean or Department Head.

- A student who has been placed on probation for two (2) successive semesters shall be dropped from the rolls of the department in which he is enrolled. However, he may be readmitted to another department to which he qualifies.
- A student on probation who again fails in 50% or more of the total number of units in which he receives final grades shall be dropped from the rolls of the Institution.
- A student who has received two (2) successive warnings shall be placed on probation. Probation may be lifted the following semester if the student passed all his enrolled subjects.

2.1.3. DISMISSAL. A student who, at the end of the semester, obtains final grades of 5.00 in 51-75% of the total number of his subjects shall be dropped

from the roll of the concerned department. Thus, he is advised to take another program where he is qualified.

2.1.4. A student, who, at the end of the semester or term, obtains final grades of 5.00 in more than 75% of the academic loads in which he will enrolled shall be permanently dropped from the institution.

### Section 3. School Uniform, and Good Grooming

	MALE	FEMALE
Haircut	Moderately short and properly trimmed. Colored or dyed hair is not allowed.	Any haircut is allowed. Colored or dyed hair is discouraged.
Daily uniform	Green pants, white polo with official logo, plain white undershirt, black socks, black formal shoes, and identification card.	Green pants, white blouse with official logo, green ribbon, black formal closed shoes, and identification card.
PE uniform	PE shirt, moss green jogging pants, identification card and any rubber shoes.	
Special Uniform (for IHCS / Field Study (FS) / OJT Students)	IHCS and FS students should wear the prescribed uniform only in their assigned Related Learning Experience (RLE) venue and school assignments. Pre-service and OJT uniforms can be allowed on scheduled days approved by the Dean.	

#### 3.1. Earrings and Skin Piercing

All students are not allowed to have any skin piercing. Only female students are allowed to wear earrings.

#### 3.2 Face Enhancement and Tattoos

Female students are allowed to wear light make-up and lipstick. Male students are strictly discouraged to wear make-up and lipstick. Male and female students are discouraged to have any form of markings or tattoos on the exposed parts of the body.

*Students are required to wear complete uniform properly during classes and while attending other school functions.*

### Section 4: Table of Penalties for Student Misdemeanor

(To be imposed after an appropriate investigation conducted by the Student Affairs and Services Committee Offices and Discipline and Evaluation Committee Members).

MISDEMEANOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	SUCCEEDING OFFENSE
-------------	-------------	-------------	-------------	-------------	--------------------



1	Loitering especially along the corridors	Counseling	Reprimand and warning	Community service	3 to 5 class days suspension	Expulsion
2	Leaving and entering classrooms without permission from the instructor while classes is going on.	Counseling	Reprimand and warning	Community service	3 to 5 class days suspension	Expulsion
3	Smoking within the institution's premises.	Counseling / summon guardian	Reprimand and warning	3 to 5 class days suspension	6 to 8 class days suspension	Expulsion
4	Littering within the institution's premises.	Counseling	Reprimand and warning	Community service	Community service (with additional hours)	3 to 5 class days suspension
5	Creating unnecessary noise, shouting, Boisterous laughter or causing commotion of any kind which may cause disturbances during programs, convocations, or other activities and functions, or while classes are going on.	Counseling	Reprimand and warning	Community service	to 5 class days suspension	Expulsion
6	Using cell phones or any electronic devices which tend to disrupt/distract ongoing classes or official assemblies or functions.	Counseling / confiscation of item	Reprimand and warning	3 to 5 class days suspension, Confiscation of item	6 to 8 class days suspension; Confiscation of item	Expulsion
7	Possession or use of any alcoholic drinks and/or entering the institution's premises under its influence.	2 weeks suspension	Expulsion			
8	Possession of playing cards or gambling devices or indulging in any form of betting or gambling in the institution's premises.	3 to 5 class days suspension; Confiscation of item	6 to 8 class days suspension; Confiscation of item	2 weeks suspension	Expulsion	

