

STUDENT HANDBOOK

KATOTOHANAN AT KARUNUNGAN



NAGA COLLEGE FOUNDATION, Inc.
M.T. Villanueva Avenue, Naga City



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M.T. VILLANUEVA AVENUE, NAGA CITY

COLLEGE STUDENT HANDBOOK

2023 EDITION

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FOREWORD

Greetings to the esteemed members of the Naga College Foundation, Inc. community,

As the Coordinator for the Office for Student Affairs at Naga College Foundation, Inc., I am honored to present to you this comprehensive guide to our institution's policies, services, and values. This document serves as a vital resource for all our students, faculty, and staff, encapsulating the essence of our commitment to excellence in education and holistic development.

In the following pages, you will find messages from our esteemed leadership, including the President, Vice Presidents, and the Founder of Naga College Foundation, Inc., reflecting their dedication to our institution's mission. Additionally, our timeline and campus map provide a glimpse into our rich history and the physical layout of our campus.

Exploring further, you will delve into the academic programs that define our commitment to nurturing knowledge and fostering critical thinking.

As we navigate the exciting journey of learning and growth together, this handbook serves as a guiding beacon, illuminating the path to success. I encourage all members of the Naga College Foundation, Inc. family to make full use of this resource and embrace the values that define our institution.

With warm regards,

SON B. REBURIANO

Coordinator, Office for Student Affairs

Message of the President

The entire Naga College Foundation, Inc. family welcomes you to the Tiger's community. As you begin one of the most exciting times in your life, we vow to make your "NCF experience" a significant and satisfying one.

I am sure, you have heard so many things about NCF! Its deep sense of commitment to academic excellence, innovation, and quality service as well as our family character and traditions.

Hence, we would like to make your stay as enjoyable as possible and for you to take full advantage of everything NCF has to offer. This Student Handbook was prepared and is continuously reviewed and updated to make it relevant and fit the needs and requirements of the students and the school. This will guide and help you understand the school rules and regulations, the variety of available student services, and the privileges and responsibilities that will make your college experience meaningful.

Please read the handbook thoroughly. Take advantage of the information. If you have questions, need support, or are looking for opportunities for involvement in your college or in the Tigers community, you have it here. Share and discuss it with your parents and your classmates.

I hope that through this and with your active participation, you will find success and experience a wonderful educational adventure at NCF, so make the most of it!

Welcome and God bless!

MARIO C. VILLANUEVA
President

Message of the Vice President for Academic Affairs

It is with much pleasure that I welcome you to Naga College Foundation, Inc. You are now part of this institution that values Quality, Excellence, Service, and Truth.

As I congratulate you on making the decision to pursue your college education here at NCF, let me assure you that we are here to help you succeed. As a college freshman or transferee, you are our top priority. The NCF faculty and staff are ready to support you and provide you with the best possible education in a caring and supportive environment.

NCF offers many services, including counseling, job placement assistance, library services, internet and technology support, scholarships and financial aid, sports, culture and arts programs, and many more. We expect you to avail of these services.

This student handbook will orient you on the student services and facilities, as well as the academic requirements and regulations. It will also give you an overview of the rules and regulations on student conduct and discipline.

Again, welcome to your NCF family. I wish you success in your academic endeavors.

AIDA P. OSEA, Ph.D.

Vice President for Academic Affairs

Message of the Vice President for Administrative and Institutional Affairs

Message of the Vice President for Sports, Culture, and the Arts

As the Vice President for Sports, Culture, and Arts at Naga College Foundation Inc., I warmly welcome you to the new academic year. Our campus community thrives on diversity, creativity, and passion, and I'm excited to witness the incredible talent and potential each of you brings.

Naga College Foundation Inc. places equal emphasis on academic excellence and nurturing your talents beyond the classroom. We aim to create an inclusive campus that celebrates diversity, fosters creativity, and promotes teamwork through sports, culture, and the arts.

Sports: We encourage all students to participate in sports activities, whether you're an experienced athlete or trying a sport for the first time. Engaging in sports promotes physical well-being, discipline, resilience, and teamwork.

Culture: We cherish the diversity among our students and celebrate various traditions. Cultural events and workshops will be organized to foster a sense of belonging and understanding among our diverse student body.

Arts: Our campus offers a nurturing environment for aspiring artists, musicians, writers, and performers. Join our creative clubs and societies to showcase your talents.

Our division is committed to organizing competitions, exhibitions, and showcases to enhance your skills and provide unforgettable experiences.

I encourage you to take full advantage of the available resources and opportunities. Get involved, explore new interests, and create lasting memories. The student handbook provides comprehensive information about sports, cultural activities, and arts on campus, so please familiarize yourself with it.

We're always open to your ideas and initiatives. If you have suggestions for new activities or improvements, share them with us. Our goal is to continuously enhance opportunities and create a thriving environment for you.

Wishing you an exceptional year ahead. Let's work together to build a community that embraces diversity, encourages creativity, and fosters sportsmanship and camaraderie.

Best regards,

NELBA O.OLASO, Ph.D
Vice President for Sports, Culture and Arts

Message of the Vice President for Finance

Timeline and Highlights of Naga College Foundation, Inc.

Founded in 1947, NAGA COLLEGE FOUNDATION was Dr. Melchor T. Villanueva's answer to the growing need in Bicol for quality, affordable education. A public school teacher, and a passionate educator, Dr. Villanueva founded the school shortly after World War II to help rebuild Naga. The war brought along with it unique hardships. Education was particularly hard hit. As a result, teachers in Naga were scarce.

Those who wanted to pursue a career in education were faced with the decision to leave their homes and travel to Manila. Consequently, a career in teaching was reserved for a select few.

Using his own funds, and what he was able to raise through the aid of some friends, Naga College Foundation's doors were first opened in 1947 out of a rented house situated along Peñafrancia Avenue. Originally named, "NAGA TEACHERS COLLEGE", the school began by offering a 2-year course in Education, with 114 enrollees, addressing the area's great demand for teachers.

Throughout the years, the school continued to grow, guided by the vision of its founder. In 1951, NAGA TEACHERS COLLEGE became NAGA COLLEGE. The change in name was accompanied by the introduction of elementary and high school education. In 1985, the school was registered as a non-profit organization, changing its name to its present NAGA COLLEGE FOUNDATION.

NCF Founder

Dr. Melchor T. Villanueva was born on January 6, 1907. Undaunted by his parent's meager income and their family's social status, the young Villanueva pursued his high school studies in Manila at the Philippine Normal School while working as a barber in downtown Manila and as a farmhand in a bangus culture farm in Malabon during weekends. After graduating from high school, he accepted a teaching job that financed his college studies at the University of the Philippines, until he finished his Master's Degree at the same university in 1937.

In that same year, Dr. Villanueva was first engaged with the Bicolanos when he accepted a provincial teaching assignment at the Camarines Sur High School in Naga. He then taught in Ateneo de Naga and Colegio de Sta. Isabel. He pursued his doctoral studies as a Fullbright Scholar at the University of Iowa and Missouri State University in the United States of America where he earned the Degree of Doctor of Education.

When World War II struck, Dr. Villanueva served valiantly as a lieutenant in the guerilla movement under Col. Agustin Marking's Fil-American troops. For his courage and heroism, he was presented with the prestigious Presidential Gold Medal Award.

Outside teaching, Dr. Villanueva loved music, played the violin, and became a conductor of the Philippine Normal College Orchestra. In the field of sports, he was a boxer and weightlifter, lifting well into his nineties. He passed away on June 13, 2000, at the age of 93, leaving behind a lasting legacy of education and service in Naga

NCF Campus Map

Academic Programs

- Bachelor in Public Administration
- Bachelor of Arts in Communication
- Bachelor of Arts in English Language Studies
- Bachelor of Elementary Education
- Bachelor of Physical Education major in School PE
- Bachelor of Science in Accountancy
- Bachelor of Science in Accounting Information Systems
- Bachelor of Science in Biology
- Bachelor of Science in Business Administration Major in Financial Management
- Bachelor of Science in Business Administration Major in Human Resource Management
- Bachelor of Science in Business Administration Major in Marketing Management
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Criminology
- Bachelor of Science in Geodetic Engineering
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Industrial Security Management
- Bachelor of Science in Information Systems
- Bachelor of Science in Mathematics
- Bachelor of Science in Medical Technology
- Bachelor of Science in Midwifery
- Bachelor of Science in Nursing
- Bachelor of Secondary Education
- Batsilyer ng Sining sa Filipino
- Diploma in Midwifery
- Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP-BSCRM)

CORE VALUES

Naga College Foundation, Inc. (NCF) embraces its vision and achieves its mission through the application of its core values – Quality, Excellence, Service, and Truth (QuEST). These core values lead the NCF in decision-making and reflect the institution’s rich legacy of teaching and learning – manifesting through the four thrusts of education.

QUEST	Quality	Excellence	Service	Truth
Instruction	Efficient and effective world-class educational resources.	Globally competitive curriculum and value-laden instruction.	Innovative integration of instruction to real-life situations that foster a sense of responsibility to the people and nation.	Delivery of fact-checked instruction, authentic assessment, and actual learning.
Production	Independent and well-rounded graduates built through authentic grounding in all academic programs.	Competitive and relevant academic programs are recognized by the government and by credible accrediting agencies.	Formation of leaders of knowledge and shapers of national development.	Establishment of the institutional culture of academic transparency.
Research	Utilization and furtherance of instrumental research for academic and societal progress.	Adherence to research standards and augmentation of research productivity for national and international colloquia.	Contribution of breakthroughs to the horizon of knowledge and sustainable solutions to various challenges.	Reinforcement of research environment with a strong sense of responsibility and accountability in ways that underpin research validity and reliability.
Community Engagement	Alleviation of the standard of living in a community through collaborative and sustained effort.	Benchmark of academic and corporate social responsibility.	Implementation of needs-based community extension.	Key performer of the socially responsive advocacies that reflect the status quo of the marginalized societies.

CHAPTER I

ACADEMIC POLICIES

This chapter contains information pertinent to the process of college admission, modalities of instruction, rules on examination and attendance, procedures for obtaining academic documents, and guidelines for academic and non-academic awards that shall be observed within the jurisdiction of Naga College Foundation, Inc. (NCF). The policies, standards, and guidelines discussed therein are authored and reviewed by the esteemed members of the academic council, conforming to the policies and requirements set by the Commission on Higher Education (CHED).

