



# ASIA PACIFIC COLLEGE

## STUDENT HANDBOOK

**Real projects. Real learning.**<sup>TM</sup>



# ASIA PACIFIC COLLEGE STUDENT HANDBOOK

Revised Edition (2019)

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# FOREWORD

It is a pleasure to welcome you to Asia Pacific College (APC)!

APC is passionate in upholding our core values of industry, integrity, and innovation. With a great sense of commitment, we intend to instill these core values in each of our student.

We believe that the aspirational character of our graduates has continuously proven the legacy of its founders, SM Foundation and IBM Philippines. They have also strengthened our institutional foundation since its establishment.

As you embark in higher learning, it is our hope that we will be instrumental to your character formation which will be brought about by the following guiding principles and values:

**INDUSTRY.** Taking pride in “bridging the gap between the academe and the industry,” APC prepares you to be industry-ready. Equipped with what the industry needs, we breed and groom a new generation of professionals who are capable of being at their best at what they do. Our battle cry states, “Real projects. Real learning.” All of these happen as you are not only mentored by academicians, but also by industry practitioners and experts in their respective fields.

**INTEGRITY.** As an APCian, we know that integrity takes more than just form, but it also concerns itself with substance. Our graduates bring with them an unquestionable character that is well-grounded and strengthened with life principles that can never be compromised.

**INNOVATION.** Being lifelong learners is what APC graduates are all about. This value gives you the edge of always being ahead of your league, never being complacent nor satisfied with what can be learned now, but constantly striving to learn new things each time a challenge is presented.

Now is the time to take on the challenge of higher learning through Senior High School and Degree Programs. Our Student Handbook will serve as a guide for you to get to know the institution, its policies, rules and regulation, your rights, privileges, and many other things that will transform you into a true APCian.

Finally, we enjoin you to live and breathe the fresh air of learning at its best!

**MA. TERESITA P. MEDADO**

President

Asia Pacific College



# HISTORY

It was the dawning of Information Technology (IT) so IBM Philippines wanted to encourage IT development in the country and help in addressing the dearth of competent IT-professionals who are qualified to serve the industry. Thus, in 1991, then IBM Philippines Chairman and General Manager Ramon Dimacali approached the SM Group Chairman, Mr. Henry Sy Sr., to explore the possibility of establishing a learning institution to hone skilled IT professionals for the industry. SM responded by committing the resources of SM Foundation which, at that time, had been supporting a few hundred scholars in selected colleges and universities. On the other hand, IBM Philippines committed its world-renowned IBM technology.

Mr. Sy and Mr. Dimacali, together with then EVP of De La Salle University (DLSU) and SM I.T. Consultant, Dr. Paulino Y. Tan, along with Prof. Leonida Africa, then VP of the Philippine Accrediting Association of Schools, Colleges, and Universities (PAASCU) and former DLSU-VP for Academic Programs, and Bro. Andrew Gonzales, FSC, former President of DLSU, spearheaded the talks for the proposed venture. By the end of 1991, the partnership between IBM and SM Foundation was finalized and Asia Pacific College (APC) was established.

Initially, APC's first students were employees of various corporations who needed to update their I.T. skills and know-how. By 1994, APC launched its School of Information Technology (IT) and accepted its first batch of degree program students. And the rest, as they say, is history.

Today, APC consists of Senior High School (Grades 11 and 12) and four schools for undergraduate studies, namely School of Computing and Information Technologies (SoCIT), School of Engineering (SoE), School of Management (SoM), School of Multimedia and Arts (SoMA), and a Graduate School offering Master's programs on Information Technology, Information Systems, and Management.

# VISION

Asia Pacific College envisions itself to be the preferred Higher Education Institution that bridges the academe with the industry through its programs that are founded on IT-based concepts and applications, guided by the core values of integrity, industry, and innovation that works.

# MISSION

Asia Pacific College, powered by education, a balanced curriculum, and industry professionals as its faculty, aims to provide the business and information and communications technology industry, both in the Philippines and in the global community, with lifelong learning graduates who are anchored on the principles of integrity and professionalism.

# VALUES

APC aims to produce graduates with a strong sense of **industry** or hard work, **integrity** or honesty that is coupled with strong moral/ethical principles, and **innovation** or the consistent introduction of new and creative methods or ideas.

# GRADUATE ATTRIBUTES

Solution Provider	Applies knowledge, concepts, theories, and industry-based skills in order to identify, solve, and recommend solutions aligned to the goals of its users and the organization to which they operate
	Develops ideas and solutions with creativity and innovation, and with appropriate considerations to ethical, cultural, and environmental factors
Committed	Fulfills commitments, made to one's self and the organization, beyond expectations
	Copes with the demands of goals, commitments, and responsibilities even when faced with unexpected situations

IT Enabled	Uses innovative methods and appropriate technologies to perform tasks effectively and efficiently
Customer-oriented Professional	Understands the needs of customers and audiences, as well as the intent and spirit of their requirements, in order to respond appropriately in verbal and nonverbal forms
Team Player	Functions effectively as an individual and as a member of diverse teams in multidisciplinary settings by respecting and recognizing individual and cultural differences and strengths
	Encourages, motivates, and inspires others to perform, cooperate, and achieve team goals
Good Communicator	Communicates effectively and ethically using the English language
Ethical Professional	Understands social and ethical responsibilities
Contributor to Nation Building	Recognizes the needs of society, and contributes ideas to address societal concerns and issues for the betterment of the nation and its citizens
Lifelong Learner	Recognizes the fast-paced demands of industry, allowing one to formulate personal goals aligned to organizational goals in order to determine plans of action to improve one's performance and capability; possesses the ability to engage in independent and life-long learning in the broadest context of technological change; determines one's developmental needs through self-assessment

## GUIDING PRINCIPLES

We, as molders of career people and entrepreneurs, bridge the academe with the industry. We service the needs of the corporate world. We catalyze industrial and business growth.

We are student-centered and student-driven, committed to youth empowerment. We adapt education to students' actual needs and orientations, which is the key to molding them into young professionals. We are partners of parents in the total development of their children.

We are solution-bound, drawing inputs and strategies from analytical and experiential knowledge. We gather, organize, analyze, synthesize, and disseminate information to users.

We are information-driven. Our management style is grounded on relevant information and research-based facts. We believe that accessible information,

particularly its organization, is the key to a sound management decision and entrepreneurial growth.

We are change-oriented, attuned to the rapid evolution of technologies driving our industries. We are forward-looking, proactive, and discerning of future trends.

We are globally-competitive, producing students whose skills can respond to the most rigorous and competitive environment worldwide.

We give premium to the quality of work that we do. We give our best, not only to meet expectations but also to achieve personal satisfaction.

We relate to all types of people at all levels, under the ideas of sincerity, honor, trust, respect, fairness, honesty, transparency, diligence, and teamwork, fully aware that one is responsible for all of one's actions and statements.

## **QUALITY POLICY**

Asia Pacific College is committed to satisfy its customers and other key stakeholders in delivering excellent educational services that consistently meet their ever-changing needs and expectations, and be compliant with statutory and regulatory requirements.

To achieve this, the College shall

- Comply with relevant local and international laws and regulations, ethical standards, and organizational policies;
- Continually improve its key processes and procedures, including the technology and facilities used in the delivery of its services;
- Enhance competencies of its faculty, as well as the management and staff, to always be effective and efficient in providing services;
- Strengthen relationship with its industry partners, academic and technology service providers;
- Promote quality awareness to all its employees, partners, and other stakeholders; and
- Respond to and resolve customer's and other stakeholder's concerns on time.

# GLOSSARY

**“Powered by”** means drawing its energy and mandate from the goal or mission.

**“Education and industry professionals as its faculty”** means APC professors have inherent characteristics that are bred by the best in the academe, having sharpened platform skills to communicate with students and knowledge based on experience and theory.

**“Balanced curriculum”** means that the skills and wisdom that APC inculcates in students involve a balance between the creative and technical, values and information, as well as the qualitative and quantitative. APC molds the total person, particularly his mind, body, and heart, based on the credo of wholistic education.

**“Business”** means the enterprise world, from small to large, from single proprietorship to multinationals and from partnerships to mergers.

**“The information and communications technology industry”** means the world of computers, cybernetics, web, the Internet, and the convergence of all technical aspects from hardware, software, systems, networking, and data communications to telecommunications.

**“In the Philippines and in the global community”** means the local and international realms of enterprise.

**“Lifelong learning graduates”** means APC believes that education does not end in the classroom or with a diploma: It is a lifetime endeavor of continuing education based on an ever-changing world.

**“Anchored on”** means the sine qua non or something essentially indispensable, without which, there is nothing.

**“Integrity and professionalism”** means adherence to ethical principles and competence in one’s field of specialization.

# APC MARCH

## I.

Sing a song and sing it loud  
Hold your head up high and proud  
Walk the ground that you hold dear  
And sing a song of cheer

## Chorus:

We are one with APC  
Alma Mater hail, we sing  
You are in our hearts and minds  
As we shape the world and shine  
Our beloved APC  
Alma Mater hail, we sing

## II.

As we move to a brand new day  
Tomorrow is one breath away  
Let the new day's sunshine in  
Let the future begin

(Repeat Chorus 2x)  
Alma Mater hail, we sing.

# GENERAL INFORMATION

The following general information is provided to help you be familiarized with the daily routine at Asia Pacific College:

## Student Identification Cards

All students are issued Identification Cards upon enrollment and these must be revalidated every term. Students must wear their ID cards at all times as part of the official dress code. Lost ID cards should immediately be replaced. A fee shall be charged to cover the replacement cost.

The students may use their ID cards to pay for different services in the college like the following:

- Document printing and photo copying services
- Request for official documents from the Office of the Registrar

## Shuttle Service

Route	APC - Lapu-Lapu St./South Super Highway
Pick-up Points	Humabon Parking, fronting the APC building and at the corner of Victoria and Lapu-Lapu Sts. (in front of the Barangay Magallanes Hall)
Trip Schedules	Refer to schedules posted on the bulletin boards

## Shuttle Service Transportation: Safety and Conduct

The shuttle bus is an extension of APC. Thus, passengers should maintain discipline at all times. The bus driver is authorized to be in full charge of the bus and shall be responsible for maintaining order. The following are safety guidelines for all passengers:

- Wait for the shuttle at the specified pick-up points.
- Stand in line to observe the “First-come, First-served” rule when boarding the shuttle.
- The student is required to wear his valid APC ID when on board the shuttle.
- Enter the shuttle in an orderly manner and take a seat.
- Remain seated while the shuttle is in motion.
- Keep aisles clear at all times.
- Remain quiet and disciplined.
- Be courteous and respectful toward peers.
- Never put any part of your body outside the bus window.
- Do not throw anything outside.
- Do not smoke inside the shuttle.
- Keep the shuttle clean and avoid eating or drinking while on board.
- Do not distract the driver through misbehavior.
- Follow the instructions of the driver.
- Remember that you represent the school while inside the shuttle. Thus, proper behavior is expected.

## **Shuttle Service Boarding Pass (SSBP)**

APC provides shuttle service for its students, faculty, and staff to get to and from APC. The service is also extended to guests coming from APC.

In some instances, parents or siblings may avail of the service when they are accompanying their enrolled family member to APC. The following are the guidelines:

All guests must present a valid ID (e.g. government-issued or company ID with same family name as the student) to the driver.

Guests are limited to the student’s immediate family or guardians and must not exceed two (2) people.

All passengers must get off at the designated pick-up points only.

If parents or guardians need to visit APC on their own, they should secure a Shuttle Service Boarding Pass (SSBP). The SSBP is available at the Ground



Floor Lobby, 4th Floor Reception, and the Logistics Office on the 10th floor.

The student should fill out the form and submit it to the Logistics Office for approval at least one (1) day before the scheduled trip.

To avail of the shuttle service, the passenger must present the approved SSBP and a valid ID (e.g. government-issued or company ID) to the driver.

## **School Visitors**

All visitors/clients must secure a Visitor's Pass and wear it at all times while inside the building. No visitor is allowed to attend classes under any circumstances.

During special events or major school activities, organizers are required to submit a list of names of their invited attendees to the lobby guard.

For the safety of children, students and guests are discouraged to bring in children below seven (7) years old. If it cannot be avoided, then children should always be accompanied by adults. They will be allowed only in designated areas and/or offices. Pets are not allowed inside the building premises.

## **Ingress & Egress**

- Everyone must present their bags for inspection by the guards.
- Equipment and furniture brought in and out of the building must come with a Gate Pass which can be retrieved from the lobby guard.
- Faculty, staff (except directors), and students who would like to enter the building on non-business days or hours must secure approval or clearance from the Building Administrator/HR Executive Director.
- No one is allowed to sell and solicit inside the building without clearance from the Facilities Office.

The following items are not allowed inside the building:

- Helium balloons
- Alcoholic beverages
- Firearms and deadly weapons
- Prohibited drugs

## After-school Activities

Student organizers should secure prior approval from the Student Activities Officer (for extra-curricular activities) or the Executive Director (for academic activities) for any activity after class hours. Guidelines to conduct student activities can be secured from the Student Activities Office (SAO) which is located at Room 301-303.

Senior High School students are required to secure a confirmation slip or written permission from parents. This must be submitted to the class adviser prior to any activity after class hours.

After-school activities can be held inside the APC building only until the following schedules:

Activity	Venue	Time Allowed
Academic activities such as advanced/make-up classes, out-of-class presentations/defense, and computer lab work.	Classrooms, lecture hall, MPH1, and MPH2	Mondays through Fridays: 7:00 a.m. to 8:00 p.m.  Saturdays: 7:00 a.m. to 5:30 p.m.
Extracurricular activities such as exhibits, film showing, contests, and concerts	Auditorium, MPH1, and MPH2	Mondays through Fridays 7:00 a.m. to 9:00 p.m.  Saturdays 7:00 a.m. to 5:30 p.m.
Extracurricular activities like exhibits, contests, and concerts	Cafeteria	Mondays through Fridays 5:00 p.m. to 9:00 p.m.  Saturdays 2:00 p.m. to 5:30 p.m.

*Use of the venues indicated above are subject to its availability. The allowed time may vary and is dependent upon the approval of the Facilities Office or the Technical Services Office.*

## Cafeteria

The school cafeteria, located at the ground floor, operates on the following schedule:

Operating Hours of Food Concessionaires\*:

Weekdays	Saturdays
7:30 am - 7:00 pm	7:30 am - 5:00 pm

\*Operating Hours of food concessionaires may vary during off-term schedules.

Students in the cafeteria are encouraged to share tables. “Self-bussing” at all times is encouraged.

Playing any kind of game is not allowed at the cafeteria from 11:00 a.m. to 2:00 p.m. to give way to those who will be having their lunch.

Feedback and suggestions for cafeteria services can be made by sending an email to [foodcommittee@apc.edu.ph](mailto:foodcommittee@apc.edu.ph). Annual survey and regular spot check inspections for food services are conducted by a food committee.

## Hallway Etiquette

Students are expected to exhibit exemplary behavior at all times. Students should quietly converse in the hallway during break time or in-between classes.

Hallways must be kept clean. Eating and/or drinking is prohibited. Sitting along the hallways is also not allowed.

Students should not use sports equipment in the hallways. Inappropriate behavior will result in disciplinary action.

## Lost and Found

Lost or misplaced items are surrendered to the Logistics Office.