<b>9</b>	Wearing of attires not befitting a college student such as: untidy, revealing or indecent attires, shorts, slippers, long nails, dyed hair and the like. For boys: wearing of earrings, long hair, ballcaps or other unnecessary body adornments. For girls: single or dangling earrings. or other unnecessary body adornments	Counseling / summon guardian; Confiscation of item	Reprimand and warning; Confiscation of item	3 to 5 class days suspension; Confiscation of item	6 to 8 class days suspension; Confiscation of item	Expulsion
<b>10</b>	Non-wearing or improper use and style of wearing the prescribed uniform, ID card or logo.	Counseling	Reprimand and warning	Community service	3 to 5 class days suspension; Community service	Expulsion
<b>11</b>	Spitting or urinating in the wrong places within the institution's premises.	Counseling	Reprimand and warning	Community service	3 to 5 class days suspension; Community service	
<b>12</b>	Unauthorized use of classrooms, properties, equipment or facilities.	Counseling / summon guardian	Reprimand and warning	3 to 5 class days suspension	6 to 8 class days suspension	
<b>13</b>	Unauthorized eating or drinking inside the classrooms, library and laboratories.	Counseling	Reprimand and warning	3 to 5 class days suspension; Community service	6 to 8 class days suspension; Community service	
<b>14</b>	Using language and/or committing acts that are offending, vulgar, and indecent, or any manner that may cause molestation or ridicule of students, employees, faculty members or officials of the institution.	Counseling / summon guardian; Community service	2 weeks suspension	Expulsion		

15	Writing, drawing, sketching, etching, carving, engraving, printing or painting any indecent, lewd words or figures on blackboards, whiteboards walls or any property of the institution.	Counseling / summon guardian; Reinstitution of damaged property / item	6 to 8 class days suspension; Reinstitution of damaged property / item	Expulsion. Reinstitution of damaged property / item		
16	Removing official notices and posters from the bulletin boards without authorization, unauthorized alteration or erasure of official announcements.	2 weeks suspension; Reinstitution of damaged property / item	Expulsion			
17	Posting any written or printed material without the approval of the Office of Student Affairs and Services. (announcements of the different colleges concerning only them allege and posted on their respective bulletin boards are excluded from this prohibition).	2 weeks suspension, Reinstitution of damaged property/ item	Expulsion			
18	Scandalous public display of affection (ie. kissing, petting, necking, touching of private / sensitive parts of the body, etc )	Reprimand and warning; Counseling / summon guardian	3 to 5 class days suspension	6 to 8 class days suspension	9 to 11 class days suspension	Expulsion
19	Vandalism, defacing, or damage to school property or of any individual in the school community.	Reprimand and warning; Counseling / summon guardian; Reinstitution of damaged property / item	3 to 5-day class suspension; Reinstitution of damaged property / item	Expulsion. Reinstitution of damaged property / item		



20	Unauthorized use of electricity by plugging devices and equipment (laptops, cellphones, etc) without the supervision of persons in authority.	Counseling	Reprimand and warning	Community service within the campus	3 to 5 class days suspension; Community service	
21	Unauthorized moving of furniture (tables, chairs, etc.) from one place to another and willful leaving of chairs in disarray after use.	Counseling	Reprimand and warning	Community service within the campus	to 5 class days suspension; Community service	
22	Cheating during any examination, quiz, test, or plagiarism in connection with any academic works. Cheating includes: a) discussion with one another without permission; b) unauthorized possession of materials relative to the exam; c) allowing another to copy; d) copying any other work; e) having somebody else take the exam.	Reprimand and warning; Counseling / summon guardian; Considered failed in that examination	One (1) semester suspension	Expulsion		
23	Embezzlement or malversation of institution or organizational funds or property.	Counseling / summon guardian; Reinstitution of damaged property / item	Expulsion			
24	Encouraging others to violate institutional rules, regulations or policies.	Reprimand and warning; Counseling / summon guardian;	6 to 8 class days suspension; Community service	Expulsion		

25	Lending or borrowing of one's ID card and other forms of misrepresentation	Reprimand and warning; Counseling / summon guardian;	6 to 8 class days suspension; Community service	Expulsion		
26	Trespassing, entry and exit through unauthorized areas.	Reprimand and warning; Counseling / summon guardian	2 weeks suspension	Expulsion		
27	Use of megaphones or public address systems within the institutions premises without a written permission from the administration.	2 weeks suspension	Expulsion			
28	Open insubordination of duly constituted authorities.	Counseling / summon guardian: 6 to 8 class days suspension	Expulsion			
29	Habitual disregard or willful violation on established policies and regulations.	Counseling / summon guardian; 6 to 8 class days suspension; Community service	Expulsion			
30	Hacking on computer systems, unauthorized installing or uninstalling of programs or applications.	6 to 8 class days suspension; Community service; Reinstitution of damaged property / item	Expulsion, Reinstitution of damaged property / item			
31	Dishonesty or lying to a person in authority or act of fraud.	Counseling / summon guardian; 2 weeks suspension	One (1) semester suspension	Expulsion		