ADMISSION AND ENROLLMENT

Enrollment is the process where a student gains an official capacity at the Naga College Foundation, Inc. This allows the student to attend and receive credit for classes. In addition, the enrollment entitles the student to services of the school such as the use of the Learning Resource Center, internet, security, membership in a student organization, etc.

REQUIREMENTS:

New Student

- Report Card (SHS)

- Certificate of Good Moral

- Certificate of Live Birth (issued by the Philippine Statistics Authority (PSA))

- Certificate of Marriage (for female married students) (issued by the PSA)

4 pcs. 2x2 picture (white background)

Transferee

Transcript of Records

Honorable Dismissal

Certificate of Good Moral

Certificate of Live Birth (issued by the PSA)

Certificate of Marriage (for female married students) (issued by the PSA)

4 pcs. 2x2 picture (white background)

Cross Enrollee

Permit to Cross Enroll

Certificate of Good Moral

Photocopy of School ID

Certificate of Live Birth (issued by the Philippine Statistics Authority (PSA))

Certificate of Marriage (for female married students) (issued by the PSA)

4 pcs. 2x2 picture (white background)

A student must submit at least three (3) sets of the requirements, except the pictures.

ENROLLMENT PROCEDURE FOR FRESHMEN AND TRANSFEREES

STEP 1. Application and Admission

Proceed to the Guidance and Testing Center (GTC), G/F, Science and Tech. Bldg.

The GTC shall process the submission of the admission requirements and interview.

STEP 2. Registration

Proceed to the college office.

The college enrollment officer shall process the checking and encoding of subjects and the signing of the undertaking (if some admission requirements are yet to be submitted).

STEP 3.A. Scholarship/Discount

Proceed to the Accounting and Finance Office, G/F, Administration Bldg. if a student is eligible to avail of a certain scholarship or discount, sponsored by the school, government, or private entities.

The student shall fill out the scholarship form upon submitting the requirements for verification and approval.

STEP 3.B. Payment

Proceed to the Cashier's Office, G/F, Administration Bldg. and pay the fees accordingly.

STEP 4. Issuance of Student ID and Google Box Concerns

Proceed to the Technology Resource Center, 2/F, Administration Bldg.

Submission of requirements for Student ID

Processing and validation of Student ID

ENROLLMENT PROCEDURE FOR OLD STUDENTS

STEP 1. Registration

Proceed to the college office. The college enrollment officer shall evaluate the student's academic standing, deficiencies, and failing grades, and shall verify the pre-requisite subjects.

Therefore, the following processes shall be done accordingly:

Screening of academic records;
Advising and enlistment of subjects; and
Readmission of old/returning undergraduate students, students on probation status, and those who are shifting to another course.

STEP 2.A. Scholarship/Discount

Proceed to the Accounting and Finance Office, G/F. Administration Bldg. if a student is eligible to avail of a certain scholarship or discount, sponsored by the school, government, or private entities.

The student shall fill out the scholarship form upon submitting the requirements for verification and approval.

STEP 2.B. Payment and Validation of the Student ID

Proceed to the Cashier's Office, G/F, Administration Bldg. and pay the fees accordingly.

Validation stickers for the Student ID will be released thereafter.

Grading System

Every semester is composed of four (4) grading periods, namely: Preliminary, Midterm, Semi-Final, and Final Periods.

Every intersession is composed of two (2) grading periods, namely: Midterm, and Final Periods.

The grades for every grading period or the periodical grade shall be based on the following criteria and weight:

Periodical Examinations	50%
Quizzes/Recitation	30%
Projects/Term Papers	15%
Department & Attendance	5%
TOTAL	100%

The grading system is averaging. A periodical grade is the sum of the student's performance during a given grading period based on the grading criteria. The average of the four periodical grades determines the Final Rating. The Final Rating ranges from 1.0 to 5.0 with the following percentage equivalents:

GRADING SYSTEM EFFECTIVE SY 2021-2022	
1.0	99-100%
1.1	98%
1.2	97%
1.25	96%
1.3	95%
1.4	94%
1.5	93%
1.6	92%
1.7	91%
1.75	90%
1.8	89%
1.9	88%
2.0	87%
2.1	86%
2.2	85%
2.25	84%
2.3	83%
2.4	82%
2.5	81%
2.6	80%
2.7	79%
2.75	78%
2.8	77%
2.9	76%
3.0	75%
3.0 - passing grade for undergraduate	
2.0 - passing grade for Masteral degree	
1.75 - passing grade for Doctoral degree	
<i>Note: Below passing grade – Failed, No Credit & student must Re-take the subject</i>	

The passing grade or Final Rating for the undergraduate level is 3.0. A failed Final Rating means that the student earns no credit for the particular subject and must retake the same in the succeeding semester/s.

In addition to the Final Rating, a student may receive any of the following Official Marks that correspond to his/her performance in a given subject:

INC	Incomplete
DRP / DO	Dropped Officially
DEA / UD	Dropped (Absence Exceeded 20% of Class Hours)
PSD	Passed
IP	In Progress (For TW/DW, RLE, OJT, RES & HS only)
TW	Thesis Writing
DW	Dissertation Writing
RLW	Related Learning Experience
OJT	On the Job Training/ Internship/ Clinical Practicum/ Practicum
RES	Research
HS	Health Sciences Professional Subject

A student's General Weighted Average for a certain semester or summer term and for the entire duration of an academic course shall be computed as follows:

The Final Rating for each subject shall be multiplied by the number of units that correspond to such subject. (Ex: $1.25 \text{ Final Rating} \times 3 \text{ units} = 3.75$)

All products determined by multiplying the Final Rating for each subject and the number of units per subject shall

be added. (Ex: 471 is the sum of all products of Final Rating multiplied by the number of units per subject)

All units earned shall be added. (Ex: 193 total units)

The sum of all products – determined by multiplying the Final Rating by the number of units per subject – shall be divided by the total sum of all units earned. (Ex: $471 / 193 = \text{GWA: } 2.44$)

Examination

Every semester, there are four (4) periodical examinations, namely: Preliminary, Midterm, Semi-Final, and Final Examinations.

Every intersession, there are two (2) grading periods, namely: Midterm, and Final Periods.

Students taking the examination must secure a valid examination permit or Original Receipt from the Cashier's Office. A tampered or altered examination permit is considered invalid. A student using another's examination permit may be suspended for this violation.

No teacher shall grant a student exemption from taking any periodical examination except an exemption from the Final Examination only in meritorious cases and when the student is satisfied to have garnered a passing grade in the subject already.

A student who fails to take any scheduled Preliminary, Midterm, or Semi-Final Examination due to a justifiable cause, such as illness, is eligible to take a Special Preliminary, Midterm, or Semi-Final Examination upon presenting a special examination permit per subject

within two (2) weeks after the missed examination during the semester or within ten (10) days after the missed examination during the summer term. If no special examination is requested, the student shall automatically receive a score of 0 grade for the particular grading period.

A student who fails to take any scheduled Final Examination due to a justifiable cause, such as illness, is eligible to take a Special Final Examination upon presenting a special examination permit per subject within ten (10) days after the missed examination during the semester or the summer term. In case of failure to take the Special Final Examination within the allowed period, the teacher shall give the student a score of 0 grade for the Final grading period, shall finalize the computation of the Final Rating, and shall submit the final grade sheet to the Dean and the Registrar within 10 days after the scheduled Final Examination.

Attendance

Reckoned at the start of regular class or at the time of official enrolment in case of late enrolment and adding of subject, students who are officially enrolled but have not attended their classes without justifiable reason shall be marked ABSENT. However, in case of changing of the subject due to the dissolution of a formerly enrolled subject caused by insufficient enrollees, the class hours lost shall not be considered absence.

Pursuant to the policy of the Commission on Higher Education, every student is required to attend not less than 80% of the total class hours for a given subject

enrolled in a semester or summer term in order to earn a corresponding credit.

20% Absences Rule. If a student has incurred absences that are more than 20% of the total number of class hours, the teacher concerned must advise the student to drop the subject officially. Otherwise, the student shall receive a Final Rating of 5.0. However, if the student has exceeded the total 20% allowable absences after the Semi-Final Period and has earned passing Preliminary, Midterms, and Semi-Final grades, the student may be allowed to continue attending classes and to take the Final Examination but in no case shall the student receive a Final Rating that is higher than 3.0, even if he/she should pass the Final Examination.

A student shall not be allowed to leave the classroom during class hours to attend to personal callers without prior permission from the teacher. A student who fails to return to class within a reasonable time shall be considered absent. In addition, a student who leaves the class without the teacher's permission shall also be considered absent.

Absence due to sickness must be supported by a medical certification issued by a licensed physician. This absence shall be considered excused and excluded from the 20% Absences Rule.

A student who has incurred absences of more than 20% of the total class hours due to illnesses or some other valid reasons as approved by the Dean will not get a grade higher than 3.0. However, an exception to this policy may be requested and

granted if, in the judgment of the concerned teacher, the student can still submit make-up activities that merit a grade higher than 3.0. Evidence of compliance to such exceptional cases shall be presented to the Dean who shall approve the same.

Absence from classes, whether excused or not, does not absolve the absentee student from complying with the requirements or lessons covered during his/her absence. An absentee student must secure a re-admission slip from the Office of Student Affairs before he/she can be admitted to the next class session.

Tardiness. A student is considered tardy if he/she enters a one-hour class after it has started but within the first ten minutes, or enters a one-and-a-half-hour class after it has started but within the first fifteen minutes. After the said time allowances, tardiness shall already be considered a cut or absence. In all cases, the student shall be allowed to attend the class sessions.

Change of Grades

After at least 15 days from the termination of each semester or intersession, a student may verify his/her grades at the Office of the Registrar. For this purpose, the student shall present his/her school ID.

A student with a grade of INC (Incomplete) or IP (In Progress) may request an Instructor's Grade Updating Form at the Registrar's Office when he/she has completed the requirements in accordance with the rules under Chapter 1(A)(10).

For a petition for grade change, the student concerned must submit to the Office of the Registrar a complaint letter or letter of request duly noted by the concerned Dean.

The Dean shall call the attention of the concerned teacher and ask for an explanation.