## Closed Circuit Television (CCTV)

A closed circuit television (CCTV) system is operational within the college building and its immediate perimeter. The College intends to utilize this equipment in serving as a deterrent to would-be violators of school regulations, policies, and procedures, as well as supplement security personnel in the prevention, detection, and investigation of disciplinary (student, faculty, and staff) violations, including those incidents involving criminal intent.

## Suspension of Classes

APC follows the declaration of authorized government agencies (e.g., CHED, DepEd, MMDA, Mayor's Office, and the like) regarding suspension of classes due to inclement weather, transportation strikes, coup/mutinies, or similar national emergencies. Classes in Senior High School are suspended when Signal No. 2 is hoisted over Metro Manila. Classes in College are automatically called off under Signal No. 3.

When the discretion to suspend classes is left to the school:

For College students:

APC shall declare a **"Yellow Status"** for the day, meaning:

Classes will continue but student absences are not recorded. No tests, in any form, are administered.

For Senior High School Students:

APC will immediately announce whether or not classes are suspended.

Whenever a suspension of classes is declared in the middle of the day, ongoing classes, at the time of declaration, will be completed. All succeeding classes shall be suspended. Excessive days off due to inclement weather may have to be made up.

## **Smoke-Free Campus**

APC is a smoke-free campus. Therefore, smoking is prohibited inside the school premises based on City Ordinance No. 2002-090 of Makati City. Students who violate this policy are subject to consequences as noted in the Student Handbook under the Major Offenses section.

## **Drug and Alcohol-Free Campus**

APC offers a disciplined environment that is conducive to learning. A Drug and Alcohol Education Prevention and Control Program, in accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994," and pursuant to R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002," is instituted as a proactive approach to a drug and alcohol-free school.

## **Student Parking Privileges**

Student drivers may apply for a Student Basement Parking Sticker from the Facilities Office. All students with driving and parking privileges are expected to follow the rules and regulations of the APC basement parking. A violation of this policy may result in the cancellation of parking privileges for a term or as determined by the building administration.

Double parking is strictly prohibited along the Humabon Driveway. APC security personnel are authorized to accost violators and report them to the Facilities Office for disciplinary sanctions.

SLEX parking slots are reserved for school guests.

## **Emergency Evacuation**

APC provides regular emergency evacuation drills.

During an emergency evacuation, students are expected to follow the stated instructions to ensure the maximum degree of protection and safety.

- Upon hearing the alarm, cease all activities immediately.
- Leave the classroom swiftly and as orderly as possible, as directed by the authorities.
- Be prepared to follow all instructions from the Emergency Evacuation Marshalls.

An Emergency Action Plan is strictly adhered to during evacuations and emergency cases. All students must stay with their instructors or Evacuation Team Leaders until the proper authority declares the building as safe for students to enter into.

## STUDENT SERVICES

### I. ADMISSIONS OFFICE

The Admissions Office which is located on the ground floor accepts new students every trimester for College and at the start of every school year for Senior High School.

Operating Hours:

Weekdays	Saturdays
8:00 am - 6:00 pm	8:00 am - 5:00 pm

## Scholarship Grants

(For Senior High School; Filipino citizens only)

SUBSIDY	WHO MAY APPLY	DOCUMENTS TO BE SUBMITTED
<b>ALVAREZ FOUNDATION/INDUSTRY PARTNER SCHOLARSHIP</b>		
100 %	<ul style="list-style-type: none"> <li>Grade 10 weighted average grade of at least 85%</li> <li>No grade lower than 85 in all subject areas</li> <li>Graduates of public, science, private, and parish high school</li> </ul>	<ul style="list-style-type: none"> <li>Photocopy of Grade 10/4th yr. report card</li> <li>Certificate of Good Moral Character</li> </ul>
	<ul style="list-style-type: none"> <li>Graduates of Alternative Learning System (ALS) with A&amp;E Percent Correct (PC) not lower than 85% in Part II (Communication Skills in English) and Part III (Critical Thinking and Problem-solving), and Essay Rating not lower than 3</li> </ul>	<ul style="list-style-type: none"> <li>ALS Examination Result</li> <li>ALS certification from DepEd</li> <li>Recommendation letter from the ALS Supervisor</li> </ul>
	<ul style="list-style-type: none"> <li>Aggregate annual income of family in the same household is less than P250,000</li> </ul>	<ul style="list-style-type: none"> <li>If employed, submit latest Income Tax Return (ITR) and Certificate of Employment that states the present salary and position.</li> <li>If unemployed, submit Barangay Certificate which shows the work status of parents.</li> </ul>

SUBSIDY	WHO MAY APPLY	DOCUMENTS TO BE SUBMITTED
ENTRANCE ACADEMIC SCHOLARSHIP		
65%	• Valedictorian	Certification from the High School Principal/Registrar indicating his/her eligibility
45%	• Salutatorian	
20%	• Top 10% of the Graduating Class	
SM FOUNDATION SCHOLAR (SMF)		
100%	<ul style="list-style-type: none"><li>• Graduates of public high school in NCR, Cavite, Cebu, Ilo-ilo, Pampanga, Davao, Misamis Oriental, Bulacan, Baguio, Lucena, and Batangas</li><li>• Aggregate annual income of family in the same household is less than P150,000</li><li>• Aggregate NSAT score in Math and Science is 80% and above</li><li>• 4th year weighted average grade of at least 88% in the 2nd or 3rd grading period</li></ul>	<p>A certification from the SM Foundation Scholarship Program indicating that he/she has been accepted.</p> <p><i>NOTE: Students should directly apply via the Customer Service of any SM Department Store</i></p>
SM GROUP OF COMPANIES SCHOLARSHIP		
20%	<p>Children of regular employees below supervisory level</p> <p>Children of regular employees belonging to supervisory level and above</p> <p>Siblings of regular employees</p>	Certificate of Employment issued by their respective Human Resources Department and valid SM identification card.



SUBSIDY	WHO MAY APPLY	DOCUMENTS TO BE SUBMITTED
IBM SCHOLARSHIP PROGRAM		
40%	Top 5 high school graduates endorsed by IBM	Certification and endorsement letter from the IBM HR Department
20%	Regular employees of IBM	
AFP OFFICER'S LADIES CLUB SCHOLARSHIP (AFPOLC)		
60%	Children of active Commissioned Officers and Enlisted Personnel of the AFP	Original endorsement letter signed by the designated Chapter Education Committee chairperson and noted by the AFPOLC Education Committee Chairperson
ACTIVE UNIFORMED PNP		
60%	Children of active uniformed Philippine National Police (PNP) Personnel	Clearance signed by the Inspector General or authorized personnel of the Internal Affairs Services of the Philippine National Police
AFP-EDUCATIONAL BENEFIT SYSTEM (AFP-EBS)		
100% (Tuition fee only)	Children of KIA (Killed-In-Action) personnel, WIA (Wounded-In-Action) personnel, CDD-CR (Complete Disability Discharge - Combat-Related) personnel	Original endorsement letter signed by AFPEBS' chief/general manager

## Financial Assistance

(For undergraduates; Filipino citizens only)

SUBSIDY	WHO MAY APPLY	DOCUMENTS TO BE SUBMITTED
<b>PUBLIC SCHOOL GRADUATES FINANCIAL ASSISTANCE</b>		
50%	High school graduate (who has not attended any college/university) of any public school	
<b>PARISH SCHOOL GRADUATE FINANCIAL ASSISTANCE</b>		
35%	High school graduate (who has not attended any college/university) of any parish school	A certification from the High School Principal or Registrar which indicates that he/she is a graduate of a parish school, as well as any document which verifies that his/her annual tuition is less than P35,000
20%		A certification from the High School Principal or Registrar which indicates that he/she is a graduate of a parish school, as well as any document which verifies that his/her annual tuition is less than P35,000

SUBSIDY	WHO MAY APPLY	DOCUMENTS TO BE SUBMITTED
THE MANILA ECCLESIASTICAL PROVINCE SCHOOL SYSTEMS ASSOCIATION (MAPSA) INC.		
35%	High school graduate of MaPSA member schools (who has not attended any college/university).	
SOCIALIZED FINANCIAL ASSISTANCE		
35%	Students whose family has an aggregate annual income of less than P400,000	Photocopy of parents' or guardians' latest Income Tax Return (ITR)  If parents/guardians have businesses, a copy of the latest ITR and financial statement.
20%	Students whose family has an aggregate annual income that is between P400,000 and P800,000	<i>*In the absence of an ITR or a withholding tax certificate, a copy of the Certificate of Employment which states the date hired, present salary, and present position may be submitted.</i>

## Terms & Conditions (For undergraduates)

Maintain the following Cumulative Grade Point Average (CGPA) in all academic courses until the end of each school year:

Grant / Financial Assistance	Required CGPA at the end of the school year
Alvarez Foundation/Industry Partner Scholarship (for Senior High School)	83% or better
SM Foundation Scholarship (SMF)	2.5 or better
Entrance Academic Scholarship	2.0 or better

<b>Grant / Financial Assistance</b>	<b>Required CGPA at the end of the school year</b>
SM Foundation Scholarship (SMF)	2.5 or better
SM Group of Companies Scholarship	2.0 or better
IBM Scholarship Program	1.5 or better
AFP Officer's Ladies Club Scholarship (AFPOLC)	1.5 or better
Active Uniformed PNP	1.5 or better
AFP-Educational Benefit System (AFP-EBS)	1.5 or better
Public School Graduates Financial Assistance	1.5 or better
Parish School Graduate Financial Assistance	1.5 or better
The Manila Ecclesiastical Province School Systems Association (MaPSA) Inc.	1.5 or better
Socialized Financial Assistance	1.5 or better

- A grade of "R" or "repeat" in any subject shall not be included in the computation of the Grade Point Average (GPA). Though not considered a failing grade, subject/s graded with "R" must be repeated.
- A grade of 0.0 or "F" in any one subject at the end of the school year automatically puts the scholar on probation. The financial assistance grant shall be reviewed and its continuation will be decided on a case-to-case basis.
- A major disciplinary offense may result in the suspension or termination of the scholarship grant effective the following term.
- SM Scholars should submit the certificate issued by the SM Foundation to the Admissions Office (original copy) and the Finance Office (photocopy)
- Public School Graduate Financial Assistance grantees are required to render 15 hours of service per term as Student Assistants (SA).

*Note: For Financial Assistance, transferees can apply after one (1) school year in APC upon having achieved the required CGPA for the term, without committing any major disciplinary offense.*

## **Scholarship Grant**

### **Engineering Scholarship Program**

#### **Terms and Conditions**

The contract shall remain in effect for four years. During this period, the grantee shall maintain a Cumulative Grade Point Average (CGPA) of 1.5 or better at the end of each school year.

#### **Suspension of ESP:**

- a. A grade of "R" or "Repeat" in any subject is not included in the computation of the Grade Point Average (GPA). Though not considered as a failing grade, the subject/s with an "R" grade will have to be repeated.
- b. In the event that an "R" term grade is incurred, the ESP will temporarily be suspended, but the grantee will be extended the Special Engineering Subsidy (SES) in the succeeding term of enrollment:
- c. ESP term shall be restored for the succeeding term, PROVIDED that there are no Repeat or Failing grades.

#### **Return Service:**

- a. Scholars will render 30 hours of actual office work.
- b. In lieu of 30 hours of service, scholars may opt to produce output (blogs, vlogs, materials for social media stories, etc.) and deliverables that are equivalent to 30 hours of actual office work. The quantity of work will be identified by the supervising office (e.g. two blogs per week, one vlog per week, etc.).

#### **Termination of the ESP:**

- a. If a grade of 0.0 or "F" in one (1) subject (including NATSER) is incurred at the end of the school year, the student will be under probation for the next school year. The financial assistance grant shall be reviewed. Its continuation will be decided on a case-to-case basis.
- b. A major disciplinary offense may result in the suspension or termination of the scholarship grant which will take effect next term.

## **Renewal of Grants/Financial Assistance**

Scholarship/Financial Assistance grants are to be evaluated at the end of each school year. If the grantee does not meet the required CGPA and other conditions stated in the terms and conditions, he/she is required to meet the Guidance Counselor at the end of the school year. Deadline for renewal is two (2) weeks after the school year's first day of classes.

### **For Senior High School**

Scholarship/Financial Assistance grants are to be evaluated at the end of each school year following the required CGPA and other conditions stated in the terms and conditions. Sponsors and the SHS Director may retain or renew the scholarship based on the student's behavior and academic performance.

## **II. OFFICE OF THE REGISTRAR**

Asia Pacific College adopts a trimestral school calendar. College students are expected to enroll in each of the three (3) terms of the school year during their residence as bona fide students of the College. Senior High School students are expected to enroll at the start of the school year.

## **Registration and Enrollment**

For enrollment purposes, student classifications are as follows:

- **New Student:** a student who is a high school graduate and has not been admitted to any collegiate program in another school, college or university.
- **Transferee:** a student from another school, college, or university who has been granted a Certificate of Transfer Credential, and seeks admission in any of the collegiate programs of this College.
- **Continuing Student:** a student who has been enrolled in the recently concluded term, and seeks admission for the next term.
- **Returnee:** a student who has been on leave or absent without leave for a given term, and seeks re-admission for the current term.
- **Shiftee:** a student (either a continuing student or a returnee) who desires to shift to another program offered within the College.

New students and transferees should seek an Enrollment Permit from the Admission's Office before being allowed to enroll. These students shall be issued an Identification Card (ID) upon enrollment.

Except for new students who will be advised by the Office of the Registrar regarding their subject loading, all other students (continuing students) shall see their respective Executive Directors or advisers for academic advisement and approval of load in a term.

During the registration period, the continuing student should check his account in the APC Information System (<https://online.apc.edu.ph>). This online inquiry facility for students can be used to view assessment, clearance, flowchart, grades, profile, and subject offerings. The same information system is used for online enrollment and payment.

Transferees, irregular, and continuing students with less than five (5) auto-registered subjects and those who need to add/remove/change subjects should see their Program Coordinator for consultation and advice regarding additional subjects to be registered.

Students who have no problems with their auto-registered subjects need not see their Program Coordinator.

The Registrar announces the schedule of enrollment two (2) weeks before the actual enrollment schedule.

A student is considered officially enrolled only upon issuance of the official certificate of enrollment/registration form.

Any request for changes in the Certificate of Registration/Enrollment must be done within the load revision period and must be coursed through the Office of the Registrar.

Students who will not register or enroll within the set schedule by the Office of the Registrar will be charged a certain amount as penalty for operational cost.

Late enrollees may be accepted within two weeks from the first day of classes.

Registration and enrollment procedures are posted during the enrollment period for the information and guidance of the students.

## For Senior High School

For enrollment purposes, student classifications are as follows:

- **New Student:** a student who is a grade 10 completer or 4th year high school graduate and has not been admitted to any collegiate program in another school, college, or university.
- **Transferee:** student from another Senior High school who has been granted “eligible for transfer” credentials, and seeks admission in Grades 11 or 12 of APC’s Senior High School Program.
- **Continuing Student:** a student who has been enrolled in the recently concluded school year, and seeks admission for the next school year.
- **Shiftee:** a student who desires to shift to another strand within or after the first term of Grade 11.

New students and transferees should seek an Enrollment Permit from the Admission’s Office before being allowed to enroll. These students shall be issued an Identification Card (ID) upon enrollment.