32	Removing official stickers, codes or other paraphernalia on school properties and equipment.	6 to 8 class days suspension; Community service; Reinstitution of damaged property / item	Expulsion; Reinstitution of damaged property / item			
33	Posting, exhibiting, possession, distribution or circulation of unauthorized, subversive, indecent, or morally offensive written, printed material or any objects inside the institution's premises.	Counseling / summon guardian; confiscation of item.	Expulsion			
34	Unauthorized solicitation or collection of money or sale of tickets or any article.	Reprimand and warning; Counseling / summon guardian; Confiscation of item	3 to 5 class days suspension; Confiscation of item	3 to 5 class days suspension; Confiscation of item	Expulsion	
35	Frequent or deliberate non-attendance of important and/or institutional assemblies within the semester.	Reprimand and warning; Counseling / summon guardian	2 weeks suspension	One (1) semester suspension	Expulsion	
36	Theft or damage to property of the institution or of an individual or any student of the institution.	6 to 8 class days suspension; Reinstitution of damaged property / item; Police report.	Expulsion; Reinstitution of damaged property / item; Police report.			
37	Submitting false or misleading statement in official documents filed with the institution, publishing or disseminating false and derogatory statements about the	2 weeks suspension	Expulsion			



	institution, its officials, faculty members, employees, or students.					
38	Stealing, forgery or tampering with institutional records or credentials, of securing or using forged materials.	Expulsion; Police report				
39	Carrying deadly weapons such as firearms, explosives, ice picks, knives and the likes, within the institution s premises or in any school functions or activities.	2 weeks suspension; Police report; Confiscation of item.	Expulsion; Police repos; Confiscation of item			
40	Threats to use deadly weapons, to inflict physical harm or threats to life.	Expulsion; Police report				
41	Participation in any brawl, riot, or infliction of physical injuries on-campus or off- campus school activities.	Expulsion; Police report				
42	Direct assault upon any member of the academic community within the institution.	Expulsion; Police report				
43	Instigating, presenting or threatening students or faculty members or school authorities from attending classes or entering the school premises or from discharging their duties.	Expulsion; Police report				

44	Affiliating with organizations whose aims are contrary to the objectives of the institution and whose activities may put the students or any other person in peril (ie. fraternities, sororities and the like)	Expulsion				
45	Participation in any illegal rites, ceremonies, ordeals which includes hazing and initiations.	Expulsion; Police report				
46	Unauthorized or illegal possession, use or sale of prohibited drugs or chemicals inside the institution's premises or in any school- sponsored activities.	Counseling / Summon guardian; Expulsion; Police report				
47	Commission of crime involving moral turpitude, rape, staffa, acts of lusciousness or moaldepraip.	Expulsion; Police report				
48	Extortion	Expulsion; Police report				
49	Deliberate disruption of academic functions or institutional activities through illegal assemblies, demonstrations, boycotts, pickets or mass actions or related activities which tend to create public disorder or disturbance.	Expulsion; Police report				
50	Acts of subversion, sedition or insurgency.	Expulsion; Police report				
51	Commission of acts involving sexual harassment.	Expulsion; Police report				

52	Committing acts that may embarrass the institution or bring dishonor upon it. (We define acts that may embarrass the institution or bring dishonor upon it as those acts that would go into the moral values of students such as their sense of honesty, justice, virtue, righteousness and ethics).	2 weeks suspension; Counseling / summon guardian	Expulsion			
53	Violation of the provisions of the Institutional Code or other rules and regulations not herein mentioned: violation of the code of conduct.	3 to 5 class days suspension	6 to 8 class days suspension	9 to 11 class days suspension	One (1) semester suspension	

## Section 5. Settlement of Complaints and Grievances

5.1. The procedure for the settlement of complaints and grievances shall conform to due process of law and order to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned should seek all remedies through counseling, arbitration and amicable settlement of conflicts. In every case, the ultimate aim shall be meted out sparingly, taking into consideration the capacity of individuals to learn and profit from their mistakes.