A grade may only be changed on the basis of meritorious reasons, such as, but not limited to, computational or mathematical error, wrong equivalent grade, overlooked grade or detail, error in the encoding of grade to the student portal, inadvertent exclusion of some test results in the computation, excusable mistake, fraud, and incompetence. Fraud would involve actions such as forging documents, tampering with records, or providing false information to fraudulently alter the grade. In addition, incompetence would imply errors or mistakes made due to a lack of expertise, understanding, or attention to detail by the individuals involved in grading or recording the grades.

If the concerned teacher acknowledges merit in changing the grade, he/she must request an Instructor's Grade Changing Form at the Office of the Registrar. He/She shall complete the Form personally and shall attach thereto the corresponding proof of the basis for the change of grade. The Form shall be signed by the Dean. The Form with attached supporting documents shall be submitted immediately to the Office of the Registrar within three (3) working days upon receipt. Otherwise, the Form shall be invalid and will not be received by the Office of Registrar.

If the concerned teacher does not acknowledge merit in changing the grade, the Dean shall call the attention of the student and shall refer him/her to the concerned teacher for discussion and clarification of the matter.

After a lapse of one year from the submission of the grade sheet to the Registrar's Office, any petition for grade change shall no longer be entertained. Instead, the original grade submitted shall be retained.

Documents of Academic Record

The following are the documents of academic record that may be requested and secured from the Office of the Registrar, upon complying with the process: NO NEED TO DISCUSS THE PROCEDURE IN THE MANUAL. THIS MAY BE POSTED AT THE OFFICE OF THE REGISTRAR INSTEAD.

- Transcript of Records (TOR);
- Transfer Credential Certificate or Certificate of Honorable Dismissal;
- Diploma;
- Training Certificate (For TESDA courses);
- Certificate of Enrollment (For presently enrolled students);
- Certificate of Graduation
- Certificate of English as the Medium of Instruction;
- Certificate of Course Description;
- Certificate of Good Moral Character;
- Certificate of Units Earned;
- Certificate of Terms Enrolled;
- Certificate of General Weighted Average

Certificate of Grades (For one semester)
Government Certification, Authentication, and
Verification (CAV) (For travel abroad); and
Background Verifications.

Transitory Provisions

The 2007 grading system shall cease to be implemented by the end of SY2020-2021 and only the effective SY 2021-2022 revised grading system shall apply to all students beginning SY 2021-2022.

In the determination of graduation honors for students who are covered by different grading systems, the equivalent grades posted in the previous school years shall be used without re-adjustments but the computation of the General Weighted Average (GWA) shall be interpreted using the new grading system effective SY 2021-2022. This is because all grades submitted to the Registrar's Office have been entered into SIAS (database) and are considered final.

NATIONAL SERVICE TRAINING PROGRAM (Republic Act 9162)

This law is an act establishing the National Service Training Program (NSTP) for tertiary level students, amending for the purpose of Republic Act No. 7077 and Presidential Decree No. 1706 and for other purposes.

As a declaration of policy, it is hereby affirmed the prime duty of the government to serve and protect its citizens, In turn, it shall be the responsibility of all citizens to defend the security of the State and in fulfillment

thereof, the government may require each citizen to render personal, military or civil service.

Recognizing the youth's vital role in nation-building, the State shall promote civic consciousness among the youth and shall develop their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism, and nationalism, and advance their involvement in public and civic affairs.

In pursuit of these goals, the youth, the most valuable resource of the nation, shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in the service of the nation.

In this institution the following program components are being offered; (a) Reserve Officers Training Corps, (b) Civic Welfare Training Service, and (c) Literacy Training Service.

REVISED POLICY GUIDELINES ON GRADUATION HONORS

To qualify for graduation honors, a student must complete all the requirements for graduation, both academic and non-academic. Hence, a student with any deficiency is not eligible for graduation honors.

For baccalaureate/bachelor's degree: A student who obtains a grade lower than 2.2 (85%) based on the new Grading System effective on AY 2021-2022 or 2.25 (84%-86%) based on the previous grading system, in any academic or non-academic subject (except NSTP which

is excluded in GWA computation), is disqualified from obtaining honors, regardless of whether such grade was obtained at Naga College Foundation or from other colleges or universities.

A student must earn at least 75% of the total academic credit units of the program of study at NCF in not more than four years, for a four-year baccalaureate program, and in not more than five years, for a five-year baccalaureate program.

He/she is a full-time student who carries the allowable full load for his/her course and finishes within the prescribed number of semesters required of his/her course;

He/she has no gap in his/her semestral attendance until he/she finishes the course;

The following graduation honors are given to students who qualify to the aforementioned norms and whose general weighted average (GWA) for the prescribed duration of the course is as follows:

For College honors:

LATIN HONORS

Summa Cum Laude

1.25 to 1.0 or 96% to 100% with no grade lower than 95% or 1.3

Magna Cum Laude

1.5 to 1.3 or 93% to 95% with no grade lower than 90% or 1.75

Cum Laude

1.75 to 1.6 or 90% to 92% with no grade lower than 85% or 2.2

The Gold Medallion and Plaque of Merit are awarded to the graduate who obtains the highest General Weighted Average (GWA) among the graduating class. The Silver Medallion and a Plaque of Merit are awarded to the graduate who obtains the second highest General Weighted Average (GWA) among the graduating class. The Bronze Medallion and a Plaque of Merit are awarded to the graduate who obtains the third highest General Weighted Average (GWA) among the graduating class.

Any student with a record of breaking a school policy, academic or otherwise, or committing any misdemeanor is automatically disqualified from obtaining graduation honors.

Academic Distinction is an award or recognition given to a student who does not make it to the Latin honors. The criteria shall be deliberated on and decided by the Academic Council members.

Candidates who are under “pending completion of academic work” will be considered for awards at the next graduation ceremony.

The selection of honor students shall be deliberated on by the Academic Council composed of all Deans, the Registrar, and the Vice President for Academic Affairs. The above policy and criteria shall be made known to the students and parents.

ACADEMIC AWARDS

SPECIAL AWARD – is given to any qualified graduating student with the highest rating (98% to 100%) in Practicum or OJT or Internship or Clinical Practice (RLE) subject. Criteria are college-based and shall follow the award given below:

For College award:

EXCELLENCE IN PRACTICUM
CERTIFICATE AND GOLD MEDAL

NON-ACADEMIC AWARDS

Non-Academic Awards are given to a bonafide NCF graduating student who has excelled in various fields (co-curricular and extra-curricular) and demonstrated dynamic leadership and responsible service that epitomizes the true essence of a Ncean who brought honor and prestige to the institution. There are two categories, (1) Melchor T. Villanueva Service Leadership Awards, (2) Special Non-Academic Awards.

The Melchor T. Villanueva Service Leadership Awards (MTV Service Leadership) is given to students who qualified after due evaluation, interview, and deliberation and met the standards provided by the governing policy set by the Committee Chaired by the Office of Student Services and its members, Office of Student Affairs and Guidance and Testing Center.

Special Non-Academic Awards are those given to members of an institutional program already considered to be an integral part of the school which has been actively existing for more than 5 consecutive years. Below are the names of the existing Special Non-Academic Awards;

Band Service Award

Sports Achievement Award

Cultural Arts Awards

Journalism Awards

Lourdes Peckson Villanueva Awards

a. Student Assistant Scholarship

b. Caritas Scholarship

c. Project Share Scholarship

LOYALTY AWARD

An award given during the Graduation Ceremony to a qualified graduate

GOLD MEDALLION for those who graduated at NCF with an uninterrupted maximum of 16 years residence from Elementary(6 years), Junior High School (4 years), Senior High School (2 years) and College (4 years degree program);

SILVER MEDALLION for those who graduated at NCF with maximum of 10 years residence:

Junior High School(4 years), Senior High School (2 years) to College (4 years degree program) or

College (4 years degree program), Masteral to Doctorate degree (maximum of 5 years in attendance)

Any student with a record of transfer to another school is not eligible to receive a loyalty award.

INSTITUTIONAL UNDERGRADUATE ACADEMIC AWARDS PROGRAM

President's List and Dean's List Awards

The Institutional Undergraduate Academic Awards Program is a clear indication of the college's commitment to its vision and mission of providing quality education, among others. This program envisions the following outcomes:

the students will be more motivated to excel in their studies;

NCF will become a breeding ground for healthy academic competition among students and among colleges;

produce quality graduates who will meet the demands of various industries; and

NCF will serve as a school of choice in the region and one of the leading academic institutions in the country – widely recognized for providing affordable, high quality, and transformative education.

The Institutional Undergraduate Academic Awards Program confers two (2) awards, namely:

Institutional Academic Award (President's List Award); and

College Academic Award (Dean's List Award).

This program applies to all college students enrolled in various degrees and non-degree programs who have enrolled at the normal load prescribed by the curriculum.

INSTITUTIONAL ACADEMIC AWARD (President's List Award)

Any student who obtained the following standard set by the Academic Council shall be declared as a President's List Award:

any undergraduate student who obtains, at the end of the semester, a general weighted average of 96% (1.25) or higher;

a full-time student who has no grade below 89% (1.8) in any subject; and

a student who possesses good moral standing as attested by his/her respective College Dean.

COLLEGE ACADEMIC AWARDS (Dean's List Award)

Any student who is not being classed as a President's List Award but attained the following standard set by the Academic Council as a Dean's List Award:

any undergraduate student who obtains, at the end of the semester, a general weighted average of 90% (1.75) to 95% (1.3);

a full-time student who has no grade below 86% (2.1) in any subject; and

a student who possesses good moral standing as attested by his/her respective College Dean.

MODALITIES OF INSTRUCTION

The school adopts two learning modalities, namely, blended learning and the face-to-face modality as the institution's adherence to the post-pandemic education that sets parallel standards and offers the identical significance of authentic teaching-learning interaction and digitalization as the new-fangled manner of education.

A. Blended Learning. It is a type of learning not limited by time and space. This means that teachers and students may not be at the same location in order for teaching to be delivered or for learning to take place. Its foundations are technology and internet connection that enable communication, collaboration, teaching, and learning, among other things to take place. Empowered by Google Workspace as the Learning Management partner, blended learning primarily uses Google Classroom (through the student's GBox account) and is used to deliver General Education Curriculum subjects.

Synchronous Session. The teacher and the students are online for the discussion and learning experience to take place. Through the Google Meet application, as a means for video conferencing, the frequency of synchronous sessions shall be 50% of the total class hours per semester for a minimum; or more depending on the policy implemented by the respective college.