Subject loading for new students are pre-set and provided by the Office of the Registrar during enrollment. Continuing students will be assigned with the prescribed subject loading prior to the start of every term.

Transferees need to seek advice from the SHS Director for subject crediting and subject loading.

Schedule of enrollment is made prior to the start of the school year.

A student is considered officially enrolled only upon issuance of the official Certificate of Registration and validated ID card.

Any request for changes in the Certificate of Registration/Enrollment must be done within the load revision period (change of Applied and Strand Subjects) and must be coursed through the Office of the Registrar.

Late enrollees may be accepted within the first week of classes. A late registration processing fee will be charged.

Registration and enrollment procedures are posted during the enrollment period for the information and guidance of the students.



## **Withdrawal / Dropping**

Except for meritorious reasons, dropping of the entire course load in a term shall not be allowed.

Withdrawal from enrollment requires the payment of fees in accordance with the following guidelines, as approved by the Commission on Higher Education (CHED):

- Ten percent (10%) of full tuition and other fees for withdrawals made during the first week of classes;
- Twenty percent (20%) of full tuition and other fees for withdrawals made during the second week of classes; or
- One hundred percent (100%) of full tuition and other fees for withdrawals made after the second week of classes.
- Full withdrawal before the start of classes shall be imposed with a nominal processing fee.

Authorized withdrawal WITHOUT REFUND is allowed on or before the ninth week from the start of classes.

Students who fail to apply for the dropping of course(s) are considered officially enrolled and are, therefore, covered by all the provisions pertinent to enrolled students.

### **For Senior High School**

Withdrawal from enrollment for Senior High School requires the payment of fees in accordance with the following guidelines:

- Ten percent (10%) of full tuition and other fees for withdrawals made during the first month of classes.
- Twenty percent (20%) of full tuition and other fees for withdrawals made during the second month of classes.
- One hundred percent (100%) of full tuition and other fees for withdrawals made after the second month of classes.
- Full withdrawal before the start of classes shall be imposed with a nominal processing fee.

Senior High School Voucher grantees shall comply with the rules stipulated in DepEd Order 46, s. 2015:

A voucher grantee who passed Grade 11 but did not enroll for Grade 12 in the succeeding School Year are disqualified from further participation in the SHS Voucher Program, unless the reason for leaving school is due to health reasons, provided that the period of medical leave is not more than one (1) School Year.

## **For Senior High School**

Students may be allowed to shift to another strand/specialization that is offered by the Senior High School not later than the start of the second term of Grade 11 and upon the approval of the SHS Director. Shifting during the first two weeks of classes shall take effect immediately. Shifting made after the first two weeks of classes shall take effect on the 2nd term. A shiftee must be interviewed by a Guidance Counselor prior to shifting.

Forms for shifting can be secured from the Office of the Registrar along with the clearance form.

Voucher grantees shall comply with the conditions stipulated in DepEd Order 46, s. 2015 as mentioned below:

### **Track and Strand Shifting**

Voucher Program Beneficiaries (VPBs) are allowed to shift to another track or strand under the following scenarios:

- After the 1st Semester of Grade 11 (within the same school)
- After Grade 11 (whether in the same school or to another school)

Shiftee should get approval from the school head.

## **Petition of Subjects**

A student can petition a subject during the registration period. A minimum of 10 students are needed for the opening of the petition class. Opening of the petition subject could start as early as the registration period but not later than a day before the start of enrollment.

## Discontinuance of Studies

Studying at the college may be permanently discontinued if one of the following is done:

- A Certificate of Transfer Credential (Honorable Dismissal) is issued by the Office of the Registrar to a student who has petitioned for a reasonable cause. A written request for this certificate must be done as soon as the student decides to discontinue his/her studies at the College. To secure this certification, a student must be cleared of all financial obligations from the college. No records will be released to any student whose accounts have not been settled with the Accounting Office.
- Exclusion/Expulsion of a student as initiated by the college for major offenses that are stipulated in the Discipline Policies.

An Official Transcript of Records is issued for the purpose of transferring a student's or a graduate's credits to another institution of learning. These transcripts are sent directly from the Office of the Registrar to the school at which the student or graduate wishes these credits to be transferred to.

A student or graduate may obtain a Scholastic Record for evaluation purposes. This record, which is a complete record of a student's academic performance at the College, is marked with a note saying, "For Evaluation Purposes Only," and is attested to by the Office of the Registrar.

A student may also temporarily discontinue his studies if valid circumstances prevent him from enrolling for a particular trimester. In this case, the student should request for a Leave of Absence (LOA) which is to be approved by the Executive Director and the Registrar.

The approved leave shall be valid only for a maximum of three (3) consecutive trimesters. If circumstances do not permit the student to officially return to the College within this period, he must renew his request before his current leave expires.

A student who withdraws from his studies without securing the approval for an official Leave of Absence is considered Absent Without Leave (AWOL), and will have his/her registration privileges curtailed or entirely revoked. The rules on attendance as stipulated in the Academic/Classroom Policies 4.1.8 shall apply to the student.

The College reserves the right not to accept students who are AWOL.

A student on official LOA is not allowed to study elsewhere. An Honorable Dismissal is required for this purpose.

Students who will transfer to another school are required to surrender their Identification Cards (IDs) to the Office of the Registrar prior to release of records.

## **For Senior High School**

Form 138 (Official Report Card) and Form 137 (Student's Permanent Record) are issued for the purpose of transferring a student's or a graduate's credits to another institution of learning. Form 138 is given to the student while Form 137 is sent directly from the Office of the Registrar to the school at which the student or graduate wishes these credits to be transferred.

Senior High School Voucher grantees shall comply with the rules on transferring schools as stipulated in DepEd Order 46, s. 2015 as follows:

- Voucher grantees are allowed to transfer not within but only after the School Year.
- If the grantee decides to transfer at the end of the school year, the voucher applies only if the high school provider that he wants to be transferred to is a Non-DepEd school.
- A student will continue to be a voucher grantee if he/she is promoted to the next grade level and is enrolled in a Non-DepEd school.
- A grantee may be disqualified from further participation in the SHS Voucher Program if the student does any of the following:
  - a. Drops out in the middle of the school year;
  - b. Does not re-enroll in the following school year;
  - c. Remains in the same grade level
  - d. Transfers to another Senior High School Provider within the School Year;
  - e. Transfers to a DepEd Senior High School Provider.

## Maximum Residency

A student should finish the course requirements within a period prescribed in the curriculum. The maximum residency periods are as follows:

### **COURSE DURATION**

2 years  
4 years  
4 years, 1 term  
5 years

### **RESIDENCY PERIOD**

4 years  
6 years  
6 years and 2 terms  
7 years and 2 terms

Should a student exceed the maximum residency period, the Executive Director or Coordinator will require the student to follow the latest curriculum, if any.

## For Senior High School

A student should finish the course requirements within the two-year period as prescribed by DepEd's Senior High School curriculum.

Should the student exceed 2 years in the program, DepEd's latest prescribed curriculum will be followed.

## Credit and Grading System

Each program has a prescribed minimum number of academic units. In general, every credit unit requires 80 minutes of attendance each day. Thus, a course requiring four hours of attendance per week carries 3 units of credit.

Undergraduate students will be allowed to have subjects credited within the first school year of enrollment. Graduating students, shiftees/transferees can have their subjects credited during the first term of enrollment.

A student is allowed to enroll for a maximum of 21 units of new subjects per term.

A student is also allowed to enroll for a maximum of 24 units if the new subjects are combined with back subjects, ApProj, PE, or NatSer upon the approval of the Executive Director.

Graduating students (on their last term before internship) will be allowed to enroll for a maximum of 24 units of new subjects, upon approval of their respective Executive Directors.

The College adopts the numerical grading system, with the following grade points, corresponding descriptions, and equivalences of other schools:

<b>APC Grade Point</b>	<b>Description</b>	<b>Letter Rating</b>	<b>Grade (%)</b>	<b>Other School's Grade Point</b>
4.0	Excellent	A	95-100	1.00
3.5	Very Good	A	91-94	1.25
3.0	Good	B+	87-90	1.50
2.5	Above Satisfactory	B	83-86	1.75
2.0	Satisfactory	B-	79-82	2.00
1.5	Fair	C	75-78	2.50
1.0	Pass	D	70-74	3.00
R	Repeat		< 70	
0.0	Fail	F		5.00
A.W.	Authorized Withdrawal			6.00

A grade of 0.0 (or failed) is given to students who have incurred absences more than the required limit as stipulated in Section 4.1.9 of this handbook. This grade cannot be changed into an A.W. if the student officially withdraws after the deadline of submission of midterms grades.

An irrevocable grade of 0.0 (or failed) is given to students who are caught cheating as per Section 4.2.6 of this Student Handbook.

A student can appeal for a change of grade only until the end of the term, immediately succeeding the term when the subject had been enrolled. For instance, a student can only request for a change of grade in PHYSIC1, a subject taken during the 1st term, until the end of the 2nd term of the same school year.

The trimestral or cumulative GPA is computed as follows (see tables for samples):

- For each subject taken, multiply the credit units by the corresponding grade earned (except those with "R" or "Repeat" as the final grade). The resulting product is the honor point earned for the course.

- Evaluate the sum of the honor points earned.
- For the obtained honor points, divide it by the total number of credit units for the subjects taken (except those with a final grade of "R"). The quotient is the student's GPA for the trimester (if the subjects considered were those taken in one trimester only), or the Cumulative GPA (if the computations considered all subjects).
- Indices are computed to four decimal places rounded off to two.

The formula representing this computation is as follows:

$$\text{GPA} = \frac{(H_1 + H_2 + \dots + H_n)}{(U_1 + U_2 + \dots + U_n)}$$

where

H = honor points

n = total number of courses

U = credit units

### Sample Trimestral GPA Computation

(Without Repeat or Failing marks)

COURSES	CREDIT UNITS	GRADE POINTS	HONOR POINTS
GRAMCOM	3	2.5	7.5
ALGEBRA	3	3.5	10.5
VALUEED	3	3.0	9.0
ITCONCE	3	2.5	7.5
PHYSIC1	3	1.5	4.5
	15		39.0

$$\text{GPA} = (39.0)/15 = 2.60$$

### Sample Trimestral GPA Computation

(with Repeat or Failing marks)

COURSES	CREDIT UNITS	GRADE POINTS	HONOR POINTS
GRAMCOM	3	2.0	6.0
ALGEBRA	3	R	

VALUEED	3	1.5	4.5
ITCONCE	3	0.0	0.0
PHYSIC1	3	R	
	9		10.5

NOTE: Credited units excluding "R" grades = 9 units; GPA =  $(10.5)/9 = 1.16$

All final grades in academic courses, except for National Service 1 & 2 (NATSER1 & NATSER2), are included in the computation of trimestral or CGPAs.

Students should maintain a required Cumulative Grade Point Average (CGPA) of 1.25 at the end of a school year. Students whose CGPA fall below 1.25 will be put on academic probation. The College reserves the right not to accept students whose CGPA is below 1.25.

Should there be any discrepancy between the grade that appears on the Official Grading Sheet and that which appears on the course card or any other document, the former shall prevail (i.e., the grade that appears on the Official Grading Sheet).

## Senior High School Grading System

The program assigns specific subjects each term which should be taken by the students. No more than the prescribed number of subjects are allowed. Each subject is taught for 80 hours per term.

The Senior High School Program adopts the prescribed grading system of the Department of Education (DepEd). Students' grades are computed differently according to subject categories, such as the following:

Grade Components	CORE Subjects	Academic Track	
		All other Subjects (Applied and Specialized)	Work Immersion/ Culminating Activity
Written Work	25%	25%	35%



Performance Tasks	50%	45%	40%
Quarterly Assessment	25%	30%	25%

The final grades of students in each subject per term are described as follows:

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

A student who did not meet the expected passing grade will be required to take remedial classes. Failure in the remedial class would require the student to repeat the subject.

Students under scholarship should maintain the required grades as stipulated under the Terms and Conditions on page 20 of the Student Handbook.

## Graduation and Academic Awards/Honors

Students who have successfully completed the required number of units or courses in their curriculum are qualified to apply for graduation. Students apply by completing the Online Application for Graduation Module in the student's respective Flavio system. Upon verification and confirmation of the Office of the Registrar, the candidate shall be required to attend the schedule of the graduation orientation assembly, exit interviews, rehearsals, toga measurement, and graduation ceremony.

The College conducts two graduation ceremonies each year - one in November (Mid-Year) and another in May (Year-End). Only official candidates who applied for graduation during the official term or period are allowed to attend the graduation ceremonies.

Upon graduation, a student may be awarded with academic honors should his/her Cumulative Grade Point Average (CGPA) for his/her entire stay at APC be at least 3.0, with no failing grade (0.0) in all courses and with no more than six (6) "R" or repeats. The classifications are as follows:

Summa Cum Laude	CGPA = 3.80 or higher
Magna Cum Laude	CGPA = 3.60 to 3.79
Cum Laude	CGPA = 3.40 to 3.59
Academic Distinction/ Honorable Mention	CGPA = 3.00 to 3.39

All academic honors will be awarded only if the student recipient has completed 70% or more of the courses in his/her curriculum at Asia Pacific College.

The Office of the Registrar is responsible for the release of the list of honor students. Students on the list will receive a Certificate of Recognition.

For continuing students, an honors list will be released at the end of every academic year. A student will be qualified if he/she meets the following qualifications:

1. A student must have a grade point average of 3.0 or higher for each academic year.
2. A student must have a minimum of thirty six (36) units of load for each academic year.
3. A student may only have a maximum of two (2) "R" or repeat grade for each academic year.

The honors list is applicable for first to third year students only.

The College reserves the right not to award the honors to students (graduating or continuing) involved in any disciplinary case.

## **For Senior High School**

Students who have successfully completed the required subjects that are stipulated in the Senior High School curriculum are qualified to graduate. The

official list of graduating students will be coming from the Senior High School Department and will be endorsed to the Registrar.

Upon verification and confirmation of the Office of the Registrar, the candidate shall be required to attend the schedule of graduation orientation assembly, exit interviews, rehearsals, toga measurement, and graduation ceremony.

Upon graduation, a student may be awarded academic honors should his/her Cumulative Grade Point Average (CGPA) for his/her entire stay at APC be at least 88, with no grade lower than 83 in all subject areas. Honor students shall be taken from the pool of top 10 students in each class. Candidates shall be ranked during deliberation according to numerical grades, behavior, and co-curricular activities.

The SHS Director is responsible for the release of the list of honor students. Students on the list will receive a Certificate of Recognition during graduation. Students with honors will be recognized every end of the term.

APC reserves the right not to award the honors to a student (graduating or continuing) involved in any disciplinary case.

III. FINANCE OFFICE

The Finance Office located at Room 411 is in charge of all school-related financial transactions that a student has to make.

Operating Hours:

Weekdays	Saturdays
7:30 a.m. - 7:00 p.m.	7:30 a.m. - 4:30 p.m.

\*NO LUNCH BREAKS

Fees and Payments

Cash:	100%	upon enrollment
Installment:	35%	upon enrollment
	35%	on or before midterms
	<u>30%</u>	on or before finals
	100%	

*\*Note: A nominal fee will be charged for the installment plan. All checks and selected credit cards are accepted as payment.*

Information on tuition and other fees is released through the Marketing, Registrar, and Finance Offices. Other fees include registration, medical, guidance, athletics, locker, student activities, library, laboratory, Internet, ID, Enrichment Program, field trip, NATSER, graduation and graduation pictures, energy, drug test, alumni fee, instructional fee, and yearbook.