The essential processes involved are:

5.1.1 Any concerned or aggrieved party, whether student or school personnel, should, as initial step, seek advice or consult with an appropriate responsible person, such as an instructor or an official within whose area of responsibility the problem arose. Conflicts or problems should be referred directly to the Student Affairs and Services Office.

5.1.2. As much as possible, problems should be solved at the initial stage of consultation and advice.

5.1.3. Major complaints shall be lifted and dealt accordingly by the grievance committee, as to:

- Student/s against student/s
- Non-teaching personnel/s against student/s or vice versa
- Faculty member/s against student/s or vice versa



5.1.4 The guidelines for referrals shall be:

- Conflicts between two students or student groups involving student-promulgated rules shall be initially settled by the Prefect of Discipline.
- Complaints by a student or a student group against a faculty member or a school employee shall be referred by the Guidance Counselor to the College Dean for appropriate action.
- Complaints by teacher or school personnel against a student or student group shall likewise be referred to the College Dean.

5.1.5. Grievance Committee (GC) shall be composed of five (5) members:

- one (1) to represent the student (SSG President),
- one (1) from the faculty (President),
- the Prefect of Discipline,
- the Guidance Counselor,
- and head for Student Affairs and Services, who shall be the chairman and presiding officer.

5.1.6. The chairman of the Grievance Committee shall submit the findings and recommendations to the Office of the President for approval.

## **Section 6. Prescriptive Period**

All cases referred to the Grievance Committee shall be resolved within two (2) weeks.

6.1. The academic or administrative unit to which a complaint is referred shall aim at settling the case through arbitration and amicable settlement. When this is not possible, the unit concerned shall refer the case for proper investigation to the GC, who shall submit its corresponding recommendation to the President.

6.2. The decision of the President shall be final and executory, unless appealed to higher authorities, including the Board of Trustees. The decision of the Board of Trustees shall be deemed final and executory without prejudice to the provisions of Civil Service Law.

## **ARTICLE VII. STUDENT SERVICES**

### **Section 1. Information and Communication Technology Office**

The ICTO focuses on the integration of computer systems with the aims and objectives of the institution. It plans system of collecting, processing, storing and disseminating data in the form of information needed to carry out the functions of management, integrates data from all the departments it serves, and provides operations and management with the information they require.

The office provides technical support by deploying technical support personnel to troubleshoot and maintain application software's, networks, computer units, printers, and other equipment.

### **Section 2. Library**

The CdM library shall be the integral part of the institution which aims to provide effective informational support for the curriculum and programs. It also serves as the venue for students, faculty and staff members to keep abreast with the current developments in their area of interest. Since it is designed for the use of all, it must necessarily operate within the framework of regulations. These are designed to facilitate, rather than restrict the usage of the library facilities and its services.

### **Section 3. Office of the Student Affairs and Services**

The guidance office is committed to provide counseling services, students' individual inventory, testing services, follow-up services, orientation, career guidance, and admission.

The student admission and scholarship office shall accept applications for freshmen, transferees, and scholars. It shall maintain the records of all scholars.

The spiritual ministry office shall supervise all the spiritual and religious activities of the institution.

The Student Organization and Cultural Arts Office shall supervise and monitor curricular and co-curricular activities of the institution.

### **Section 4. Medical Clinic**

The clinic personnel shall provide first aid in case of emergency and take care of sick students while in the institution. Ailments of students are referred to the physicians at the Infirmary or Rodriguez Health Unit (RHU). The staff is available for consultation on health records of the students. The clinic also provides education on health-related issues.

### **Section 5. Registrar's Office**

The registrar's office shall be responsible for the authenticity and veracity of all the students' records.

### **Section 7. Property and Supply Office**

The property and supply office shall be in-charge of all requisitions, issuances, monitoring, and maintenance of supplies and equipment.

## **ARTICLE VIII. STUDENT ACTIVITIES**

The institution recognizes the right of students to organize and develop creative and responsible leadership, thus, it encourages students to form, join and participate in the institution's accredited student societies, organizations, clubs, associations that will suit their legitimate needs, aspirations and interest provided that they are not contrary to law, morals and public policy.