Asynchronous Session. Teaching-learning electronically may also happen even though the teacher and students are not online all at the same time. Teachers shall use Google Classroom as its virtual classroom to post tasks

and materials for students in lieu of the synchronous session. The frequency of asynchronous sessions shall be 50% of the total class hours per semester for a minimum, or less depending on the policy implemented by the respective college.

Major examinations will be administered in a face-to-face manner to gauge students' authentic competencies, evaluate accordingly, and offer timely and relevant feedback to the learners.

B. Face-to-face Modality. It entails the pre-pandemic conduct of teaching-learning processes, as well as the assessment in a physical classroom. Professional and laboratory subjects will be delivered through the face-to-face modality.

Google Classroom is still required for all instructors and students, in all courses, levels, and modalities, as the Google Classroom will serve as a contingency measure to ensure a continuous learning process if possible situations occur.

Here are the suggested digital technologies/gadgets for online classes:

Smartphones

Laptops

Personal Computer

Headphones with microphones

Webcam

WiFi/WiFi Booster

Here are the commonly used applications for online classes:

- GoogleWorkspace
- Google Classroom
- Google Mail
- Google Meet
- Google Drive
- Google Form
- Google Calendar
- Google Docs
- Google Sheets
- Google Slides
- GoogleJamboard

Other applications

Zoom

Canva

Kahoot

E. CLASS POLICY ON BLENDED LEARNING

1. A student incurring six (6) weeks of synchronous session absence shall be graded 'Dropped due to Excessive Absences' (DEA).

2. A student shall not be allowed to leave the synchronous session to attend to other matters without prior permission from the teacher. A student who fails to return to the session within a reasonable time shall be considered absent. In addition, a student who leaves the session without the teacher's permission shall also be considered absent.

3. A student is considered tardy if he/she enters a one-hour class after it has started but within the first ten

minutes, or enters a one-and-a-half-hour class after it has started but within the first fifteen minutes. After the said time allowances, tardiness shall already be considered a cut or absence. In all cases, the student shall be allowed to attend the class sessions.

4. All tasks for a grading term must be turned in or submitted before the scheduled examination. Hence, no task submission will be accepted after the examination of a certain grading term.

5. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment. With the instructor's approval, a student may have the opportunity to resubmit the assignment or complete an additional assignment to make up for lost points.

4. A student is not allowed to record or reproduce synchronous activities of any of his/her classes.

5. A student shall adhere to the NCF dress code during synchronous classes.

6. Wide-range power interruption means a switch to automatic asynchronous meeting for all NCF synchronous classes.

7. Major examinations will be administered in a face-to-face manner to gauge students' authentic competencies, evaluate accordingly, and offer timely and relevant feedback to the learner

GENERAL GUIDELINES IN USING GOOGLE CLASSROOM

Instructors should use proper syntax when naming their Google Classrooms. Please use the syntax illustrated below:

Class name: [Class code] Subject code: Subject Description

Section: Instructor's name [Section schedule]

Instructors are discouraged from posting instructional materials and tasks on the stream tab. They are not allowed to post important announcements on the said tab.

The topics should be organized by week except for the College of Health Sciences (RLE subjects) and Graduate Studies. All other formats must be officially endorsed to the Quality Assurance Office before the implementation.

Instructors are required to attach the following files under "Important Materials/Attachments":

- First Semester
- Message from the President
- Message from the VPAA
- NCF Hymn
- NCF Mission-Vision Statement
- NCF Core Values
- College Vision-Mission Statement
- Syllabus/Course Outline
- Netiquette and Class Policy

Second Semester
NCF Vision-Mission Statement
NCF Core Values
College Mission-Vision Statement
Syllabus/Course Outline
Netiquette and Class Policy

Most recent topics and posts must be at the top of the classwork.

All tasks and instructional materials created from the Microsoft Word and/or PowerPoint must be saved in PDF format. These should be posted on the classwork tab.

Rubrics are required to articulate specific components and expectations for an assignment (ex. research paper and written task).

Instructors are required to invite the Quality Assurance Office, Vice President for Academic Affairs (VPAA), their college dean, and the program/area chairperson to the Google Classroom, as teachers, for evaluation, monitoring, and auditing purposes.

Only the owner of the Google Classroom is allowed to post materials and activities in their Google Classroom.

Instructors are required to post at least three (3) quizzes and three (3) tasks per term.

Synchronous attendance must be posted on the classwork.

Posted tasks or activities should be graded and returned before the next synchronous session.

All students' output should be turned in using Google Classroom for traceability. Instructors are not recommended to use Facebook (Messenger), emails, and other external online platforms for receiving outputs.

Instructors and students must use decent and formal profile photos for their Gbox account. All offensive or inappropriate photos will be removed upon audit.

Each Google Classroom will be audited twice per semester (prelim and semi-final) and once for summer classes.

Audit results will be part of the teacher's evaluation.

CHAPTER II

SCHOLARSHIPS AND DISCOUNTS

Committed to aiding its stakeholders in achieving their aspirations through quality and affordable education, NCF offers numerous scholarships and discounts and establishes partnerships with government units and private institutions offering financial assistance to deserving students who pass the respective screening processes. This chapter covers the lists of grants, sponsors, qualifications, procedures, and requirements for each offered scholarship or discount that students may avail of.

SCHOLARSHIPS AND DISCOUNTS FOR COLLEGE STUDENTS (Internal and External)

SCHOOL-BASED SCHOLARSHIPS

1. Villanueva Scholarship A

- This is a 100% scholarship, covering tuition and miscellaneous fee, automatically given to all college freshmen who ranked first and second, or any rank equivalent to ‘With Highest Honors’ in their 12th grade in Senior High School (SHS).

2. Villanueva Scholarship B

- This scholarship is granted to freshmen and transferees who passed the competitive qualifying and entrance examinations set by the academe, who exhibited relatively high IQ results, and who will enroll in courses with licensure/professional examinations. This grant offers a 100% discount on tuition.

3. College of Engineering (COE) Scholarship

- Given to college freshmen who will enroll in BS Computer Engineering, BS Civil Engineering, and BS Geodetic Engineering, who graduated with honors in Senior High School. A 75% and 50% tuition fee discount, for the first semester only, is intended for students who graduated ‘With High Honors’ and ‘With Honors’, respectively.

4. Tiger’s Honor Scholarship

- Granted to graduates of Senior High School who manifested positive academic standing and landed ‘With Honors’ or ‘With High Honors’ in their 12th grade. This scholarship offers a 25% discount on tuition and is effective for one academic year only. However, this scholarship does not apply to students who will enroll in health-related courses.

5. Compassion for Education

- This scholarship covers a 50% discount on tuition for the first academic year, upon enrollment, and 20% for the succeeding semesters. The freshmen whose parents are front liners for COVID-19 response are privileged to avail of this scholarship, except the students who will enroll in the College of Accountancy and Finance (CAF) and College of Business and Management (CBM).

6. Students Assistant Scholarship Program

- This program is designed to address the economic needs of deserving but financially incapacitated students who are willing to render their services in various offices of the academe. This program is open to all single college

students, aged 18 to 25. The students shall be Senior High School graduates with good academic standing.

7. The Naga Collegian (TNC) Scholarship

- A minimum of 30% and a maximum of 100% tuition discount for students who are members of the Editorial Board and Publication Staff of the official college student publication, passed the competitive qualifying examinations and exhibited outstanding proficiency in campus journalism.

8. Band Scholarship

- Majorettes and members of the collegiate concert and marching band are entitled to enjoy tuition discounts depending on their experiences, services, and categories.

9. Athletic Scholarship

- This scholarship is given to students, identified by the Sports Development Office, who excel in various sports events, and bring pride and honor to the academe through their representations in diverse athletic meets.

10. Presidential Scholarship

- This is conferred by the School President to students who manifested quality and brought forth excellence in their crafts, which gained recognition from the national and/or international arena. The amount of the scholarship will be based on the discretion of the president.

SCHOOL-BASED DISCOUNTS

1. Alumni Discount

- Granted to NCF alumni and their qualified beneficiaries. This discount offers a maximum of 50% and a minimum of 20% discount on tuition for alumni, 20% for children and legal spouses, and a 10% discount for siblings.

2. Center for Arts and Culture (CAC) Discount

- Automatically given to the member-students of the NCF-Center for Arts and Culture who displayed exceptional competencies in the field of performing arts.

3. NCF – Law Enforcement Discount

- 20% tuition discount to the active and retired members of PNP, BFP, BJMP, and other Law Enforcement Agencies and their children. This discount is exclusively for students who will take courses offered by the College of Criminal Justice Education.

4. NCF – 9th Infantry Division Discount

- This is granted to the 9th Infantry Division Military Servicemen/Servicewomen and their qualified dependents. A 50% tuition discount will be given to the qualified dependents of the KIA Military Personnel. 30% tuition discount to the military personnel, their spouses, and children, while 20% tuition discount to their siblings.

5. Barangay Official Discount (Republic Act No. 7160)

- This discount offers a 5% tuition discount to incumbent elected barangay officials and their legitimate dependent children.

6. Family Discount

- This discount is offered to students with siblings and parents enrolled in the same semester/school year. 10% tuition discount for the second sibling, 30% tuition

discount for the third sibling, and 50% discount for the fourth and more siblings. The discount will be availed by the youngest sibling/family member or by the one with the least tuition.

7. Cash Discount

- 10% discount on tuition will be granted to students who will pay their full assessment in cash upon enrollment.

8. AIM Global Discount

- 10% tuition fee discount will be given to students with AIM Global-NCF Certification. This discount can only be availed one time.

In all the foregoing scholarships or discounts granted by NCF, students can avail of only one scholarship or discount at a time. In cases of multiple applicable scholarships or discounts, the student can avail of the higher or most beneficial scholarship or discount.

NON-SCHOOL SPONSORED SCHOLARSHIPS

Naga College Foundation, Inc. (NCF) also accepts scholars/grantees of various government units and private institutions such as:

- Commission on Higher Education (CHED)
 - o Tertiary Education Subsidy (TES) and Tulong-Dunong Program (TDP)
 - o CHED Scholarship Program (CSP)
 - o Student Financial Assistance Program (STUFAP)
 - o Private Education Student Financial Assistance (PESFA)
- Local Government Units

- Provincial Scholarships
- SM Foundation
- Jollibee Foods Corporation SEEDS Program
- Philippine Veterans Affairs Office

CHAPTER III

STUDENT DISCIPLINE

All stakeholders of the NCF ought to demonstrate the values of respect, politeness, and etiquette toward each other regardless of exceptionalities, beliefs, race, sexual orientation, gender identity, and expression to build an empowering learning environment that is conducive to the holistic growth of the students. This chapter emphasizes the student code of conduct while discussing the processes for dealing with offenses and imposing appropriate penalties.