For foreign students, an additional foreigner's fee is imposed.

Check/s are accepted as a mode of payment in which provisional receipt will be issued. An official receipt will be issued once the checks are cleared by the corresponding bank.

## **Penalties**

Late registration and late enrollment have respective penalties.

For meritorious cases, payment lower than the required amount in the schedule under the installment payment plan may be allowed but will be subject to an additional fee as prescribed by the College administration. Failure to fully settle the amount on the set due dates would incur a penalty fee.

Issuance of bounced, unfunded, and closed account check will have their corresponding penalties.

## **Grades, Certifications, and Clearances**

Grades, certifications, and clearances shall be issued only after the settlement of all financial obligations to the College.

## **Midterm and Final Exam Clearance**

Midterm and final exam clearance slips shall be issued only after the completion of medical check-up, faculty evaluation, interview with the Guidance Office, and settlement of obligations to the College.

## Graduation Fee

The payment of graduation fee is mandatory for all graduating students, irrespective of whether the student is joining the graduation rites or not. This will be used for the expenses in the graduation ceremonies.

## Replacement Fee of Lost Documents

Replacement of lost documents (e.g., official receipts, registration forms, class schedules, load revision forms, and exam permits) is allowed, but it is subject to a nominal fee.

## IV. INFORMATION TECHNOLOGY RESOURCE OFFICE

Asia Pacific College provides computers, IT laboratories, networks, multimedia studio, and Internet access to members of the APC academic community to support the mission and vision of the school and to enhance the curriculum and learning opportunities of students.

The Information Technology Resource Office (ITRO) located at Room 501 manages all the IT resources.

Operating Hours during On-Term Schedules:

Weekdays	Saturdays
7:30am – 8:00pm	7:30 am – 4:00pm

## E-mail and Network Accounts

ITRO assigns an official college e-mail (username@student.apc.edu.ph) account and a network account to all students, faculty, and staff. Accounts are assigned to new students upon enrollment. The College sends all official e-mail communications and announcements to the students' e-mail account. The APC e-mail can be accessed at <https://email.apc.edu.ph>. APC's email services are powered by Microsoft Office 365. Users are expected to check their College e-mail regularly in order to remain updated with College-related information.

Network accounts are used for logging in to the computers within APC and logging on to APC's School Information System. APCIS can be accessed at <http://apcis.apc.edu.ph>.

APC implements a Single Sign-On System. This means that the password for all in-house systems are the same. It is the responsibility of the user to keep his/her password private and confidential.

APC-accredited student organizations may request for a mailing list account. Request should be directed to and endorsed by the Student Activities Office (SAO).

## **Computer Laboratories and Studio**

There are three (3) classifications of laboratories maintained by the ITRO that are available for students' use:

- Computer Class Laboratories are used for specialized computer classes that require specific software for hands-on class exercises.
- Open Laboratories are available for students to work on projects, assignments, and requirements outside their class hours. Computers in Open Laboratories contain software that is generally used within the college.
- Internet Laboratories provide an extension to Library Services where students can do research work and download materials to supplement their learning.

Unacceptable use of any IT equipment and laboratory may result in the suspension or cancellation of privileges and may be referred to disciplinary and/or legal action.

All APC computers, networks, multimedia equipment, and Internet services remain under the control, custody, and supervision of the ITRO. The ITRO reserves the right to monitor all computer, network, multimedia equipment, and Internet activity of students. Students should not expect to have privacy while using school computers/facilities.

## Other IT Services

- Scanning and printing of ID Cards, projects, and documents
- Lending of presentation laptops, multimedia equipment (e.g., multimedia projectors, DSLR cameras, video cameras, etc.) and accessories (e.g., studio lights, camera lenses, tripod, etc.).
- Reservation of computer laboratories and studio room
- Assistance in setting-up of multimedia equipment during student activities or school events
- Copying of data to CDs
- Costs charged to data CD copying, scanning, and printing services can be paid at the Finance Office or by using the ID card.

## Guidelines and Policies for the Use of IT Resources

Student access to the school's computers, multimedia equipment, network, and Internet services are provided for educational and research purposes that are consistent with APC's mission, vision, curriculum, and instructional goals.

Students are expected to:

1. Comply with the Acceptable Use Policies of the school's networks and/or hosts that they connect to via APC's network services.
2. Comply with the rules and all specific instructions from the teacher or other supervising staff member/student assistant or volunteer when accessing the school unit's computers, multimedia equipment, networks, and the Internet.
3. Respect the privacy and honor of other users.
4. Respect the legal protection provided by local and international Intellectual Property Rights Law and Copyright Law.
5. Coordinate with the ITRO regarding the use of any computer or network for research and experimentation purposes.

Note: The user is responsible for his/her actions and activities involving school unit computers, multimedia equipment, network, and Internet services for his/her computer files, passwords, and accounts.

Unacceptable uses that are expressly prohibited include but are not limited to the following:

1. Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and illegal.
2. Illegal Activities – Using the school's computer units, networks, and Internet services for any illegal activity that violates the school's policies, procedures, and/or rules. Activities that are deemed illegal include the following:
  - 2.1 Disruption or unauthorized monitoring of electronic (voice, data, video) communications.
  - 2.2 Running packet capture/network sniffer systems. Running network discovery or monitoring systems.
  - 2.3 Violation of computer system security.
  - 2.4 Installing or spreading computer viruses/Trojans/malware/keyloggers.
  - 2.5 Use of the network facilities in ways that unnecessarily impede the computing activities of others such as streaming video and radio/music, playing online games, downloading files that are not for academic use, overusing network utilities, and the like.
  - 2.6 Create network connections that create routing patterns that are inconsistent with established policies.
  - 2.7 Trying to compromise security systems by any means or technology.
  - 2.8 Distributing or copying copyrighted software in violation of copyright laws, distributing or copying copyrighted music, videos, or any type of data in violation of copyright laws.
  - 2.9 Downloading or installing any software package without the approval of the ITRO.
  - 2.10 Downloading music or video files that are not related to school assignment/activities.
  - 2.11 Attempting to destroy or damage the data files of others.
  - 2.12 Using or capturing other people's passwords.
  - 2.13 Sending anonymous email.
  - 2.14 Using the network for gambling, casino gaming, wagers, or online betting books.
  - 2.15 Running peer to peer file sharing systems or any servers that are not approved by the ITRO.
  - 2.16 Downloading, filing, and relaying or running any game or entertainment software or game server software, including games that run inside web browsers.



2. 17 Running programs designed to disrupt the network or create a denial of service to any other system.
2. 18 Bypassing or defeating the web content filtering system and content caching system.
2. 19 Intentionally running programs that may crash or destabilize APC systems.
3. Violating Copyrights – Copying or downloading copyrighted materials without the owner's permission. Likewise, copying copyrighted software licensed to APC is not allowed.
4. Non-School-Related Use – Using the school computers, multimedia equipment, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising, solicitation, spamming, and using any of the school's IT resources and services to send information that forms a chain.
5. Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' usernames and/or passwords without permission, and/or accessing other users' accounts or using a fake alias on APC provided network services or other Internet sites or applications of which accessing is done via the APC network.
6. Malicious Use/Vandalism – Any malicious use, or destruction of the school's computers, multimedia equipment, networks, and Internet services, including but not limited to hacking activities, monitoring activities, and creation/uploading of computer viruses/ trojans/ malware.
7. Using the school's computers, networks, multimedia equipment and Internet services to harass others by sending or posting threatening, sexually offensive, humiliating, and derogatory remarks, as well as false messages on either the APC or public domain such as newsgroups, forums, blogs, social network sites, and the like.

## **Specific Guidelines**

8. 1. Students should not:
  - 1.1 Bring food or drinks and eat or drink inside the Computer Laboratories, Multimedia Studio, and similar facilities.
  - 1.2 Tamper with the arrangement of the furniture, including computers inside a computer/project lab, studio, and similar facilities.
  - 1.3 Destroy, misuse, or force equipment beyond its intended usage.

- 1.4 Tamper with labels, signs, and/or property or warranty stickers.
  - 1.5 Hack or attempt to hack the system to gain access or get pass restrictions to resources not designated to his/her access level.
  - 1.6 Run programs that use plenty of bandwidth.
- 9. Students should maintain silence at all times in the computer labs. Students are expected to respect each other's workspace. Personal headphones or earphones may be used when there is a need to listen to the sound component of an instructional video.
  - 10. Students not currently enrolled in Game Authoring 1 and 2 or Multimedia Production 1 and 2 (specializing in game development) should not be playing games using APC's IT resources.
  - 11. Personal or personally-sourced IT and/or multimedia equipment brought into APC has to be cleared by the ITRO upon arrival and exit.
  - 12. Only students enrolled for the term may borrow equipment from the ITRO. All students (including interns) must observe the rules and policies in borrowing.
  - 13. Students borrowing in behalf of school organizations shall be held personally liable for items borrowed. It will be the organization's internal concern to pay for damages or losses.
  - 14. Equipment borrowed from the ITRO are to be used in support of academic work only. Use of these equipment for activities other than those directly related to the curriculum or mission of the school is prohibited. This includes all commercial, recreational, and personal usage of school equipment. Violation of this policy will result in disciplinary actions as stated in this Student Handbook, or even legal action if necessary.
  - 15. Borrowed equipment should be returned on time, in order, and in the same or better condition as it was borrowed. Failure to do so may merit fines or suspension of borrowing privileges.
  - 16. Defective equipment, devices, and accessories should be reported and returned immediately.

17. APC shall not be held liable for content produced using the borrowed equipment. However, the ITRO staff may inspect as deemed necessary and censure any produced content which may be in violation of the ethical standards of the school, other people's rights, or the Philippine law.
18. ITRO maintains an inventory of software that conforms to the academic and operational requirements of the school. Only APC-licensed software and open source software or freeware that is duly approved by the ITRO may be installed in APC's computers.

## **Guidelines for Borrowing and Returning of IT Equipment**

1. Borrowing of computer or multimedia equipment is on a first come, first served basis depending on availability. Equipment may be borrowed for a maximum of four (4) hours per week by an individual or identified group. To ensure equipment allocation, students are advised to fill out the IT Equipment Borrowing Form to reserve the equipment that they need to borrow at least two days in advance (excluding Sundays and holidays). Priority will always be given to class use. Reserved equipment are to be picked up and returned on time.
  - 1.1 Reserved equipment not picked-up within 30 minutes of the agreed pick-up time may be:
    - 1.1.A. Lent to other borrowers, and
    - 1.1.B. Current borrower shall be penalized accordingly unless the reservation is cancelled one (1) hour and forty-five (45) minutes before the pick-up time.
  - 1.2 Borrowed equipment not returned on time will be penalized accordingly. (See penalty rate in the Borrower's Form)
  - 1.3 Students with outstanding balance due to unpaid penalty may not be lent equipment unless outstanding balance is fully paid.
2. Because some APC Audio/Visual equipment are expensive, the ITRO reserves the right to substitute suitably-capable equipment before they are reserved to manage borrower's expectations. Substitution of equipment are normally decided on factors like:
  - 2.1 A class schedule exists on the intended borrowing date.
  - 2.2 Borrower does not have prior knowledge in the proper handling of the equipment to be borrowed.

- 2.3 The purpose for borrowing a particular equipment can be satisfied by another set of equipment.
  - 2.4 The safety of the location where the equipment will be used is questionable.
  - 2.5 Other reasons deemed valid by ITRO Audio/Visual custodians and staff.
3. The borrower has full responsibility for the equipment. Equipment are to be returned in the same condition as they were borrowed. Any damage or loss will have to be replaced or paid for. The school reserves the right to demand a replacement or the cost of the replacement in case the equipment in question is damaged beyond repair. Likewise, the borrower is fully responsible for all data indicated in the borrower's form. Any misrepresentation or false entry will be considered as a major offense as stated in this Student Handbook and shall be dealt in accordance with Student Handbook guidelines.
  4. As a disciplinary measure, penalties (see Penalty Matrix) will be levied on students who fail to return borrowed equipment on time. Proper courtesy to the next borrower should always be observed.
  5. Equipment to be returned after the school's normal operating hours may be turned over to the school guard at the lobby for safekeeping. Borrowers, however, are to retrieve these equipment from the guard and return these personally to the ITRO immediately within the office hours of the following day for checking and appropriate storage. The penalty clock will not stop until all of the borrowed equipment are returned and checked for damages.
  6. The penalty timer runs from 8:00 a.m. to 8:00 p.m., Monday through Friday, and 8:00 a.m. to 4:00 p.m. on Saturday. Outside the penalty timer's period, a flat rate of P250 per equipment per weeknight and P500 per equipment for the whole weekend will be charged if the equipment is not returned to the IT Resources Office.

## **PENALTY MATRIX**

<b>Penalty Timer ON</b>	<b>Penalty</b>
Monday through Friday 8:00 a.m. to 8:00 p.m.	P100/equipment/hour
Saturday 8:00 a.m. to 4:00 p.m.	P100/equipment /hour

Penalty Timer OFF	Penalty
Monday through Friday 8:01 p.m. to 7:59 a.m.	P250/equipment for the whole evening
Saturday 4:01 p.m. on Saturday to 7:59 a.m. on Monday	P500/equipment for the whole weekend

- Students who have been penalized twice in a particular term shall have his borrowing rights suspended for two weeks. Additional return policy violations shall merit automatic suspension for one week of borrowing privileges.

## **Guidelines For Reserving/Using Computer Laboratories, Audio Recording studios, Photography, and Videography Studio**

- Use of the Computer Laboratories, Audio Recording Studios, Photography and Videography Studios is on a first come, first served basis depending on its availability.
- Students who need to use a computer laboratory, the audio recording studio, the photography studio or the videography studio have to fill out a room reservation form two school days in advance. The computing or creative arts facilities may be reserved for one 2-hour time slots (class time) per day. A student or a group of students may file a maximum of two reservations per day for the same facility.
- Students using the Audio Recording Studios and Photography/Videography Studios are expected to follow the standard rules on cleanliness in the area. This includes rules such as no eating, no drinking, no playing of any game, and no roughhousing inside the studios. Students are expected to keep the noise level down and to keep the studio as clean as possible.
- Students are expected to report broken facilities/equipment immediately. Failure to report anything that is not working in the studio within the first 15 minutes of its usage will give an assumption that everything is working satisfactorily. Any report of damages by succeeding users will mean that the equipment was broken during the usage of the preceding group.
- Students are to vacate the premises on the specified time. This is to give way to other users of the studio. Failure to do so will merit a penalty of P300.00 per hour or any fraction thereof. Students who

violate this rule may have their usage rights suspended for two weeks. Further policy violation will merit automatic suspension for three weeks of borrowing privileges.

6. Students are expected to properly use the equipment and facilities of the computer laboratories and the studio in the manner that these were designed to be used. When in doubt, consult your teacher or the A/V technical team of the ITRO.
7. Students who violate the policies above shall be subjected to the rules on facilities usage as defined in the Student Handbook.

## **V. ENGLISH PROGRAM**

The School of Multimedia and Arts (SoMA) - English Cluster is in charge of the implementation and management of the English and Communication Program (ECP). The Program aims to help students to acquire a degree of competence in both oral and written communication, with English as the primary medium. It also provides vital and complementary resources through various programs and services.