### **Section 1. Application and Registration of Student Organization**

1.1. Any group of interested students shall apply and register the declaration of policy, establishment of the organization, sets of officers and adviser, and administrative sanctions to the student organization and cultural arts office.

#### **1.2. Declaration of Policy**

It is the policy of the institution to:

1.2.1. Promote and recognize the right of students to form and operate student organizations not contrary to law for their academic, civic, socio-cultural or spiritual development.

1.2.2. Provide a vehicle for more productive endeavors towards the attainment of the goals of the institution and that of the society.

1.2.3. Provide for activities that shall afford students the opportunity to enrich their student life.

#### **1.3. Establishment of Student Organizations**

1.3.1. "Student Organization" refers to an officially established student group in the institution assigned to undertake activities different from the more typical classroom instruction to afford its members and other students of the institution the opportunity to broaden their experience and enrich their student life.

1.3.2. A student organization shall be separate from, and shall not necessary be, an extension or affiliate of, an association which bears its name, or from which its philosophy and objectives are patterned or adopted; provided, however, that this provision shall not apply to organizations duly recognized by the government.

1.3.3. All student organizations shall be established in accordance with existing Institutional rules and regulations. Student organizations are classified into:

- Academic
- Civic
- Socio-cultural
- Spiritual

1.3.4. Fraternities, sororities and other Greek-letter organizations, or such other similar organizations which require any form of violent initiation are not allowed.

1.3.5 The College President, through the Office of the Student Affairs and Services (OSAS), shall have the authority to regulate the establishment and operation of student organizations.

1.3.6. The recognition of the student organization shall be a precondition of its operation in the institution. A corresponding certificate of recognition shall be issued to each student organization upon full compliance with the requirements herein prescribed; provided, however, that such certificate shall be effective for one (1) academic year only, and may be renewed each time for a similar period, and provided further, that the certificate may be revoked or canceled for serious violation, by its officers or members, of existing rules and regulations of the institution.

#### 1.4. Officers

A student can be an officer of any student organization if he is a full-time, bona fide student of the institution with a General Weighted Average (GWA) of at least 2.50, with no failing or incomplete grade, and has not dropped any course in the semester immediately preceding, and with continuous residence of two (2) semesters. This requirement may be waived in the case of candidates for positions in freshman organizations. However, in the case of positions in the CDM Supreme Student Government (CDMSSG) and in the College Societies, the grade requirement shall be in accordance with the CDMSSG Constitution.

#### 1.5. Faculty Adviser

The College Dean shall recommend to the Office of the Student Affairs and Services (OSAS), the faculty member who shall act as adviser of the organization.

#### 1.6. Administrative Sanction

In addition to the revocation of the recognition granted to the student organization, the Office of the Student Affairs and Services (OSAS), after due process, may recall,



suspend, or remove from office any officer of the student organization on the following grounds:

- Violation of the rules and regulations of the institution and of the organization;
- Negligence of duty as officer;
- Abuse of position;
- Acts prejudicial to the organization; and
- Obtaining a grade of 2.50 and below in any of the enrolled subject/s, or dropping.

### **Section 2. Certificate of Recognition**

Bonafide group of students shall seek certificate of recognition from the Student Organization Office upon completion of requirements.

### **Section 3. Authority to Operate**

Duly recognized student organization shall be given authority to operate.

### **Section 4. Supervision**

Fully operational student organization shall be supervised by the assigned adviser and OSAS.

## **ARTICLE IX. STUDENT ACTIVITIES**

### **Section 1. Publication**

CdM shall publish a student paper called “The Pinnacle” manned by qualified students to hone the literary skills of the studentry.

### **Section 2. Canteen**

The canteen shall be the primary delivery unit of quality food and refreshments. Preparation of menu shall be checked periodically by authorized personnel under the Office of Student Affairs and Services (OSAS) and the medical clinic personnel.

### **Section 3. Student Study Area**

The institution provides areas for study within the premises.

### **Section 4. ID Production**

The Supply Office shall be responsible for the production and issuance of the identification cards.

### **Section 5. Parking**

The institution provides secured designated parking areas for employees and students.