STUDENT CODE OF CONDUCT AND DISCIPLINE

NORMS OF CONDUCT

The common task of the school is the creation of a learning environment conducive to physical, spiritual, moral, and intellectual growth. The Naga College Foundation Code of Discipline provides the discipline and system intended for the realization of the school's mission, vision, & core values.

The OSA Coordinator has jurisdiction over all matters concerning discipline. S/he receives, evaluates, investigates, and ascertains facts on all reported cases, renders decisions, and imposes appropriate sanctions for minor violations. The Student Grievance Committee (SGC), however, is convened to deal with major violations.

All students are encouraged to assume the responsibilities of academic work by committing themselves to serious study during their stay in NCF.

The Coordinator for Student Affairs and the Vice President for Administration or the President shall give the authorization on social functions/activities which bears the name and/or seal of the school, in or out the campus.

College facilities may be available for school-related activities by accomplishing the proper forms with the office/unit concerned. Students are responsible to use school property with care. Student(s) who shall cause damage to such property are subject to disciplinary measures as well as restitution of the damaged property.

Posting notices and posters of any kind in designated general bulletin boards, or any other are subject to the approval of the Office for Student Affairs (for student-related posts/notices) or Vice President for Administration (for outside stakeholders). On department bulletin boards, approval is a requirement. Only information materials with immediate educational value or messages shall be entertained for posting and distribution.

No student should stay in the campus beyond curfew hours (9:00 PM) unless an activity duly noted and approved by the Office for Students Affairs is held.

The faculty restrooms and faculty lounge are off-limits to students except for the implementation of students advising programs where consultation is done.

Smoking is strictly prohibited inside the campus.

Students must register their cars and secure the gate pass sticker from the Safety and Security Office. Proper parking in designated parking spaces must strictly be observed.

Except when the activity benefits the studentry, the college does not allow the selling of tickets, solicitation, and fund drive activities by any student, faculty, employee, or outsiders.

Students are subject to disciplinary measures for misbehavior or improper conduct whether in or off campus.

The Office for Student Affairs summons a student by means of a call/ appointment slip. S/he may not seek approval from the Dean in doing so.

The Office for Student Affairs requires the permission and approval for students' activities, whether in or off campus. They must be scheduled based on an approved program of activities during the school year, (except on a week prior to major examinations).

All student activities require the presence of the adviser, moderator, or faculty representative. Field trips, outings, social action trips/exposures will be made at the expense of the students concerned. Each of the groups shall be accompanied by at least one (1) faculty representative, adviser or moderator.

Written parent consent is required before the actual conduct of programs beyond curfew hours and/or overnight-off-campus activities.

Activities, when conducted in the name of the school, must be approved at least two (2) weeks or (15) days prior to the activity by the Coordinator for Student Affairs, Vice President for Academic Affairs, and President.

No financial contracts or arrangements made by any student in the name of the school shall be honored without proper authorization of the school.

Lost school I.D. must be reported immediately to the Office for Student Affairs. Concerned students must submit a notarized affidavit of loss to OSA and the latter shall issue the I.D Clearance Form which will be used by the Technology Resource Center to process the new I.D.

Approval of the OSA Coordinator and VPAIA with the endorsement of the Dean and/or Faculty Adviser is required for Income Generating Projects (IGPs) and activities.

In order to facilitate the release of requests for school requirements such as clearance signing, final examination permit, and TOR, among others, students must secure the OSA Coordinator's signature upon completing OSA pre-requisites for clearance signing.

IDENTIFICATION CARD, UNIFORM & DRESS CODE POLICIES

All enrolled college students are required to wear the prescribed school uniform or dress code whenever coming to school.

The dress code is the generally accepted casual attire of students when not in uniform.

An identification card duly authorized to students is deemed part of the prescribed uniform: hence, s/he must wear it upon entering and while inside the campus.

The prescribed uniform shall be worn every Monday, Tuesday, Wednesday, and Thursday, while the prescribed dress code every Friday, Saturday, and Sunday. Moreover, every first Wednesday of the month, the school implements the institutional Corporate Attire Day Dress Code. During these non-uniform days, students are allowed to wear casual attire (Friday, Saturday, and Sunday) which must conform to the generally accepted standards of decency.

Any student(s), without class(es), who will transact business (e.g. clearance period, meeting of student organization, research work, payment at the Cashier, and the like) should wear her/his ID and present her/his Matriculation form for purposes of verification upon entry and while inside the campus.

In-campus activities that require the students to wear comfortable and appropriate attire like college days, athletics, laboratory services, production preparations, and similar events may seek exemption from the OSA

through their subject teacher, moderator, or recognized organizer. The Provisional Uniform Exemption Form (PUEF) can be obtained from the OSA and filed within 2-day prior to the event. However, students with PUEF are prohibited from roaming around the campus and/or transacting business in any of the offices in the same attire.

The OSA is directly responsible for the administration and implementation of the uniform and dress code policy.

However, there are standard systems of monitoring student compliance with the uniform policy, to wit:

Checking at the Entrance Gate by the Security Guard. Once the guard is able to ascertain that a student is not in proper uniform or dress code, the said student will be forwarded to OSA and will be issued with the Uniform Defiance Slip, he/ she shall be required to accomplish such slip within one day. After that, the student may retrieve his/her I.D. from OSA.

Checking in the classroom by the classroom teacher. Once the teacher is able to confirm that a student is not in the prescribed uniform or dress code and does not have the necessary forms (Temporary Gate Pass Form or Provisional Uniform Exemption Form), S/he (teacher) shall issue the Uniform Defiance Slip, and instruct her/him to report to the OSA.

Random checking by OSA personnel. The OSA personnel shall conduct random visual checking inside the campus anytime during the day for any uniform/dress code

violations. Once the OSA personnel ascertain that a student is not in proper uniform or dress code, s/he shall issue her/him the Uniform Defiance Slip and instruct her/him to report to the OSA.

DRESS CODE: FEMALE FOOTWEAR

IMPORTANT: Black shoes are the only allowed footwear when wearing school uniform.



ALLOWED



ESPADRILLES



MOCCASINS



JELLY



MARY JANE



KITTEN HEELS



D'ORSAY



STILLETOS/PUMPS



COMMA HEELS



CONE PUMP HEELS



T-STRAP



BROCK
LACE UP HEELS



CHUNKY
LACE UP HEELS

NOT ALLOWED



FLIP-FLOPS &
TONGS



SLIDERS
INCLUDING BAND STRAP SLIPPERS



MUFFIN



RUBBER CLOGS



STRAPS SANDALS



LEATHER/
PLATFORM CLOG



OPEN TOE



MULES



SLINGBACK



WEDGE



ASYMMETRICAL STRAPS



GLADIATOR

DRESS CODE: INAPPROPRIATE ATTIRES

NOTICE: Follow the proper Dress Code to avoid disciplinary sanctions.



FEMALE



SPAGHETTI BLOUSE



STRAPLESS/TUBE BLOUSE



CROPPED TOP



BACKLESS



SEE THROUGH /RIPPED



SHORTS & LEGGINGS



SLIT SKIRT & MINI SKIRT ¹



RIPPED JEANS

MALE



SANDO/TANKS



RIPPED TOPS



SHIRTS WITH OBSCENE PRINTS ²



SEE THROUGH



CROPPED TOP



RIPPED JEANS/ BOTTOMS



SHORTS



EARRINGS

¹ Skirt hem should not be shorter than 2 (two) inches above the kneecap.

² Shirts with obscene prints are not allowed; promote violence, dangerous drugs, gender inequality, and racism.

DRESS CODE: SCHOOL UNIFORM

IMPORTANT: Black shoes are the only allowed footwear when wearing school uniform.



BUTTON-UP POLO ¹
☐ LIGHT CREAM
 #FFFFFF

SCHOOL ID
 OFFICIAL & RECOGNIZED LANYARD

SCHOOL LOGO
 CLASSIC DESIGN FOR CAF, CAS, CBM, CCS, CTED, & COE I WHITE FOR CCJE

SLACKS ²
☐ CHARCOAL GRAY
 #3C4142

BLACK CLOSED SHOES
 (BLACK SOCKS)
☐ BLACK
 #111111

BUTTON-UP BLOUSE ¹
☐ LIGHT CREAM
 #FFFFFF

SCHOOL ID
 OFFICIAL & RECOGNIZED LANYARD

SCHOOL LOGO
 CLASSIC DESIGN FOR CAF, CAS, CBM, CCS, CTED, & COE I WHITE FOR CCJE

SLACKS ²
☐ RACING GREEN ³
 #1B2C25

BLACK CLOSED SHOES
☐ BLACK
 #111111

COLLEGE OF HEALTH SCIENCES
 MALE & FEMALE STUDENT UNIFORM

BUTTON-UP BLOUSE & SLACKS ¹
☐ PURE WHITE
 #FFFFFF

SCHOOL ID
 OFFICIAL & RECOGNIZED LANYARD

BLACK CLOSED SHOES
☐ BLACK
 #111111

ALTERNATIVE SCHOOL UNIFORM

Departmental Uniform/attire

Physical Education Uniform (Pair)

Tiger Shirt

School ID

Shoes/allowed sandals

NOTE: Colors in the picture might differ from the actual due to lighting or your device screen features or configuration.

¹ Material used: Peace Twill


² Material used: Katrina

³ Also applies to collar, pocket, and buttons.


DRESS CODE: SCHOOL UNIFORM

IMPORTANT: Black shoes are the only allowed footwear when wearing school uniform.







COLLEGE OF CRIMINAL JUSTICE EDUCATION

BUTTON-UP BLOUSE ¹
 LIGHT CREAM
#FFFFFFED HEM:
2 INCHES

SCHOOL LOGO
WHITE/IVORY DESIGN

SCHOOL ID
OFFICIAL & RECOGNIZED LANYARD

SLACKS ²
 CHARCOAL GRAY
#3C4142

SHOES
 BLACK
#111111

NOTE: Colors in the picture might differ from the actual due to lighting or your device screen features or configuration.

¹ Material used: Peace Twill

² Material used: Katrina

The OSA shall investigate reported cases of violations and implement the sanctions for infractions against the Uniform/ Dress Code Policy.