ECP covers the following subjects (see respective syllabus/course description for more information):

### **Old GE Curriculum**

EEXWRIT (Expository Writing, Units: 3.0)  
EGRAMCM (Grammar and Composition Development, Units: 3.0)  
EPUBSP1 (Oral Communication in English, Units: 3.0)  
EPUBSP2 (Speech Communication, Units: 3.0)  
ERESWRT (Research Writing, Units: 3.0)  
ETECWRT (Technical Writing, Units: 3.0)  
PHILLIT (Philippine Literature, Units: 3.0)  
WORLLIT (World Literature, Units: 3.0)

### **New GE Curriculum**

PUPRCOM (Purposive Communication, Units: 3.0)  
EBUSREC (Business and Research Writing, Units: 3.0)  
EXCOMP1 (Extensive Communication Competency Program 1, Units: 3.0)  
EXCOMP2 (Extensive Communication Competency Program 2, Units: 3.0)

## **Supplementary Courses**

### **English Enrichment Program (EEP)**

EEP is a grammar refresher course that is taken together with the subject, Grammar and Composition Development (EGRAMCM). This Program gives students more time to review and enhance their knowledge of English. In SY 2015-2016, the EEP has gone digital whereby students are required to write their thoughts online and give feedback on the written output of their peers.

### **Oral Communication Competency Program (OCCP)**

OCCP is an intensive English speech mentoring clinic. It is designed to enable each student to effectively communicate orally. Generally, this program aims to develop the students' ability to express himself and spontaneously interact with others during discussions; and enable him to produce well-organized and substantial content. It is composed of three modules, namely OCCP, OCCP2, and OCCP3; each varying in focused themes. OCCP classes are characterized by a small group with a maximum of thirteen (13) students per class. Each module is implemented in tandem with a major subject, depending on the student's program. Grades from OCCP classes comprise 20% of the total grade in each respective major subject.

## **Services**

### **English Diagnostic Testing**

The English Cluster administers pretests and posttests in all English classes to track the students' performance and determine the extent of their improvement at the end of the term. Oral and written performances are measured to adjust course content to students' needs.

### **Proofreading and Editing**

The English Cluster offers editorial services to students. It works closely with the Career Placement Office (CPO) in proofreading student résumés and scheduling business writing workshops in preparation for the internship program. It also edits student theses and proofreads journal articles.

### **Coaching**

The English Cluster provides communication coaching services to APC students, faculty, and staff.

## **Math Enrichment Program (MEP)**

MEP is a 1.5 unit, non-credit drill-and-practice class in Algebra. Supplementary exercises in Algebra will be given in this class. MEP consists of two-hour exercise-based sessions in a spread of 12 weeks. All students enrolled in Algebra are required to attend MEP.

## **Intensive Math Program (IMP)**

IMP is a non-credit class for all ECE students. IMP consists of two-hour exercise-based sessions over a period of 12 weeks involving problems from math courses and ECE board exams. IMP is a co-requisite for all Math subjects enrolled by ECE students.

## **Tutorials and Review**

The MRC conducts tutorials and review sessions at pre-arranged schedules. The Center likewise assists in the organization of study group discussions.

# **VI. LABORATORY SERVICE**

## **Engineering and Sciences Laboratories**

The following are Engineering and Sciences Laboratories located on the 8th and 11th floors of the APC Building:

Room 801	– Digital Electronics Laboratory
Room 802	– NI-APC Graphical System Design Laboratory
Room 803	– Engineering & Sciences Laboratory Office
Room 805	– Electronics & Circuits Laboratory
Room 806	– Physics Laboratory
Room 807	– Communications Engineering Laboratory

Students should reserve, borrow, and return Engineering & Science Laboratory Equipment at the Engineering & Sciences Laboratory Office, Room 803.

Students should reserve, borrow, and return Engineering & Physics Laboratory Equipment at the Engineering & Sciences Laboratory Office, Room 803. Usage of the Chemistry and Biology laboratory equipment should be permitted by the Senior High School laboratory technician.



*\*Note: Rooms 801 & 802 are Open Laboratories if there are no scheduled classes.*

### Operating Hours:

Monday - Friday	Saturdays
7:00 a.m. - 8:00 p.m. No Breaks	8:00 a.m. – 11:00 a.m. 12:00 p.m. – 5:00 p.m.

## The Use of Engineering and Science Laboratory Classroom

1. Laboratory rooms, aside from room 801, should be kept locked unless a laboratory instructor is present.
2. Only materials needed for experiments should be placed on top of laboratory tables.
3. Bags and personal items should be placed on a side table located near the window.

## Borrowing Laboratory Equipment/Devices

1. Only the following are allowed to borrow equipment/devices/supplies from the engineering and science laboratories:
  - a. Student officially enrolled in APC.
  - b. Full-time staff
  - c. Full-time faculty member
  - d. Part-time faculty member with a teaching load for the current trimester
2. Borrowed equipment/device/supplies may be recalled, when needed, on/or before the approved date of return that is specified in the borrower's form.
  - a. For students, within the day or thirty (30) minutes before the end of the Engineering and Science Laboratory Office (ESLO) hours.
  - b. For faculty members/staff, not more than one (1) week from the time of issuance.

3. Student who intends to borrow equipment/device/supplies should submit the completed form not later than two (2) hours after the ESLO opens if the activity is outside the official laboratory course schedule.
4. Major equipment (e.g., oscilloscope, function generator, power supply, frequency counter, spectrum analyzer, DMM, Vernier, logic trainer, and Zilog trainer) may be borrowed only for one (1) day.

## **The Use of Open Laboratories (801/802)**

1. Students are not allowed to use the Open Laboratory (801/802) without reading and signing the ENGINEERING AND SCIENCE LABORATORY OPEN LABORATORY (801/802) POLICY AND PROCEDURE.
2. Rooms 801/802 may only be used as an open laboratory if there are no classes scheduled for a specific time.
3. All students who intend to use the open laboratory should log in the designated logbook.
4. The following are prohibited inside the open laboratory:
  - 4.1. Students whose names are not reflected in the logbook
  - 4.2. Playing games (e.g., computer games, cards, etc.)
  - 4.3. Eating and drinking inside the Open Laboratory
  - 4.4. Laying hands on the projects/equipment displayed inside the laboratory
  - 4.5. Vandalism
  - 4.6. Photo-etching and using spray paint without the Lab ESLO Custodians' consent.
  - 4.7 Any activity inside the open laboratory not related to the project.
5. Penalty will be imposed to those students violating ITEM 4.
  - 5.1. First Offense: Reprimand
  - 5.2. Second Offense: One week suspension
  - 5.3. Third Offense: Two weeks suspension and forwarded to the Discipline Office (DO).
  - 5.4. Final Offense: Whole Term suspension and forwarded to the DO.

## Laboratory Safety Rules

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, **ASK YOUR TEACHER BEFORE PROCEEDING WITH THE ACTIVITY.**
3. Never work alone in the laboratory. No student may work in the science classroom without the presence of the teacher.
4. When entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Perform only those experiments authorized by your teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are not allowed.
6. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous, therefore, prohibited.
8. Always work in a well-ventilated area.
9. Observe good housekeeping practices. Work areas should be kept clean at all times.
10. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
11. Dispose all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water. Ask your teacher for disposal of chemicals and solutions.
12. Read labels and equipment instructions carefully before use. Set up and use the equipment as directed by your teacher.
13. Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
14. Monitor experiments at all times. Do not wander around the room, distract or startle other students, or interfere with the laboratory experiments of others.
15. Familiarize yourself with the locations and operating procedures of all safety equipment like the first aid kit and fire extinguisher. Know where the fire alarm and exits are located.

16. Know what to do if there is a fire drill during a laboratory period; containers must be closed, and any electrical equipment turned off.
17. Wear safety goggles everytime you use chemicals, heat, or glassware.
18. Remove contact lenses when inside the laboratory.
19. Wear a lab coat or smock during laboratory experiments.
20. Dress properly during a laboratory activity. Secure dangling jewelry, restrain loose clothing, tie back long hair and wear shoes that cover the foot completely. Sandals are not allowed inside the laboratory.
21. Immediately report any accident (spillage, breakage, etc.) or injury (cut, burn, etc.) to the teacher no matter how trivial it seems. Do not panic.
22. If you or your lab partner is hurt, immediately (and loudly) yell out the teacher's name to get the teacher's attention. Do not panic.
23. In case of a chemical splash in your eyes or on your skin, immediately flush it with running water for at least 20 minutes. Immediately (and loudly) yell out the teacher's name to get his attention.
24. All chemicals in the laboratory are considered dangerous. Avoid handling chemicals with bare hands. Always use a tweezer. When making an observation, keep at least 1 foot distance from the specimen. Do not taste or smell any chemical.
25. Check the label on all chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
26. Do not return unused chemicals to their original container.
27. Do not remove chemicals or other materials from the laboratory area.
28. Do not handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken glass in the designated glass disposal container.
29. Examine glassware before each use. Never use chipped, cracked, or dirty glassware.
30. Ask for the teacher's help if you do not understand how to use a piece of equipment.
31. Do not immerse hot glassware in cold water. The glassware may break.
32. Do not operate a hot plate by yourself. Observe safe distance from the hot plate at all times. The use of hot plate is only allowed in the presence of the teacher.
33. Heated glassware remain very hot for a long time. They should be set aside in a designated place to cool down. It must be picked up with caution. Use tongs or heat protective gloves if necessary.
34. Never look into a container that is being heated.

35. Do not place hot apparatus directly on the laboratory desk. Always use an insulated pad. Allow ample time for the hot apparatus to cool down before touching it.

## **Penalty on Damaged, Lost, and Unreturned Equipment**

Penalty: Failure to return the equipment on the specified date and/or before 4:00 p.m. for Saturdays and 7:30 p.m. for Mondays through Fridays, will be charged with Php 50 per school day and per equipment/trainer. Students should pay fines at the Accounting Office and surrender the receipt to the Engineering & Sciences Laboratory Office. Students who have not paid will not be cleared for enrollment.

Damaged and/or lost equipment incurred by the borrower should be reported immediately to the Engineering & Sciences Laboratory Office staff/personnel.

Students should replace damaged/lost equipment/device as soon as possible. Students with accountabilities (damaged/lost/not returned) will not be allowed to enroll, will not be cleared for graduation, and will not be allowed to secure transfer credentials and transcript of records.

## **VII. STUDENT ACTIVITIES OFFICE**

The Student Activities Office (SAO) is located at Room 303. It is headed by the Head of the Student Activities Office who supervises the co-curricular and extra-curricular activities of students. This office issues and acts upon required application forms for holding off-campus or on-campus activities.

Operating Hours:

Monday- Friday
8:00 a.m. - 5:00 p.m.

## **Developmental Programs**

The mission of SAO is to work in partnership with the academic programs of the College, undertaking worthwhile activities that will help develop well-rounded students.

SAO facilitates the exposure of student leaders and members to develop their leadership and management skills. The program includes coordinating with various institutions regarding external events, training, seminars, student fora, workshops, exhibits, symposia, and participation in various competitions.

### **A. Student Organizations**

Involvement in various school activities will satisfy the students' recreational and social needs. Students are therefore encouraged to join and participate in recognized and accredited student organizations of the College, as well as other relevant organizations outside APC, to help them develop their social and leadership skills.

For a complete and updated list of recognized and accredited student organizations, students may inquire at SAO. An Organizational Fair is also scheduled during the first term of every school year for the student organizations' recruitment of new members.

Students intending to put up an organization should apply for recognition at SAO. Guidelines for organizing activities or events are found in the SAO Manual and can be secured from SAO.

Accredited and recognized organizations are entitled to privileges and benefits granted by the APC administration.

Only organizations officially recognized and accredited by the College may use the name Asia Pacific College in their official organization name. The name of the College should not, however, be directly or indirectly used in connection with any extra-curricular activities, without the prior recommendation of SAO.

Organizations, duly recognized or accredited by the College, are allowed the free use of the College's facilities upon endorsement of SAO.

The funding for activities may be requested only by accredited organization, provided that it is within the organization's remaining budget and the said organization has submitted its proposal two (2) weeks before the said activity to SAO. The proposal from the accredited organization must be endorsed by the adviser, evaluated by the Head of the Student Activities Office, and

approved by the Executive Director for Student Services.  
Guidelines in Conducting Activities:

1. Duly accomplish the Activity Proposal Form (APF) and have it signed by the organization president and adviser.
2. If the proposed activity requires budget, attach the Requisition Form which reflects the costs and particulars of the activity as indicated in the APF. This should be requested and signed by the adviser.
3. Submit the accomplished forms to SAO, along with other supporting documents, for processing. Only approved activities may be conducted.

## **B. Performing Arts Group (PAG)**

One of the various special interest organizations in the College is the Performing Arts Group (PAG). Its objective is to hone the skills and talents of every student member in the performing arts, namely acting, dancing, singing, music, and production work. Each active member of the Performing Arts Group is entitled to the following:

1. For those currently enrolled in PEDUONE, PEDUTWO, PEDUTRI, NATSER (NSTP1 or NSTP2):
  - a. An exemption from their PEDUONE, PEDUTWO, or PEDUTRI classes. Attendance will come from PAG training sessions. Midterm/Final grades will be provided by the PAG trainer to the PE instructor, reviewed by the Head of the Student Activities Office, and approved by the Executive Director for Student Services.
  - b. A nine (9) hour credit per term for NATSER
2. For PAG members not enrolled in PEDUONE, PEDUTWO, PEDUTRI, NATSER (NSTP1 or NSTP2):
  - 2.1. A 10% subsidy on tuition to those with no financial assistance
  - 2.2. An additional 10% subsidy to those receiving scholarship grants below 50%
  - 2.3. An additional 5% subsidy to those receiving scholarship grants equivalent to 50% and above
3. Exemption from Student Assistant (SA) duty

For more details on the process, please refer to the SAO Manual.

## C. Varsities

Varsities are APC student teams that are mentored by faculty members. They represent the College in external competitions and compete against similar teams from other educational institutions. The APC teams represent different academic fields, especially those related to APC programs. Current varsities are as follows:

APC Circle of Engineering Quizzers (CEQ)

APC JPIA Quizards

APC Speaks Varsity - Debate Cluster

APC Speaks Varsity - Public Speaking Cluster

Elite Group of Innovators (EGI)

SoM Quality Circle

SoMA Creative Circle

## VIII. LIBRARY SERVICES

The Library, as the information center of the college, constitutes a vital instructional arm of APC and exists primarily to contribute to its teaching and research functions. It is located at the 7th floor.

### Library Hours

Weekdays	Saturdays
7:00 a.m. - 7:00 p.m.	8:00 am - 5:00 pm

\*The library is closed on Sundays, holidays, and term break.

### Library Patron

The following are authorized to access the library:

All bona fide students of Asia Pacific College

Asia Pacific College faculty members, administrators, and staff

Alumni with valid identification card

Visiting users with referral letters



## **Rules On Entry**

4. Upon entry, students are expected to follow the rules and guidelines of conduct in the Library, as well as those specific to the Discussion and Circulation Areas, the Discussion Rooms, the Research Room, and the Audio-Visual Room.
5. Students are required to log on to the Computerized Library Attendance System upon entry to the Circulation Area (Phase 2).