### **Section 6. Multi-Purpose Hall / Covered Court**

The institution provides multi-purpose hall / covered court for academic and non-academic activities.

## ARTICLE X. HYMNS

### LUPANG HINIRANG

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 mang-aapi ang mamatay nang dahil sa 'yo.

### PANUNUMPA NG KATAPATAN SA WATAWAT NG PILIPINAS

Ako ay Pilipino

Buong katapatang nanunumpa

Sa watawat ng Pilipinas

At sa bansang kanyang sinasagisag,

Na may dangal, katarungan, at kalayaan

Na pinakikilos ng sambayanang

Maka-Diyos,

Maka-tao,

Makakalikasan,

At Makabansa.

### PANATANG MAKABAYAN

Iniibig ko ang Pilipinas,

Aking lupang sinilangan,

Tahanan ng aking lahi;

Kinukupkop ako at tinutulungan

Upang maging malakas, masipag, at marangal.

Dahil mahal ko ang Pilipinas,  
Diringgin ko ang payo ng aking magulang,  
Susundin ko ang tuntunin ng paaralan,  
Tutuparin ko ang tungkulin ng isang mamamayang makabayan,  
Naglilingkod, nag-aaral, at nagdarasal nang buong katapatan.

Iaalay ko ang aking buhay,  
Pangarap, at pagsisikap  
Sa bansang Pilipinas.

#### **RIZAL HYMN**

Rizal, Rizal Mabuhay  
Pangunahin kang lalawigan  
Sa kultura't kabuhasan  
Pinagpala ng Maykapal  
  
Buhay nami'y nakalaan  
Maglingkod sa Inang Bayan  
Lalawigan kang tanging-tangi  
Mahal namin magpakailan man.

Ang lahat ng Rizaleno'y masisikap  
Puso't diwa sa Diyos, bayan at sa kapwa

Mapalad kami na Taga-Rizal  
Sa pamumuno ng mga taong may dangal.

*COLEGIO DE MONTALBAN*  
*The Pioneer LUC in the Province of Rizal*

Lalawigan kong tanging-tangi  
Mahal namin magpakailanman

#### **RODRIGUEZ HYMN**

Sa dulong hilaga nitong lalawigan  
Isinilang ang bayan naming mahal  
Natatanging ganda'y nasa kalikasan  
Sa batis, ilog, bundok at parang



Rodriguez, mahal naming Rodriguez  
Kami'y nagpupugay  
Sa kasaysayan mo na lubhang makulay  
Sa mga magiting na nag-alay ng buhay  
Bayang mahal ng Diyos Mabuhay ka, mabuhay  
Sa lahat ng taong sa iyo'y nagmamahal  
Tapat na pagtulong sa iyo'y maaasahan  
Tungo Sa pag-unlad at payapang buhay.  
Sa dulong hilaga nitong lalawigan  
Isinilang ang bayan naming mahal  
Natatanging ganda'y nasa kalikasan  
Sa batis, ilog, bundok at parang  
Rodriguez, mahal naming Rodriguez  
Kami'y nagpupugay  
Sa kasaysayan mo na lubhang makulay  
Sa mga magiting na nag-alay ng buhay  
Rodriguez, Mabuhay ka Rodriguez, Mabuhay ka

**COLEGIO DE MONTALBAN HYMN**

*Isinatitik ni: Gng. Flora R. Ong Musika ni: G. Fernando Bagabaldo Isinaayos ni: Dr. Mark  
G. Fabella Antipona*

Dati kang isang pangarap lamang Kinatha't pinagkaisahan  
Sa pawis at dugo ay natayo Sa malasakit ng mga pinuno  
Dito hinubog ang isipan Para sa kinabukasan Pangarap na inaasam Sa PnM naisakatuparan  
Mga pinuno at dalubguro Mga payo n'yo at mga turo Dadalhin at iingatan Maging sa puso at  
isipan

Pamantasan ng Montalban Amin kang aalagaan Ipagmamalaki at ikararantal

Naming mamamaya't mag-aaral

Misyon mo, O Pamantasan Bisyon mong karangalan Dadalhin at iingatan

Pasasalamatan magpakailanman Pasasalamatan magpakailanman



**COLEGIO DE MONTALBAN**

*The Pioneer LUC in the Province of Rizal*