Only those students under the following circumstances may be issued Uniform Exemption ID for a Specified period only:

Graduate/ Working Professional;

Working Students;

Member of religious congregation;

Cross-enrollees;

Students enrolled in 9 units (or at least 3-unit subjects) or less;
Those with physical deformities or handicapped;
and,
Those who are on the family way
Temporary gate passes may be issued to students with valid reasons such as delay of uniform release with proofs provided as attachment.

OFFICIAL PE UNIFORM SHALL BE WORN ONLY DURING PE CLASS.

Hence, students must change into complete uniforms after their PE subject, if they have academic classes, in the same manner, laboratory uniforms must also be worn only during laboratory classes or activities.

Engineering students in the 3rd -5th year level may use the prescribed Type B uniform. Automotive students will be allowed to enter the campus in their white T-shirts (with collar and Engineering & Technology Logo) and Pants)

Wearing of prescribed NCF Uniform is scheduled as follows:

For freshmen, transferees, and Returnees – at least two (2) weeks after the scheduled opening of class.

For Current/Old Students (Upper-Class) – At least one (1) week after the scheduled opening of class.

INAPPROPRIATE ATTIRE

Sandals are allowed for wash days only while black shoes must be worn during Uniform days. Slippers are not

allowed. Cross-dressing for casual attire is allowed as long as it follows the dress code.

Uniform cross-dressing is allowed. However, certain colleges may still need to follow the general policy for male and female uniforms as prescribed by the dean.

DISCIPLINARY STANDARD

Classification of Offenses – offensive behavior is categorized as either major or minor offenses.

Major offenses include those behaviors that seriously violate the preservation of life, liberty, property, and dignity of every student.

Minor offenses include all other offensive behaviors not listed under the major.

Offenses and Schedule of Sanctions – Below are the major and minor offenses and their corresponding sanctions.

MINOR OFFENSES:

1. Loitering during class hours
2. Incomplete and improper use of Uniform or wearing an attire not befitting the School's Dress Code Policy, and Non-wearing of School ID.

Wearing attire not befitting the School's Dress Code Policy, and Non- wearing of School ID.

Wearing attire (upper garments) is not appropriate for virtual classes or following Netiquette.

3. Intentionally disturbing classes by shouting, chanting, talking aloud, and singing in corridors.
4. Littering on campus. Non-compliance to CLAYGO (Clean As You GO) Policy.
5. Smoking within the school premises.
6. Posting printed Materials without the approval of the College Officials (OSA and/ or VP for Admin & Finance).
7. Misinterpretation (Borrowing one's ID and lending or using another person's ID).
8. Trespassing entry and exit through unauthorized and/or prohibited areas.
9. Unauthorized use of College Facilities.
10. Vandalism or Destroying or Damaging school properties.
11. Insubordination or disobedience or disrespect to school authorities, lawful orders, and signs.
12. Violation of Curfew Hours.
13. Possessing, viewing, and reading objects, pictures, or pieces of literature that are pornographic in nature.
14. Use of profane language and/or gestures.

16. Any form of Dishonesty

17. Any form of Scandalous, Malicious, Disturbing Public Display of Affection.

18. SIT-IN, Attending class not officially enrolled.

MAJOR OFFENSES:

1. Violence and Physical Assault/Injury -- Resorting to any acts of violence that result in physical bodily harm whether individually done or by the group.

Intentionally hitting a student, faculty, or employee.

Slight Physical Injury

Serious Physical Injury

Gross Misconduct/Unruly Behavior

Threat/Coercion/ Intimidation to students, alumni, or employees.

2. Stealing of money and/ or property of co-students, and employees.

3. Slander, Libel, Rumor Mongering

Uttering, Posting (includes Social Network sites), and/or Printing Defamatory, Slanderous, and Libelous Statements/Remarks against any student and/or employee.

Gossiping or Rumor Mongering with the Malicious Intention of destroying the reputation of another person (student, alumni).

Use of disrespectful language/ comments/ statements against a teacher/ employee or a student in any social media platforms or virtual classroom.

4. Liquor and/or Prohibited Drugs

Entering the school in a drunken state.

Bringing liquor and/or possessing prohibited drugs inside the school premises. Process, Selling, using, or Taking prohibited drugs and/or intoxicating liquor.

5. Processing or use of playing/gambling cards and/or devices.

6. Indulging in any form of betting or gambling inside the school.

7. Mass Action and Subversive Activities

Joining, Instigating, or Leading Rallies, Demonstrations, and/or Other Forms of Unapproved Group Action which create disorderliness.

Posting (includes Social Networking sites), Disturbing, Disseminating, and Circulating leaflets, and other printed materials that tend to instigate subversion against the

government and cause chaos/disorder to the college.

Knowingly organizing and joining unauthorized and/or recognized Fraternities, Sororities, and/or other organizations.

8. Extortion/Forcibly asking money from anybody/ bribery in any form.

9. Participating in any mob or riot within the school premises.

10. Falsification and/or Misrepresentation of documents, records, and credentials.

Forging, falsifying, tampering with records, documents, or credentials, or knowingly furnishing the school fraudulent information in connection with an official document.

Forging signatures of school authorities, employees, faculty, students, etc.

Entering the school with fake, tampered Identification Cards/Matriculation Forms, and other documents.

Unauthorized disclosure of files, messages, and academic documents from the class chatroom, emails, and other online platforms for classes.

Data and System Interference, Computer-related forgery, fraud, and theft.

11. Misappropriation of Student Organization Funds, or misuse of another person's money or funds, or similar acts.

Php 2,000 and below.

More than Php 2,000.

12. Cheating

Cheating in examinations and taking exams by proxy.

Cheating in quizzes, assignments, projects, seatwork, and the like.

Any form of Plagiarism including but not limited to using AI Content Generator and Writer websites, applications, and tools.

13. Illegal Possession of Deadly Weapon (Ice pick, knife, gun, ammunition improvised weapon, etc.)

14. Any form of Public Scandal

Malicious disclosure of students' sensitive, sexual, or violent content in social media, or any materials with such content.

Offensive actions have been done inside the campus that constitute violations against the Safe Spaces Act.

15. Hazing

16. Commission of a Minor Offense for the Fifth (5th Time and beyond).

17. Violation of any rule and/or regulation promulgated by the Commission on Higher Education (CHED).

18. Any other misbehavior or misconduct that endangers or threatens the health and/or safety of an individual on the school premises or may adversely affect the student's welfare.

The penalties for minor offenses shall be given by the OSA Coordinator except when the penalty is deemed for suspension. The penalties for major offenses and repeated minor offenses committed by the same student/s shall be reviewed, investigated, and decided by the Student Grievance Committee.

The determination of whether the offense is minor or grave depends on the following:

The facts surrounding the case upon investigation;

The gravity of the violation committed;

The seriousness of the damage or injury caused;
and

Such other factors may be deemed worthy of consideration.

The Course of Action for Minor Offenses:

Written Reprimand from the OSA Coordinator

Written Apology from the student

Summon of Parents or Guardians

Restitution of damaged property

3-Day Suspension

The Course of Action for Major Offenses:

Grade 5.0 or failure on the subject

5/10/15-Days Suspension

Payment/Return/Replacement of damaged or stolen items, amount, and/or property.

Suspension for the rest of the semester.

Dismissal

The above-mentioned penalties will serve as a guide for the OSA Coordinator and/or the Student Grievance Committee in determining the appropriate sanction/s of offenses. The penalty for major offenses may be increased by the penalties indicated under minor offenses.

Students with concerns about their conduct may get formative interventions such as guidance counseling, among others. Attendance of guidance counseling is a requirement for students who receive disciplinary consequences.

PROVISION ON PENALTIES

REPRIMAND. A reprimand is a censure for minor violations/offenses on the Student's Code of Conduct and Discipline. This is made orally and/or in the form of a Behavior Warning Notice which must be decided by the OSA.

RESTITUTION. Restitution is imposed on an erring student for damage or inappropriate school support or personal property of any student, faculty, employee, or personnel. It may be in the form of payment, return, or

replacement. Failure to make restitution shall demand suspension of the release of diploma or other academic records.

STUDENT REINFORCEMENT SERVICE (SRS). This is a tool for shaping behavior that requires a student-offender to render service to the school/community such as cleaning, painting, gardening, office filing/ inventory, carpentry, and the like.

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

EXCLUSION/DISMISSAL OR DROPPING. A penalty that allows the institution to exclude or drop the name of the erring student from the roll of the students immediately upon the 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, drug dependency, drunkenness, hooliganism, vandalism, and other offenses analogous to the foregoing.

Transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of this manual. The institution shall preserve a complete record of the proceedings for a period of one year in order to afford the Commission the opportunity to review the case in the event the student files an appeal with the Commission.

EXPULSION. A penalty wherein the institution declares an erring student disqualified for admission to 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 on 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 forwards a complete record of the proceedings to the Regional Office concerned within ten days from the termination of the investigation of each case.

ADMINISTRATIVE DUE PROCESS

A student charged with violating school rules and regulations is entitled to administrative due process.

For MINOR OFFENSES the OSA Coordinator or, in her/his absence, the duly designated officer is authorized to receive and evaluate legitimate complaints as well as evidence on the basis thereof, render her/his decision, which is final and executory except when a penalty of suspension is imposed, in which case such decisions shall require the concurrence of the Student Grievance Committee (SGC).

The OSA Coordinator may proceed summarily against any student(s) who is/are found to have committed any offense. The decision of the OSA Coordinator is final and executory.

For the MAJOR OFFENSES, the SGC shall hear and try the case and impose the sanctions provided in the Students' Code of Conduct and Discipline Manual. The committee shall endeavor to render its decision within Fifteen (15) days after it receives the complaints. Its decision shall be final and executory except when a penalty of non-readmission/dismissal or expulsion is imposed, in which case, such decision shall be reviewed by the Academic Council

When the offense committed is serious and circumstances warrant, the OSA/SGC shall have the discretion to apply upon the erring student commensurate disciplinary action depending on the frequency and /or severity of the offense and/or of damage caused.

PERSON/S IN AUTHORITY. All school officials, teachers, employees or persons hired by the institution and all student leaders are persons in authority who are duty-bound to enforce the school's rules and regulations. Also in adherence to the principle of empowerment, all students are enjoined to take an active part in ensuring that school rules and regulations are observed. The SGC is convened to resolve disciplinary cases involving major offenses (and minor offenses involving suspension as a penalty).