## **General Library Rules**

Library patrons are expected to follow these policies while inside the library premises:

1. Observe silence, cleanliness, and orderliness in respect to other library users.
  2. Eating or drinking is not allowed inside the Library.
  3. Conduct discussions, group meetings, and conversations at the Discussion Area.
  4. Use electronic devices discretely; use earphones or headsets.
  5. Refrain from displaying public signs of affection.
  6. Sleeping inside the Circulation Area of the Library is discouraged.
  7. Do not take library materials out of the Library without process or permission from the library staff.
  8. Do not use the Research Room, Discussion Rooms, and the AVR without permission from the library staff.
  9. Library books are to be used properly. Refrain from vandalizing, mutilating, tampering, or thieving library materials and equipment.
- Violation to the Library rules and user policies will be met with corresponding reprimand and, in repeated or dire cases, disciplinary action, as provided by the APC Student Handbook.

## **Library Sections**

### **Discussion Area (Phase 1)**

The south wing of the 7th floor is designated as the Discussion Area of the APC Library. The open space, equipped with Wireless connectivity and electric sockets, is intended to allow students to converse, conduct discussions and meetings, or collaborate on group projects. While students may loiter, sleep,

hang out or even play board games in this area. They are still expected to maintain order and reasonable behavior in respect to other library users. Students being rowdy and boisterous will be reprimanded.

## **Circulation Area (Phase 2)**

The north wing of the Library floor is the Circulation Area, intended to provide a quiet environment for students to read, study, review and do their academic requirements. This area houses the Library's book collection, serials collection, library counter, and computer stations. In respect to their fellow library users, students are expected to observe silence and orderly conduct, keeping conversations and speaking volume to a minimum.

### **Book Collection**

The APC Library consists of books, serials, nonbook materials, digital resources, and other instructional aids in support of the academic programs of the institution. Major topics include management, information technology, computer science, engineering, mathematics, physics, and chemistry. The collection also includes Filipiniana and fiction books.

Books are organized based on the Library of Congress Classification System. Resources are categorized based on sections such as Circulation, Filipiniana, Newly Acquired resources, and the Reference Section.

### **Borrowing of Library Books for Home Use**

1. Students may borrow three non-fiction books for three days and one fiction book for a week at a time upon presenting their validated APC identification card. Misrepresentation through the use of someone else's ID is a fraudulent act and shall be sanctioned.
2. All loaned books should be returned on or before its due date. The duration of loans depends on the classification of the library material.

Type of Material	Loan Period
a. Circulation	3 days
b. Fiction Books	1 week
c. Reserved Books	Overnight
d. Reference	Library Use Only

3. Loan of library books may be renewed, provided that the book is presented at the library counter on or before its due date and the material is not in demand or reserved.
4. A fine of Php 20.00 per day for each overdue item will be charged. Computation of overdue fines does not include Sundays and holidays.
5. Upon return of overdue items and computation of fines at the library counter, payments are to be settled at the Cashier. Borrowers with overdue books or unsettled fines will not be allowed to borrow any more library materials unless all library deficiencies are resolved. At the end of each term, the list of students with library deficiencies are forwarded to the Office of the Registrar for withholding of clearance.
6. In case of loss or damage of a loaned library material, the borrower must report it immediately to the library staff. The borrower must replace it with the same title and edition in addition to paying the accumulated overdue fines. Lost books should be replaced after a week that it has been reported lost.
7. Borrowing library books for home use will be suspended one (1) week before finals. From that time until the end of the term, all books are for library use only.

## **Serials Collection**

Current and past issues of various periodical, magazine, and journal titles are available to APC Library users. These are for library use only and may not be taken out by students from the Circulation Area.

## **Research Room**

The Research Room, or thesis room, houses the collection of final projects and theses of APC students.

Students intending access must abide by the following rules:

1. Students must notify the library staff before using the Research Room; a student must surrender his/her ID within the duration of his/her usage.
2. Theses and projects are for Research Room use only. Students may not take them out of the room.
3. Students are encouraged to use the listings prepared by the library staff instead of directly browsing through the shelves to preserve shelving order.

## Discussion Rooms

The reservation and subsequent use of Discussion Rooms A, B and C are available to students and student organizations based on the following policies:

### Reservation

1. Students must accomplish a reservation form, duly signed by an organization adviser or a consenting faculty member, to be allowed to reserve a Discussion Room.
2. A minimum of five students in a group is required to reserve a Discussion Room. (A maximum of 17 individuals is allowed to occupy it at a given time.)
3. Students may only reserve a slot for no more than two weeks in advance.
4. Students are limited to reserving four time slots at a given time or two time slots for a single day. (A time slot is equivalent to two hours.)
5. The library staff must be notified should a reservation be canceled to accommodate others who might also need the Discussion Room.

### Room Use

1. Be responsible for personal belongings brought inside the room. Lost items are not the responsibility of the library staff.
2. Non-appearance after 15 minutes of the scheduled time forfeits the reservation.
3. A representative of the group intending to use the Discussion Room must surrender his/her ID to the library staff throughout the duration of their usage.
4. Activities that will generate too much noise and disorder must be avoided. Be considerate and respectful toward other library users.
5. Eating or drinking inside the discussion rooms is strictly prohibited.
6. Cleanliness and order must be ensured by the users before leaving the room. Bringing chairs inside or outside the Discussion Room must be avoided.
7. The library staff must be notified after using the Discussion Room. Users are required to lock the door and switch off the lights and air conditioners upon leaving. Any materials borrowed (TV remote, whiteboard markers, erasers, etc.) must be returned to the library counter.
8. Repeated policy violations of students or organizations shall lead to the cancellation of their privileges for the entire term.

## **Audio-Visual Room (AVR)**

The Audio-Visual Room is available primarily for course-related viewing of media. Only faculty members can have it reserved.

Students and faculty members using the Audio-Visual Room are expected to:

1. Occupy the reserved Audio-Visual room at least 15 minutes before the scheduled time of use.
2. Food and beverages are not allowed inside the Audio-Visual Room.
3. Be responsible for personal belongings brought inside the room. Lost items are not the responsibility of the library staff.
4. Notify the library staff should any assistance be needed in setting up the projector or AV equipment.
5. Cleanliness and order must be observed. Bringing chairs inside or outside the AVR must be avoided.
6. The library staff must be notified after using the Audio-Visual Room.

## **Library Services**

### **Reference Service**

Instruction and assistance are given to patrons regarding the use of resources and facilities of the library. Reference service is available to all library patrons. This service aims to satisfy all reasonable requests for information and direction through the use of library resources, bibliographic searching, and referral.

### **Computer Stations**

Computers at the Circulation Area are available to APC library users for their encoding, Internet, and research needs. Students are not allowed to tamper with the preset connections of the computer units.

### **Public Access Catalog**

The APC Library Information System Online Public Access Catalog (APCIS-OPAC) provides an online bibliography of the library's collection. Students can search, view, and access materials such as books, multimedia, projects, and collections through <https://apcis.apc.edu.ph/opac>.

### **Wireless Connectivity**

The Library provides Internet access via WiFi on both the Discussion Area and the Circulation Area.

### Referral Service

Students who wish to do research in other institutions may secure a referral letter from the OIC Librarian. Students are advised to use the OPAC beforehand to ensure the availability of the required research materials.

When requesting a referral letter, provide the following information:

Example:

Specific date of visit	:	April 8, 2005
Library they want to visit	:	Ateneo de Manila University, Rizal Library
Researcher's name/s	:	Juan Dela Cruz
Course/Year	:	Bachelor of Science in Computer Engineering III
Topic of research	:	<i>"Overview of Cellular Phone Users in the Philippines"</i>

### Photocopying Service

For duplication needs, photocopying machines are available at the ground floor and at the fourth floor of the building. All copying must be done according to the Philippine Copyright Law. It is fair to make a copy for the purpose of research or study of a reasonable portion of a work. Library materials that should be photocopied must be properly processed at the circulation desk by the library staff.

## IX. BUILDING MAINTENANCE

The Building Maintenance Office is located on the 10th floor and handles all building administration concerns of the College. It also handles student locker management, auditorium, sports facilities, multipurpose halls, and auditorium reservations.

Office Hours:

Weekdays	Saturdays
7:00 a.m. – 8:00 p.m.	7:30 a.m. – 5:00 p.m.

# X. SCHOOL CLINIC

The College Clinic is located on the ground floor. It provides holistic medical and dental care that promotes the total well-being of students and staff. It is committed to provide prompt and quality primary services. The clinic can be reached through the APC trunkline at 852-9232, local 420.

Clinic Hours:

Weekdays	Saturdays
7:30 a.m. – 7:00 p.m.	7:30 a.m. – 4:30 p.m.

## Medical Services

- Physical examination is a requirement for all freshmen and transferees. Routine physical exam is conducted for upperclassmen.
- First-aid treatment, medical consultations, and blood pressure monitoring can be availed by all APC students, faculty, and staff. An initial dose of basic medicines (e.g., analgesics, antipyretics, anti-diarrhea, antiseptics, bandages, and minor surgery medicines) may be given. The rest are prescribed.
- An infirmary area where students and employees can rest is available. There is also an isolation room for sick people with communicable diseases.
- Referrals to specialists or hospitals in case of emergency treatment for serious illnesses and injuries can be made. Transportation or ambulance arrangements for emergency cases needing hospital services are provided.
- Parents/guardians of students with serious health problems will be advised immediately.
- Health Education Programs through awareness campaigns and seminars are continuously implemented.

## **Dental Services**

- Dental examination is a requirement for all freshmen and transferees. Dental consultations are also rendered to other students and members of the APC community.
- Temporary fillings can be given upon the dentist's examination and evaluation of emergency dental cases.
- Dental treatment such as prophylaxis, tooth extraction, permanent fillings, and mouth examinations are provided by the clinic at a minimal cost.
- Referrals to specialists or hospital dental units for dental treatment under general anesthetic or other extensive treatments can be made.

## **Recommendations for Students**

1. Students are requested to be vigilant about their health status. The occurrence of fever (oral Temperature  $> 38^{\circ}\text{C}$ ) must be evaluated.
2. If a fever is first detected before coming to school, the student must no longer report to the school clinic. Instead, he must seek immediate consultation with his physician of choice. If a fever is detected while in the campus, the student should report to the school clinic for evaluation.

## **Medical Certificate**

Students who will need to be excused from their classes due to medical concerns will be given a medical certificate. The nurse or doctor will inform their teachers through email. Students who need to be brought home will be asked to stay in the clinic while the nurse contacts the parents/guardians to have them picked up.



## **XI. DORMITORY**

The APC Dormitory is located on the 9th floor of the school building. Phase One (the left wing) is assigned exclusively for male dormers, while Phase Two (the right wing) is for female dormers. At the center is the Lounge Area which functions as a dining room and recreation area. This is where dormers could watch cable-TV, have their meals, or study in groups. Lady guards are available to provide 24-hour security service. Dormitory residents observe curfew hours daily from 10:00 p.m. to 6:00 a.m.

### **Amenities**

Each dormitory room is air-conditioned and is good for four (4) people. Each room has one (1) toilet cubicle and one (1) shower cubicle that has hot and cold shower modes. The monthly rental includes the following provisions: single-sized bed, mattress, pillow, pillow case, bed sheet, side table, bookcase, 24-hour air conditioning, Internet connection, clothes closet with lock, a drawer with lock, study table with swivel chair, and smoke detector/sprinkler.

### **Terms and Conditions**

The residents of the dormitory are students of the school. Therefore, they must follow school policies and regulations, including all dorm rules/ guidelines as stipulated in the contract.

The parents and relatives of the dormers are visitors of the school. They are expected to follow visitor guidelines as stated in this handbook (e.g., the wearing of a visitor's ID while inside the building).

## **XII. GUIDANCE OFFICE**

The Guidance Office, located at Room 1110, pursues its commitment by promoting every student's welfare as a major concern of the college. It provides relevant and student-friendly services that respond to various academic and non-academic needs of the students.

Office Hours:

Weekdays
8:00 a.m. – 5:00 p.m.

### **Role of the Guidance Counselor**

The guidance counselor assists students, teachers, parents, and administrators. The counselor uses three generally recognized helping processes, namely counseling, consulting, and coordinating.

Counseling is a complex helping process in which the counselor establishes a trusting and confidential working relationship. The focus is to help students with matters pertaining to learning and development (e.g., problem-solving, decision-making, and discovery of personal meaning). The guidance counselor/associate meets with the parents to review student goals and monitor student progress.

### **Role of the Psychometrician**

The psychometrician is responsible for the administration, scoring, and interpretation of standardized testing. He/she also assists and coordinates with the guidance counselors in implementing the guidance program and counseling program.

## **Guidance Services**

### **Interviews**

#### **Initial Interview**

In order to foster healthy relationships between counselors and freshmen students, the initial interview is conducted during the 1st trimester. The interview will help students to identify their goals and yield pointers in coping with college life.

#### **Routine Interview**

A routine interview is conducted to all regular students during the 2nd and 3rd trimester to provide updates regarding their academic, behavioral, and personal/social status, and to keep the students in close contact with the counselors.

#### **Exit Interview**

All graduating and transferring students go through an exit interview to help them plan their careers and lives after APC. An exit interview questionnaire is given to gather feedback, suggestions, or comments about the APC educational system.

### **Counseling**

The counselor assists the students in meeting and resolving conflict, identifying and preventing difficulties, remedying appropriate adjustments, and developing potential through individual counseling, group procedures, and consultation with parents and teachers. Each counseling experience is geared toward the following:

- Facilitating changes in the behavior of students
- Improving social and personal relationships
- Motivating students to assume responsibility in school and at home

- **Individual counseling** serves as a means for students to express their thoughts and feelings toward their friends, classmates, teachers, and family, and to share experiences.
- **Academic counseling/monitoring** is conducted to monitor the student's academic performance. Counseling also provides a venue for airing academic concerns.
- **Disciplinary counseling/monitoring** is administered to students referred by the Discipline Office.
- **Personal counseling** is conducted for students to become objective and for them to develop a positive attitude when handling personal problems. The guidance counselor provides a confidential atmosphere in which students can explore any topic or situation and discuss any concern that they may have. Students are taught to work through their problems, to develop self-awareness, and to overcome problems by using new coping strategies.
- **Group counseling** facilitates small group discussions involving students with common problems and concerns. Small group counseling may be scheduled to cover topics in different areas; namely health, behavior, academics, and related cases.
- **Follow-up counseling/monitoring** is done to monitor and determine the coping skills of students who had gone through counseling.

## Consultations

The Guidance Counselors/Associates conduct consultations with teachers to find significant data about a student's behavior both inside and outside the classroom. Teachers also confer with the counselor concerning students who are under academic probation.

Parent-counselor conferences are held to discuss student behavioral problems, adjustment problems, academic difficulties, and the academic contract.

## Research

The Guidance Counselors, Associates, and Psychometrician conduct research through surveys, interviews, and psychological test results to help them determine various issues and concerns among students and various areas of the College that need intervention. These researches are bases for guidance program design, projects, and activities.

## Testing

Psychological tests are conducted to help students understand their uniqueness, strengths, limitations, and potentials. The results of these tests assist the guidance counselors/associates in the counseling/monitoring process and help them design interventions to address the needs of students.

## XIII. CAMPUS MINISTRY

The Campus Ministry initiates programs that promote spirituality among all members of the APC community. It offers, through its various religious programs, activities that will foster the value of faith and belief in God as part of one's holistic growth in a community.

Masses are held every Thursday, 12:15 p.m. at the APC Chapel. For prayer requests and mass intentions, you may send an email at [campusministry@apc.edu.ph](mailto:campusministry@apc.edu.ph).

## XIV. COMMUNITY SERVICES

All community outreach activities, extension services, and the National Service Training Program are handled and coordinated by the Community Services Office at Room 514.

Office Hours:

Weekdays	Saturdays
7:00 a.m. – 5:00 p.m.	8:00 a.m. – 12:00 p.m.

## Community Outreach

Every member of the APC community is encouraged to join various official outreaches and exposure programs of the College. A list of different programs can be secured from the Community Services Office.

The College adopted the Forward Taguig Habitat MRB Neighborhood Association Inc. (FTHMNA) at Barangay Pinagsama, Taguig City where most outreach events are held. Various programs may be conducted by student groups that cater to five (5) development areas in the adopted community, namely Social Services, Educational Extension Services, Health and Sanitation, Livelihood Program, and Spiritual Services.

Aside from the projects and activities for the adopted community, the Community Services Office and the different schools of the College also conduct extension programs in partnership with different government agencies, non-governmental organizations, or foundations that students can choose to participate in.

## National Service Training Program

The National Service Training Program (NSTP) is offered as a regular subject with the Civic Welfare Training Service (CWTS) as a component.

**NATSER 1** is an intensive seminar/workshop program designed to educate students with theoretical training and team building skills as a prerequisite to the service-oriented NATSER2.

**NATSER2** is a fieldwork-based program that seeks to develop the student's spirit of service, patriotism, and volunteerism. Students are assigned to work with APC's partner agencies and foundations around Metro Manila every Wednesday or Saturday from 8:00 a.m. to 12:00 p.m. This is done under the supervision of the NSTP Coordinator and staff. Service fields include various activities like doing hospital work, being involved in academic groups, providing individual tutorials, caring for abandoned elderly women, socializing with street children, and doing construction work.

Only foreign students are exempted from taking the NSTP. Students with special needs, disabilities, or other physical handicaps are given alternative activities or projects to complete the course.

Academic credits are given to transferees who have taken NSTP1 or NSTP2 with any of the components of the program (ROTC, CWTS and LTS) from any school as long as pertinent documents are in order.

NSTP1 and NSTP2 grades are numeric. These are not part of the computation of the Grade Point Average (GPA).

## **XV. INTERNSHIP**

The Internship Office, located on the 5th Floor, oversees day-to-day operations involving the APC Internship Program. In charge of deploying pre-interns and releasing Endorsement Letters, the IO supervises the actual placement of interns in the environment provided by industry partners and monitors students' progress in the program.

One of APC's flagship programs, internship intends to link the academe to the industry. It is envisioned to create opportunities for real-world workplace immersion as well as enable and open pathways for employment and industry absorption of interns. Students are enrolled in either the INTERN1 or INTERN2 subject and are required to attend Saturday seminars on special topics conducted by industry practitioners.

Internship Outcomes:

1. Project/Task Accomplishment
2. Workplace Behavior Development
3. Absorption/Employment

General Policies on Internship Eligibility:

- The Office of the Registrar conducts the student's pre-internship evaluation
- Regular students start their internship on their senior year.
- The internship runs for a period of two (2) trimesters which is equivalent to nine (9) units per trimester.
- Students eligible for internship must be enrolled during their internship schedule and are NOT allowed to enroll in any other academic subject.
- INTERN1 is a prerequisite of INTERN2.

## I. Pre-Internship Policies and Procedures

- A. A student shall be qualified to enroll in INTERN1/INTERN2 if he/she meets the following eligibility requirements:
1. Student must have passed PROFETH, PE (1-4) and NSTP (1 & 2). If a student does not proceed to INTERN1 right after PROFETH, they are required to repeat all pre-Internship activities.
  2. Student is approved/endorsed for internship by the Executive Director (of Schools).
  3. Student must enroll and pass INTERN1 to qualify for INTERN2.
  4. Student must be enrolled in INTERN1/INTERN2 to earn credits.
  5. Crediting of a student's previous work is upon the approval of the Executive Director of the concerned School, coursed through the Internship Office, and following the College's Policies & Procedures for the Crediting of Previous Work.
- B. A student is not allowed to enroll in any other academic subject during their internship period.
- C. A student is required to attend the pre-internship activities of the term prior to enrolling for the INTERN1 subject. These activities include résumé writing, job interview coaching, & internship orientation. The Internship Office can forfeit the internship registration of a student due to non-attendance to all three (3) pre-internship activities.
- D. A student may be endorsed to several companies for possible internship, but the Internship Office assigns them to only one (1) industry partner.
1. A written warning will be given to a student who does not show up during a scheduled job interview.
  2. Failure to appear in job interviews without prior notice to the companies may result in the displacement of an intern which will give him a failing grade. A student will then have to enroll for the Internship subject in the succeeding term.
  3. Only internship with an industry partner will earn credits.
- E. It is understood and agreed upon that during the Internship Program, APC interns are not employees of the internship company. Therefore, no employer–employee relationship exists between the students and the internship company. However, the Internship Company may grant subsidies, allowances, or stipends to interns in



accordance with and subject to the company's policies, procedures, and practices.

- F. All Schools will follow the general internship eligibility and placement process, except the School of Engineering (SOE).
  - 1. On the 4th week of the term, the SoE Executive Director/Director will screen candidates for internship.
  - 2. On the 5th week of the term, the SoE Executive Director/Director will release the list of Electronics Engineering and Computer Engineering candidates for internship.
  - 3. On the 7th week of the term, the College Registrar will upload to Flavio the final list of candidates for internship.

## **II. Internship Policies and Procedures**

- A. An intern reports to an internship company on a full-time basis for two (2) trimesters within the company's prescribed daily work schedule. They may render overtime work upon prior agreement with the internship company. Work is done for a minimum of five days per week and eight hours per day.
- B. An intern follows company policies (e.g., dress code, overtime work, and principles of confidentiality regarding any information or restricted materials from assigned projects, tasks, and responsibilities). Violation of this principle constitutes a major offense and is tantamount to the discontinuance of the internship.
- C. An intern shall be given due process for any situation concerning internship.
- D. An intern must attend the company's orientation which is conducted at the start of internship.
- E. An intern directly reports to the Industry Professor in their internship company and coordinates with the IO for internship-related concerns.
- F. An intern should submit the soft copies of the following required documents to the IO:
  - 1. Monthly Attendance Report:
    - a. Signed by the Human Resource Department or any authorized company representative

- b. Submitted every 5th day of the succeeding month
- 2. Monthly Accomplishment Report:
  - a. Signed by the Industry Professor
  - b. Submitted every 5th day of the succeeding month
- 3. Final Paper: Submitted between weeks 11-12 of each term
- H. In order to be cleared for Internship, an intern must submit to the IO a compilation of all required documents (from INTERN1 to INTERN2) at the end of INTERN2. IO then endorses these to the External Relations for Industry Partner evaluation. The compilation consists of:
  - 1. Monthly Attendance Reports
  - 2. Monthly Accomplishment Reports
  - 3. Final Papers (INTERN1 & INTERN2)
  - 4. Copy of Certificate of Completion
- I. Not enrolling for INTERN2 right after INTERN1 may be allowed, but only for special cases that are approved by the concerned Executive Director.
  - 1. Student who will not enroll for INTERN2 to complete the Internship Program should submit the following to the IO:
    - a. *Letter of Request* addressed to the Executive Director of the School that the Intern belongs to
    - b. Duplicate copy of the *Resignation Letter* that is submitted to the internship company once APC gives the approval
    - c. Clearance from the HRD of the internship company
  - 2. The IO then endorses the said documents to the concerned Executive Director for approval.
- J. Students should remind their Industry Professors to discuss with them their performance evaluation before the IPs' submission of midterm and final evaluation forms.
- K. Interns who are terminated, as well as those who are reported to

have excessive absences, will receive a grade of 0.0 (failing mark) for the internship course. Students will then have to re-enroll in the succeeding term.

- L. Request for transfer to another internship company is not allowed, except for very meritorious reasons.
  - 1. For requests to be transferred to another internship company, interns must submit the following required documents:
    - a. *Letter of Request* addressed to the Executive Director of the School that the Intern belongs to
    - b. Duplicate copy of the *Resignation Letter* that is submitted to the internship company once APC gives the approval
    - c. Clearance from the HRD of the internship company
  - 2. The IO then endorses the said documents to the concerned Executive Director for approval.
- M. In case of any breach of the industry partner's rules and regulations and upon prior written notice from the Industry Partner, the IO investigates the cause of the intern's withdrawal from the Internship Program and coordinates with concerned parties prior to the decision for withdrawal.
- N. INTERN1 and INTERN2 grades are numeric. Both are part of the computation of the Cumulative Grade Point Average (CGPA).
  - 1. Seventy percent (70%) of the internship grade is from the Industry Professor (See Annex T18 - Final Evaluation Form).
  - 2. Thirty percent (30%) of the final internship grade is from the Internship Head (Refer to Annex T18 – Final Evaluation Form).
  - 3. Both midterm and final grades of an intern are given by the Industry Professors. The APC Grading System is followed. The IO encodes the grades in the APC Information System.
  - 4. Any request for the change of internship grade follows APC's policy regarding the Credit and Grading System (See page 34).

## For Senior High School

APC provides work immersion for students above 18 years old. Through the Internship Office, APC facilitates applied learning activities, along with those conducted by Industry Partners, for the immersion of Senior High School students.

1. Only students who are on their last full term in Grade 12 can apply for internship.
2. Only students who have submitted the following to the IO can be deployed for internship:
  - a. Signed Parents' Consent Form for Internship
  - a. Duly approved Intern's Resume
3. Attendance in all pre-internship activities such as resume-writing, job interview coaching, & internship orientation is required prior to deployment.
4. The intern shall abide by the company rules of the concerned Industry Partner, including strict observance of the principles of confidentiality regarding any information or restricted materials on his/her assigned projects, tasks, and responsibilities.
  - a. Violation of this principle constitutes a major offense and is tantamount to the termination of internship in the company.
  - b. Interns who are terminated will receive a failing mark (below 75) for the course.
5. Request for transfer of internship is not allowed, except for meritorious reasons.

## XVI. ALUMNI AFFAIRS OFFICE

The Alumni Affairs Office provides the following services to all graduates:

- **Alumni Events.** The AAO coordinates with the APC Rams Alumni Association (APCRAA) in planning and implementing activities for graduates, including homecoming, sports tournaments, and other socio-civic activities.
- **Graduate Directories.** The AAO maintains a list of names, courses with majors/specializations, and contact information of

graduates who wish to be referred to APC's industry partners for possible employment.

- **Alumni ID.** The AAO is in charge of distributing Alumni IDs to all graduates.
- **Fitness Center Membership.** The AAO facilitates the registration and application for gym membership of students and the alumni.

## XVII. CAREER & PLACEMENT OFFICE

The Career & Placement Office, in coordination with the Alumni Affairs Office, services graduating students and graduates.

- **Recruitment Activities.** The office is in charge of roadshows or on-campus recruitment events and career expositions.
- **Job Placement Assistance.** The office, in coordination with the Alumni Affairs Office, maintains a compilation of job invitations/ openings received from various APC industry partners and disseminates information about available career opportunities. Graduating students and graduates may send a soft copy of their CV or résumé to this office for assistance.
- **Graduate Resume Bank.** The office encourages graduates to send their résumé for endorsement to APC's industry partners.
- **Company Profile Bank.** The office maintains a record of company profiles to serve as reference for students and alumni who wish to know more about the background and nature of APC's industry partners.
- **Career Assessments.** The office collaborates with industry partners for the professional assessment of graduating students and graduates

## **XVIII. APC POLICIES, RULES, and REGULATIONS**

All cases involving the discipline of students fall under the jurisdiction of the Discipline Officer. Accordingly, the Discipline Officer is empowered to act on cases that are brought to his attention.

For major offenses that are to be sanctioned with the maximum penalty of dismissal/exclusion, non-readmission, or expulsion, a Discipline Board composed of five members will conduct a hearing on cases filed. The said board shall review and impose the proper sanctions after appropriate proceedings have been conducted.

Faculty members, the Security Officer, and other staff personnel are granted the special power to demand the presentation of the student's ID in cases whereby student handbook policies have been violated. Any student who refuses to present his/her ID when requested by any of the above-mentioned individuals shall be summoned to appear before the Discipline Officer to explain his/her side. If the refusal is found to be without sufficient cause, this fact will be recorded. The appropriate sanction will be imposed.

### **1.0 General Directives**

- 1.1 All students of the College must be familiar with the contents of this handbook. Ignorance of the provisions stated herein does not excuse anyone from the observance of the policies, rules, and regulations of the College.
- 1.2 The College reserves the right to dismiss any student who violates any of the provisions in this handbook.
- 1.3 All students shall obey and show courtesy to all people in authority, including security guards and maintenance staff.

- 1.4 Each student enrolled in the College is issued an official identification (ID) card that is valid for as long as he remains a bona fide student of Asia Pacific College. This student ID card must always be worn prominently at chest level while inside the classrooms, laboratories, and offices. It must be presented or surrendered to a person of authority whenever requested.

The College reserves the right to refuse the entry of a student who cannot present his ID card.

Students who have misplaced or lost their APC ID card may secure a two-day temporary pass from the lobby guard station. If the APC ID is not found within the allotted two (2) days, the student is required to secure a new one. The following procedures shall be observed in the case of a lost ID card:

- a. Request a two-day temporary pass from the lobby guard.
- b. Proceed to the Discipline Office to apply for a new ID card.
- c. Secure an affidavit of loss from a Legal Office.
- d. Proceed to the Finance Office to pay for the ID replacement fee.
- e. Present the receipt to the Discipline Office for the issuance of a three-day temporary pass.
- f. Submit the affidavit of loss to the lobby guard, along with the attached three-day temporary pass and ID replacement receipt, for the issuance of a picture taking request form.
- g. Proceed to the ITRO for the picture taking.
- h. No student will be allowed to apply for the replacement of a lost ID more than twice within the entire school year.

Subsequent entries of the student into the College premises without a valid APC ID card will then be treated as a violation of the APC Dress Code.

- 1.5 For safety and security reasons, the College reserves the right to call for an inspection of bags and other belongings brought in and out of the campus. The Discipline Officer and authorized college security personnel may conduct bag and locker searches provided that the student is present at all times during the search. Only the student may handle, empty, or bring out his/her property from his/her bag or locker to present it to the school authorities.
- 1.6 Any equipment (including personal computers, laptops, and notebooks) and peripherals to be brought inside the building should be accompanied by a gate pass from the Security Officer.

- 1.7 All students must report to their classes and bring the materials required for their courses.
- 1.8 The College does NOT allow smoking (including E-cigarettes) within the APC building, including fire exits. There are designated smoking areas.
- 1.9 Students should inform the Office of the Registrar of any change in personal contact information (mailing address, telephone number, and e-mail address) or civil status at the earliest possible time. Students are held liable for any incorrect information contained in their ID cards, registration forms, and other school documents.
- 1.10 All students should comply with announcements, notices, and directives issued by the College via various media channels (email, website, social network, bulletin board, video wall, etc.).
- 1.11 Asia Pacific College reserves the right to conduct baseline and random testing of its students, faculty, and staff as part of the College's Drug and Alcohol Education, Prevention, and Control Program.
- 1.12 All students are encouraged to promote peace, order, discipline, and harmony among all sectors of the College.
- 1.13 The degree programs of Asia Pacific College shall comply with the directives issued by the Commission on Higher Education (CHED), including those regarding suspension of classes.
- 1.14 The President of APC, or a designated representative, may call off classes at any time should circumstances warrant it.