STUDENT GRIEVANCE COMMITTEE (SGC) COMPOSITION

OSA Coordinator, Chairman;
One CSC Representative where students
(complainant/respondent) belong;

One CSG Representative;

One faculty/personnel representative from the college/unit where the complainant/respondent belongs; and

If the complainant is against a faculty, the committee shall include the Dean or Head where the latter belongs and the Director of Human Resource Management Office (HRMO); if it is against an office employee

/personnel, the committee shall include the director of HRMO and Administrative Affairs

FUNCTIONS

To evaluate, investigate, hear, and receive evidence on complaints for violation of major offenses;

To render a decision dismissing or imposing disciplinary actions, as the case may be, based on the substantial evidence submitted by the complainant and the respondent;

To recommend rules and procedures in the conduct of investigation and hearing of disciplinary cases.

JURISDICTION. All major offenses under these rules shall be subjected to the jurisdiction of the SGC, except minor offenses which shall be under the jurisdiction of the OSA.

SETTLEMENT. It is desired that cases involving students, employees, and personnel be settled amicably by both parties. If no settlement is forthcoming, the OSA Coordinator shall convene the SGC who shall evaluate the merits of the case.

PROCEDURE

Filing of complaint. A disciplinary proceeding shall be instituted by the appropriate authority or upon the filing of the complaint or an official report specifying the acts or commission which constitute a violation of any existing rules or regulations. The complaint shall be furnished to the respondent.

Answer. The respondent(s) shall be required to answer in writing within three (3) days from the receipt of the charge. S/he may submit proof to substantiate her/his claim or to refute the allegations in the complaint or report.

Hearing. A hearing shall be conducted in order to verify the truthfulness of the allegations or claims of the complainant and respondent.

Investigation Report. After the hearing, the SGC shall issue the decision either dismissing the complaint or finding the respondent to have committed any of the major offenses defined in the Student's Code of Conduct and Discipline Manual.

The findings and the recommendations of the SGC duly signed by all the members thereof shall be forwarded to the VP for Academic Affairs if the recommendation is suspended.

If the recommendation of SGC is non-readmission/dismissal/exclusion or expulsion, the report shall be forwarded to the Office of the President.

Decision of the President. Upon receipt of the investigation report, the President shall determine whether the report had sufficient basis or not, in which case, s/he shall either approve or disapprove its findings and recommendation. The decision of the president is final.

DUE PROCESS. The right to due process shall be observed in the conduct and resolution of any and all disciplinary case/s. due process involving students requires:

The student must be notified of the complaints raised against her/him.

The student must be heard to enable her/him to submit proof on her/his behalf.

The evidence presented by the student must duly be considered by the SGC or official designated by the school authorities to hear and decide the case;

The student must be notified of the decision of the SGC or the President;

The student shall have the right to assistance of her/his parent/guardian and/or a counsel of her/his choice.

However, the school may opt to determine the process for handling disciplinary cases.

CHAPTER IV

STUDENT SUPPORT SERVICES

This chapter encompasses the services offered by the NCF that are framed to assist students in maximizing their full potential and guarantee a learning environment that advances learners' safety and growth physically, mentally, emotionally, socially, intellectually, and spiritually.

Guidance and Testing Center

The Guidance and Testing Center's pursuits for the promotion of the psychological and emotional growth of students and other stakeholders in order to help them develop into fully responsible and effective members of society focused on mental health. Individual Inventory of Students, Testing Service, Counseling Service, Information and Orientation, Follow Up Services, Admission Services, and Research and Evaluation are among the services being provided. The office is located at ST105, Ground Floor, ST Building.

Library Services (Learning Resource Center)

The major source of academic and educational resources at the campus is the Learning Resource Center. Maintaining its commitment to providing current and timely learning resources for both employees and students. The library services also aim to provide and promote information services with quality to the Naga College Foundation Community. These programs and

services include Internet Services, Community Extension Services, In-House Lectures and Seminars, Accreditation Support, and Orientation Programs. The center is located on the 2nd Floor, Admin Building.

Technical Services (Technology Resources Center)

This office serves as a central hub for technological resources, support, and training. It ensures the school has the necessary infrastructure, provides technical support, and conducts training programs to enhance digital literacy and skills. The TRC evaluates and manages software applications and educational tools, curates digital resources, conducts research on emerging technologies, and promotes collaborative projects. It also educates students and employees about responsible technology use, manages equipment and resources, assists in technology planning and implementation, and ultimately empowers students and educators to leverage technology for improved learning experiences. The office is located at the 2nd Floor, Admin Building.

Health Services

The Health Services Unit (School Clinic) strives to provide medical and dental services to promote individual and public health programs and services centered on health promotion, prevention of disease, and curative healthcare. Services are provided to all students and employees through onsite and online consultations. The Clinic is located on the Ground Floor of the ST Annex Building.

Food Services

The Food Service Committee ensures the delivery of healthy and fresh food to the school community. It is responsible for the selection, monitoring, and evaluation of all concessionaires following the school policies and guidelines.

Campus Ministry Office

The campus community's spiritual requirements are met through the campus ministry office. The office helps to establish a community of believers who are eager to develop, celebrate, and live out their faith. Additionally, it addresses the institution's spiritual needs. The ultimate goal of encouraging everyone in the community school to grow as a full person is to create stewards who are devoutly religious, ethically upright, and fear God. These consist of services for other religions, spiritual and pastoral formation, liturgical services, and spiritual counseling. The office is located beside the Our Lady of Lourdes School Chapel.

Research and Extension Services (Research Center)

Through a variety of services, the Research Center seeks to create a culture of innovation and research to boost research output among teachers and non-teaching personnel. The center offers services such as research training, consultation or coaching, data analysis, linkages with other government and non-government organizations, and partnerships. DOST-DATBED, DOH,

and PCIEERD, as examples. These enable academic personnel and non-teaching professionals to conduct studies that are in line with the institution's current needs. In addition, community extension plays a crucial role in bridging the institution and the surrounding community. Its primary purpose is to facilitate and coordinate community engagement initiatives that address the needs and concerns of the local community. The office is located on the 3rd Floor, Admin Building.

Gender and Development Services

This is a program of the institution that adheres to the promotion of Gender Equality. It offers a variety of programs to create awareness among students and employees of social concerns relating to genders, such as seminars, symposia, fora, training, and others. Moreover, the GAD referral system is linked with the Naga City Council for Women. The program is being charged by a School GAD Focal Person under the Office of Student Services. The office is located at the Office of Student Services, Ground Floor, Admin Building.

Student Affairs Services

The Office Services department oversees and coordinates various aspects of student activities, welfare programs, and organizational management within the institution. By implementing a wide range of educational activities, evaluating and endorsing applications for accreditation and recognition, and ensuring compliance with discipline rules and conduct norms. The department also provides financial and administrative support, reviews financial reports, approves and terminates student

organizations, and manages student assistant scholarships. Additionally, they conduct orientations, oversee student publications, and announce school uniform schedules. The Office Services team strives to create a conducive learning environment and promote student engagement and welfare across the institution. The office is located on the Ground Floor, ST Building.

CHAPTER V

RECOGNITION OF STUDENT ORGANIZATIONS

Conscient of its crucial role in inculcating in students a sense of leadership and social responsibility, NCF encourages students to develop and partake in advocacy-oriented and student-centered organizations. Student organizations shall promote learning through extra-curricular activities, as well as exercise their rights to be represented in policy-making processes and be involved in matters concerning students' welfare and interests. This chapter highlights policies and guidelines concerning the status, responsibilities, and privileges of duly recognized and accredited student organizations.

STUDENT ORGANIZATION RECOGNITION AND ACCREDITATION SYSTEM

A. Recognition/Accreditation Guidelines

1. A newly organized group must apply for recognition under probationary status for a period of one year. During such a period the newly-organized group will be assisted in creating and drafting the governing documents needed for accreditation.

NCF-OSA-F 1 Organizational Data;
NCF-OSA-F 2 Letter of Intent;
NCF-OSA-F 3 Org. Member's Profile;
NCF-OSA-F 4 Org Leader's Profile;
NCF-OSA-F 5 Adviser's Certificate;
NCF-OSA-F 6 Activity Profile; and
NCF-OSA-F 7 Calendar of Activities.

2. To be qualified for recognition, an organization must have at least one (1) year probationary status on the campus.
3. For an organization to be recognized it must have completed the general requirements for recognition.
4. Each organization renews its recognition status every year.
5. Any organization that fails to meet the requirements for two (2) consecutive years will be placed under probationary status.
6. To be qualified for ACCREDITATION, an organization must have been duly recognized for one (1) year.

NCF-OSA-F 8 Accomplishment Report;
NCF-OSA-F 9 Minutes of Meeting;
NCF-OSA-F 10 Summary of Financial Reports;
NCF-OSA-F 11 Officer's Election Report;
NCF-OSA-F 12 Social Responsibility;
NCF-OSA-F 13 Organizational Evaluation;
NCF-OSA-F 14 Event or Activity Evaluation; and
NCF-OSA-F 41 Summary of Activity Evaluation.

7. An organization to be accredited must have satisfied the general requirements for Accreditation.
8. Accreditation status is granted for a period of two (2) years, after which the organization may apply for re-accreditation.

9. Mandated organizations such as Central Student Government (CSG), College Student Councils (CSCS), and The Naga Collegian (TNC) automatically acquired accredited status since the nature of their organization requires them to submit similar forms, documents, and reports for recognition and accreditation.

B. Benefits and Privileges

Recognized Organization: Subject to school policy and OSA approval, a duly recognized organization may enjoy the following benefits and privileges:

1. Use classrooms for meetings as long as reservation prerequisites are accomplished.
2. Conduct activities inside or outside the campus.
3. Join activities sponsored by different offices or organizations on campus.
4. Partner with different offices and organizations in spearheading activities.
5. Participate in OSA-organized activities and developmental programs.
6. Use the facilities of the school.
7. Collect and receive dues from members.
8. Be provided with bulletin boards and/ or office space when available.

Accredited Organization: All accredited organization enjoys similar benefits and privileges as a recognized organization as well as these terms:

1. Priority in the use of available bulletin boards and/ or office space
2. Receive financial support for
 - a) Off-campus seminars, workshops, and competitions;
 - b) Projects on social responsibility;
 - c) Leadership activities.

CHAPTER VI ANNEXES

APPENDIX A 1987 CONSTITUTION

The 1987 Constitution of the Philippines is the supreme law of the Philippines. It was promulgated on February 2, 1987. The Constitution establishes a democratic government with three branches: the executive, legislative, and judicial. It also enshrines basic human rights, such as freedom of speech, religion, and assembly, and guarantees equal protection under the law.

The Constitution also mandates the separation of powers between the national government and local government units and provides for the creation of autonomous regions for certain minority groups. It also imposes term limits for elected officials and requires the establishment of an independent commission to monitor elections.

Overall, the 1987 Constitution of the Philippines serves as a cornerstone of Philippine democracy, guiding the country's political and legal system and ensuring the protection of its citizens' rights and freedoms.

Reference: PHL-010

APPENDIX B

ANTI-HAZING LAW (Republic Act No. 11053)

The Anti-Hazing Law of the Philippines, also known as Republic Act No. 8049, was enacted in 1995 to address the issue of hazing in fraternities, sororities, and other organizations in the country. The law defines hazing as an initiation rite or practice that involves the infliction of physical or psychological harm to a neophyte or applicant as a prerequisite for admission or membership into an organization.

Under the law, hazing is considered a criminal offense and is punishable by imprisonment, fines, and other penalties. It is also prohibited to participate in or conceal any hazing activity, as well as to force someone to undergo hazing. Any person found guilty of violating the Anti-Hazing Law can face penalties including imprisonment for up to 20 years, fines of up to PHP 3 million, and expulsion from school or university.

Furthermore, educational institutions are required to take measures to prevent hazing activities, such as implementing anti-hazing policies and educating students about the dangers of hazing. The law also mandates that schools and universities should report any hazing incident to the authorities within 24 hours.

Overall, the Anti-Hazing Law aims to protect the safety and well-being of students and prevent the culture of violence and abuse in organizations.

APPENDIX C

SAFE SPACES ACT (Republic Act No. 11313)

Republic Act No. 11313, also known as the Safe Spaces Act, is a law in the Philippines that seeks to prevent and address gender-based sexual harassment in public spaces, both online and offline. The law defines gender-based sexual harassment as any act that "affects the psychological, emotional, and physical well-being" of an individual and includes physical, verbal, or non-verbal behavior that is sexual in nature and unwanted.

The Safe Spaces Act mandates the creation of Safe Spaces in public areas, such as schools, workplaces, streets, and transportation terminals, to prevent gender-based sexual harassment. It also requires the establishment of a Safe Spaces Program in schools and universities to provide education and training on the prevention and response to sexual harassment.

The law also imposes penalties for those who violate the provisions of the Safe Spaces Act. Depending on the nature and severity of the offense, violators may face fines, imprisonment, or both. Additionally, the law requires government agencies and instrumentalities to implement measures to prevent and address gender-based sexual harassment in their respective workplaces.

The Safe Spaces Act aims to promote gender equality and the protection of women and other marginalized groups from gender-based sexual harassment. It underscores the government's commitment to ensuring the safety and security of all individuals, particularly those who are vulnerable to sexual harassment in public spaces.

APPENDIX D

CYBERCRIME LAW(Republic Act No. 10175)

The Cybercrime Prevention Act of 2012 (Republic Act No. 10175) is a law in the Philippines that aims to address various forms of cybercrime such as hacking, online identity theft, cybersex, and spamming. It provides for penalties for offenses committed through the use of computer systems, networks, and the Internet. The law defines cybercrime as any offense committed through the use of a computer system or any other similar means, which includes the following acts:

- Illegal access or hacking into computer systems and data;
- Identity theft or the unauthorized use of another person's identity;
- Distribution of child pornography;
- Cybersex or the use of the internet to engage in sexual acts for monetary gain;
- Spamming or the sending of unsolicited messages to individuals or groups;
- Computer-related fraud or the use of a computer to commit fraud;
- Online libel or the use of the internet to defame or slander another person.

The law also establishes the Cybercrime Investigation and Coordination Center (CICC), which serves as the primary agency tasked with enforcing the provisions of the law. It also provides for the creation of a Cybercrime Court, which has jurisdiction over cases involving cybercrime offenses.

Penalties for cybercrime offenses under the law range from six months to 20 years of imprisonment and/or fines ranging from ₱100,000 to ₱10,000,000, depending on the severity of the offense.

APPENDIX E

ANTI-SEXUAL HARASSMENT LAW (Republic Act No. 7877)

The Anti-Sexual Harassment Law of the Philippines, also known as Republic Act No. 7877, is a law that aims to protect individuals from sexual harassment in the workplace, schools, and other similar environments.

Under the law, sexual harassment is defined as any unwanted and unwelcome sexual advances, requests for sexual favors, and other forms of verbal or physical conduct of a sexual nature that have the effect of creating a hostile, intimidating, or offensive environment.

Employers, school administrators, and other persons in authority are required to establish policies and procedures for the prevention and resolution of sexual harassment complaints. They are also required to conduct information campaigns to educate employees and students about their rights and responsibilities under the law.

Victims of sexual harassment may file complaints with the appropriate government agencies, such as the Department of Labor and Employment, the Department of Education, or the Commission on Human Rights. The law also provides for penalties for violators, which may include fines and imprisonment.

APPENDIX F

DATA PRIVACY (Republic Act No. 10173)

The Philippines' Data Privacy Act of 2012 (DPA) is the primary law governing the collection, processing, and storage of personal data in the country. The DPA aims to protect the privacy rights of individuals while ensuring the free flow of information for innovation, growth, and national development.

Under the DPA, personal data refers to any information that can be used to identify a natural person, such as name, address, date of birth, and contact details, among others. It covers data collected, processed, or stored by both public and private entities operating in the Philippines.

The DPA requires entities to obtain consent from individuals before collecting their personal data and to use the data only for specified and legitimate purposes. The law also mandates entities to implement measures to protect the confidentiality, integrity, and availability of personal data, and to report any data breaches to the National Privacy Commission (NPC) within 72 hours.

The NPC, created under the DPA, is responsible for enforcing the law and ensuring compliance with its provisions. It has the power to investigate violations, impose sanctions and penalties, and provide guidance to entities on complying with the law.

Overall, the DPA seeks to promote a culture of privacy in the Philippines by safeguarding the rights of individuals to their personal data while enabling organizations to use such data responsibly and ethically for their business operations.

APPENDIX G

CAMPUS JOURNALISM LAW (Republic Act No. 7079)

The Campus Journalism Act or Republic Act No. 7079 is a Philippine law that was enacted in 1991 to promote and protect the freedom of speech and of the press among campus journalists. The law encourages the development of responsible campus journalism by providing student journalists with opportunities for training and by establishing guidelines for the publication and distribution of campus publications.

Under the law, student publications are given the freedom to express their opinions on matters of public interest without prior restraint or censorship, as long as they adhere to the principles of responsible journalism. The law also mandates the creation of a school publication adviser to provide guidance and support to student journalists.

In addition, the law provides protection for campus journalists against any form of harassment, intimidation, or discrimination. Any person found guilty of violating the provisions of the law may be subjected to penalties, such as suspension or revocation of accreditation.

Overall, the Campus Journalism Act aims to promote the values of free expression, responsible journalism, and critical thinking among student journalists in the Philippines.

APPENDIX H

COMPREHENSIVE DANGEROUS DRUG ACT OF 2002 (Republic Act No. 9165)

The Comprehensive Dangerous Drugs Act of 2002 (Republic Act No. 9165) is a law in the Philippines that aims to address the country's drug problem by regulating and penalizing drug-related activities. The law defines dangerous drugs and lists prohibited acts related to the manufacture, distribution, and use of illegal drugs.

Under the law, the government is mandated to create a comprehensive drug prevention and control program, as well as to establish drug treatment and rehabilitation centers for drug users. The law also establishes a comprehensive system of penalties for drug offenses, which includes imprisonment, fines, and mandatory drug testing.

The Comprehensive Dangerous Drugs Act of 2002 also created the Dangerous Drugs Board (DDB), which is responsible for formulating policies, plans, and programs on drug prevention and control. The law also established the Philippine Drug Enforcement Agency (PDEA), which is responsible for implementing the government's drug prevention and control programs and enforcing the law.

The law has undergone several amendments since its enactment, including the passage of the Philippine Compassionate Medical Cannabis Act in 2019, which allows the use of medical marijuana in the Philippines under certain conditions. However, the Comprehensive Dangerous Drugs Act of 2002 remains a critical legal framework for addressing the country's drug problem.

CHAPTER VII SAFETY EMERGENCY NUMBERS

EMERGENCY HOTLINE

NAGA CITY HOTLINE	472-30-00
NAGA CITY POLICE STATION	473-35-37
NCPS SUBSTATION	811-18-80
PUBLIC SAFETY OFFICE (PSO)	472-62-65
BUREAU OF FIRE PROTECTION	473-84-72
CHIN PO TONG FIRE VOLUNTEER	473-87-94
	811-87-94
NAGA WHITE FIRE VOLUNTEER	472-18-00
PROVINCIAL FIRE CAPITOL BASE	478-78-00
CASURECO	473-04-02
BICOL MEDICAL CENTER	472-05-57
	811-78-00
NAGA CITY HOSPITAL	473-04-64
PHIL NATIONAL RED CROSS	473-94-31
KABALIKAT CIVICOM	VHF Freq 148.650 mhz
FRANCIA SUBSTATION	881-33-98

CITY GOVERNMENT OF NAGA PUBLIC SAFETY OFFICE COMMUNICATIONS AND EMERGENCY SERVICE DIVISION

HOTLINES:

GLOBE: 0967-417-7855

SMART: 0963-220-9700

0908-525-3000

0908-885-3000

(054) 4723000/205-2980 LOC. 3000

ACKNOWLEDGEMENT

I would like to acknowledge that I have read, understood, and hereby commit to comply with the policies and guidelines outlined in the college student handbook. I recognize that this handbook serves as a valuable resource, providing essential information about our institution's rules and expectations.

I also understand that the college may revise, rescind, or supplement these provisions as necessary to ensure the welfare and growth of our academic community. In such cases, I am committed to staying informed and adapting to any changes that may occur during my time as a student here.

By acknowledging and embracing these policies and guidelines, I affirm my dedication to fostering a respectful, inclusive, and conducive learning environment for all members of the Naga College Foundation, Inc. community.

Conformee:

Signature Over Printed Name

Date Signed