## 2.0 **Social Norms**

- 2.1 All students of the College are expected to act as mature and responsible men and women at all times. All students are expected to adhere to the provisions on social norms.
- 2.2 In all interactions with faculty members, administrative personnel, and guests, the accepted norms of courteousness and professional etiquette are to be observed.
- 2.3 Discrimination on the basis of gender, nationality, and/or religion is discouraged in the College. It is considered unethical for individuals to make unfavorable remarks against each other.



- 2.4 The College affirms to provide students, faculty, and staff with a secure and conducive learning environment that is free from sexual harassment, forms of sexual intimidation, and exploitation based on the provisions of Republic Act No.7877 or the Anti-Sexual Harassment Act of 1995 (Please refer to Section 7.4.2 under *Major Offenses and Appendix A*).
- 2.5 Students who do not observe normal classroom procedures and are guilty of having disrespectful conduct may, upon the discretion of the instructor concerned, be asked to leave the classroom (Refer to Section 7.4.12 under *Major Offenses*).
- 2.6 Boisterous conduct, whistling, running, or any action that tends to disrupt ongoing activities are not allowed within the College premises.
- Entering a class or breaking into a school function without the permission of those concerned is strictly prohibited.
- Deliberate disruption of the academic function, class, or school activity is strictly prohibited.
- 2.7 Feet should be kept off from walls, tables, or chairs. Students are not allowed to sit on tables or along the corridors.
- 2.8 Students are not allowed to drink, eat, or chew gum inside the APC building, except in designated areas (cafeteria and drinking fountain).
- 2.9 Every student shall be assigned his/her own locker. The College has the right to inspect lockers that are suspected to contain illegal drugs, liquor, deadly weapons, pornographic/subversive materials/literature, and missing/stolen items.
- 2.10 Areas exclusively used by women and are marked accordingly (e.g., Ladies' Room) are off limits to men, and vice versa.
- 2.11 The College encourages healthy interactions among members of the opposite gender. However, acts or gestures that offend other members of the APC community are not tolerated within the College premises. College faculty and staff may accost and report groups or individuals who perform offensive acts within 200 meters of the College premises.

- 2.12 Areas designated for APC Personnel are intended exclusively for their use. Entry of students into these places is not allowed.
- 2.13 Membership in any fraternity or sorority is NOT allowed. The College condemns any act of hazing or initiations. Such acts are subject to disciplinary sanctions, such as expulsion or dismissal from the College.
- The College is not responsible for the actions of students who actively or passively engage in such activities despite being aware of the possible sanctions (Please refer to Appendix B).
- 2.14 The use of cellular phones or any electronic devices is NOT allowed during classes, exams, and other school functions (e.g., academic seminars and workshops), unless otherwise approved by an authorized school personnel. Cellular phones should be kept in silent mode or turned off during these activities.
- 2.15 Students are required to wear their IDs while inside the school building.
- 2.16 Self-bussing is strictly implemented in the cafeteria. Students are expected to clear the table of their used plates, utensils, wrappers, etc.
- 2.17 Students are held responsible for the behavior of visitors who come into the school premises on their behalf. The students are charged with an offense when their visitors commit a violation.
- 2.18 APC students are expected to respect the rights and privacy of the surrounding community, private homes, church/parish, and commercial establishments. Thus, they must abide by the rules and regulations of APC's community partners.

### 3.0 **Dress Code**

In consonance with the professional image that is being adopted by the College, all students are expected to come to school properly groomed and well-dressed.

An instructor or staff member has the right NOT to admit any student in class, laboratory, or office if they are not wearing their student IDs and/or do not comply with the proper dress code.

3.1 Students are required to be in their business attire. IDs should be hung at chest level and must be worn at all times. Business attire days are from Mondays through Thursdays.

3.2 Students should strictly follow the dress code. Failure to do so disallows a student to enter school premises.

#### 3.3 **Dress Code for Males**

##### Mondays and Tuesdays (Corporate Attire)

- Long-sleeved or short-sleeved button-down shirt (tucked in) with a necktie, or Barong (long-sleeved or short-sleeved with plain white undershirt)
- Corporate slacks (wool or cotton).
- Office leather shoes (black or brown) with dark colored men's socks

##### Wednesdays and Thursdays (Smart Casual Attire)

- Long-sleeved or short-sleeved button-down shirt, or Barong (long-sleeved or short-sleeved with plain white undershirt)
- Corporate slacks (wool or cotton)
- Office leather shoes (black or brown) with dark colored men's socks

##### Fridays and Saturdays (Casual Attire)

- T-shirt or polo shirt
- Jeans, chinos, or jogger pants
- Rubber shoes, topsiders, sneakers, loafers, etc., except flip flops and slippers.

### 3.4 **Dress Code for Females**

#### Mondays and Tuesdays (Corporate Attire)

- Blouse with collar and sleeves, or collarless corporate blouse with sleeves
- Blouse without sleeves under a blazer, light cardigan sweater or light coat
- Corporate skirt or corporate dress (must be knee-length or longer)
- Corporate ladies shoes (leather or leatherette)

#### Wednesdays and Thursdays (Smart Casual Attire)

- Blouse with collar and sleeves, or collarless corporate blouse with sleeves
- Blouse without sleeves under a blazer, light cardigan sweater or light coat
- Skirt or Dress (must be knee-length or longer)
- Corporate slacks
- Corporate ladies shoes (leather or leatherette)

#### Fridays and Saturdays (Casual Attire)

- T-shirt, collared shirts
- Jeans, leggings, jeggings, etc.
- Any type of footwear except flip flops and slippers.

### 3.5 **Unacceptable Attire**

- 3.5.1 Non-wearing of school ID or wearing the ID lace of another school; No foot socks for male students
- 3.5.2 Anything denim in clothing material, including jackets, is not allowed from Mondays through Thursdays
- 3.5.3 Clothing with obscene/offensive messages/words or pictures printed on them
- 3.5.4 Blouses with plunging necklines, mid-rib, hanging, backless, and see-through clothing (unless with undershirt)
- 3.5.5 Tank tops (sando/spaghetti straps) without cardigan/sweater/jacket

- 3.5.6 Sports t-shirt, pedal pushers/clam-diggers, mid-calf, and Capri pants
- 3.5.7 Slippers and elevator/platform shoes that are either closed or open-toed.
- 3.5.8 Skirts with hemlines and slits that are too high
- 3.5.9 Dangling earrings for men
- 3.5.10 Headgears, caps, wigs, hats, or wearing of headdress (unless authorized for an official school activity)
- 3.5.11 Cross-dressing (unless authorized for an official school activity)
- 3.5.12 Physical Education (PE) uniforms should be worn during PE class time only; it should be worn only in designated areas for P.E.
- 3.5.13 There is no prescribed haircut for students (but hair must be neatly combed and clipped for boys who sport long hair). During internship, students are obliged to have a neat hairstyle.

Violation of the APC dress code is subject to disciplinary action and students may not be allowed to enter the building. Violators will be issued documented warnings (violation slip). The issuance of three (3) consecutive violation slips in a term for dress code is considered as insubordination and will automatically merit suspension for the student. All violations are recorded and will affect grants and privileges.

## 4.0 **Academic/Classroom Policies**

### 4.1 **Attendance**

- 4.1.1 Prompt and regular attendance of students in all classes, which is observed from the first class meeting, is required.
- 4.1.2 A student will not be allowed to attend a course session if his name is not in the official class list.
- 4.1.3 Students are considered late if they arrive within the allowable period as prescribed below:

25 minutes for an 80-minute class session  
40 minutes for a 120-minute class session  
50 minutes for a 160-minute class session  
60 minutes for a 240-minute class session

Tardiness is equivalent to 0.5 absence. Students shall be marked absent if they arrive beyond the allowable period.

- 4.1.4 A student may also be marked absent if he leaves the classroom/ laboratory during a class session without the expressed permission of their instructor.
- 4.1.5 A student is held responsible for all course requirements and content of the sessions missed, regardless of the reasons for his/ her absences.
- 4.1.6 There are no excused absences. Twenty percent (20%) of all class sessions is deemed sufficient to cover for absences due to emergencies. Thus, the maximum number of absences is as follows:

2.5 for classes meeting once a week  
5.0 for classes meeting twice a week  
7.5 for classes meeting thrice a week

For Associate in Computer Technology IT subjects:

3 for classes with duration of 10 meetings or less  
5 for classes with duration of more than 10 meetings

- 4.1.7 Absences of honor students will not be counted against them except for major examination schedules. However, they are expected to be responsible for whatever they will miss in class. They are still required to submit and take exams as scheduled.
- 4.1.8 If the instructor does not arrive on the first “third” of the total class time, the class representative should seek confirmation on the instructor’s unavailability from the reception staff at the 4th floor. If a student leaves before the said confirmation and the instructor (or substitute) arrives thereafter, the student may be marked absent for the particular session.

- 4.1.9 A student who has incurred numerous absences will report to the Guidance Counselor.

### **For Senior High School**

- 4.1.13 An officially enrolled student is considered late if he comes within the first 15 minutes of the session.
- 4.1.14 Coming to class beyond 15 minutes is equivalent to being absent. Three counts of coming to class late is equivalent to one absence.
- 4.1.15 A student who leaves the classroom/laboratory during a class session without the expressed permission of his/her instructor is considered to be cutting classes. Thus, he is subject to disciplinary action.
- 4.1.16 There are no excused absences. Absences due to emergency reasons should be supported by an excuse letter or proof of records stating the reason of absences (e.g., medical certificate). The maximum number of allowable absences is 20% of the total number of school days per term.
- 4.1.17 A student who incurs absences that are more than 20% of the total number of school days in a term shall get a failing grade of 70.
- 4.1.18 If the instructor does not arrive in class after 10 minutes from the start of the session, the class representative should seek confirmation on the instructor's unavailability from the SHS faculty room (7th floor). If a student leaves before the said confirmation and the instructor (or substitute) arrives thereafter, the student may be marked absent for the particular session.
- 4.1.19 A student who has incurred three (3) absences shall be endorsed by the class adviser to the Guidance Counselor.

## 4.2 Examinations

- 4.2.1 A student shall be given his/her final examination only upon presentation of his/her ID card and examination clearance slip issued by the Finance Office.
- 4.2.2 Scheduled final exams take priority over other activities of the student. Conflict in schedules should be resolved by students prior to the exam dates.
- 4.2.3 During examinations, a student cannot leave his/her designated place without the expressed consent of the instructor or proctor.
- 4.2.4 During examinations and quizzes, a student is not allowed to talk, possess unauthorized books or notes of any kind, look or attempt to look at another student's test paper or terminal, or attempt to communicate with another student. These actions shall be construed as cheating. The student will be sanctioned.
- 4.2.5 Cellular phones and pagers should be turned off during examinations or quizzes.
- 4.2.6 Except for midterm or final examinations, instructors are not obliged to give make-up or special tests to students who failed to take such tests. Special exams/make-up exams merit a fee that will be paid to the Finance Office.
- 4.2.7 Cheating is regarded as a major offense and is subject to disciplinary sanctions. During examinations and quizzes, the following actions will be considered as cheating and will be subject to a grade of 0.0 for the quiz or 0.0 as the final grade for the major exams in that subject:
- Deliberately looking at another student's examination papers
  - Talking during exams
  - Unauthorized possession of notes or any material related to the examination, whether or not the student actually uses them
  - Copying from other people's examination papers or allowing them to do the same



- Having somebody else take the examination in one's place, in which case, both shall be liable
- Talking with others during an examination without asking for permission from the instructor/professor
- Answering text messages or calls from cell phones (refer to Section 4.2.5 under *Examinations*) and/or operation of other electronic devices

4.2.8 Any faculty member of the College has the right to deny admission of any enrolled student who is caught cheating in his class.

### 4.3 **Plagiarism and Violation of Intellectual Property Rights**

Plagiarized work is any assigned output (e.g., report, term paper, case analysis, solution to an assigned machine problem, reaction paper, and the like) downloaded from the Internet or taken from someone else's work and passing it off as his/her own product submitted for academic purposes, contests, or competitions.

Students who have submitted plagiarized work or have used it in violation of the Intellectual Property Rights Policy (see Appendix C; R.A. 8293) will be given a final grade of 0.0. Plagiarism and violation of the Intellectual Property Code is a major offense and is subject to disciplinary sanctions.

## 5.0 **Standard Operating Procedures**

### 5.1 **Bulletin Boards**

5.1.1 Bulletin boards are for official use only. Tampering with the announcements is subject to disciplinary action. Similarly, unauthorized removal of official notices and posters from the bulletin boards is subject to disciplinary action.

- 5.1.2 All written announcements, posters, or similar literature from recognized student organizations should be stamped and noted by the Student Activities Office (SAO) and approved by the Facilities Office before posting. Only approved announcements can be posted on the bulletin boards. The sources/proponents should be identified in the posters/notices. Such proponents/sources shall be held answerable in case of complaints. Announcements of organization activities will be allowed only on designated bulletin boards. Walls shall not be used for posting announcements.
- 5.1.3 It shall be the responsibility of the concerned student organizations/ groups/individual to remove the materials posted when these are no longer in effect. Otherwise, penalty or removal of privileges may be given.
- 5.1.4 Posting and/or distributing literature, pamphlets, pictures, news items, or any announcements without prior written permit from the Facilities Office are subject to disciplinary action.

## **5.2 Lockers**

For safekeeping of school-related materials and personal items, the school provides individual lockers for all enrolled APC students. Student lockers are located along the hallways of the building's various floors.

### **Locker Reservation and Issuance**

- 5.2.1 The official receipt reflecting payment for the athletic fee, together with the Registration Form, must be presented to the Facilities Office. These will be used as reference for verification and issuance of locker numbers once the APC-Student Locker Agreement Form has been accomplished.
- 5.2.2 Locker Numbers will be issued upon presentation of the Claim Stub attached to the APC-Student Locker Agreement Form.
- 5.2.3 Students are strictly prohibited to switch locker numbers.
- 5.2.4 The Facilities Office has the option to reassign lockers for meritorious reasons or revoke the issuance of lockers due to the student's violation of use anytime during the school year.

- 5.2.5 All students are expected to empty their lockers upon the end of their stay in the College (e.g., during a leave of absence, transfer to another school, or upon graduation). This should be done not later than five (5) days after the last day of the final examination or five (5) days after the termination of their stay. Clearance will not be issued to students who fail to empty their lockers as required. The Facilities Office has the right to open the locker and charge a penalty of one hundred pesos (₱100) for the student's failure to vacate the locker after the allowable time. All things found in the locker will be placed under the custody of the Facilities Office. It has the right to dispose the items if the owner fails to claim these things after the last day of the current academic year.

### **Policies on the Use of Lockers**

- 5.2.7 All students with issued lockers are expected to maintain and care for their lockers.
- 5.2.8 Padlocks to secure the assigned locker are provided by the students.
- 5.2.9 Sharing of lockers is not allowed for security reasons.
- 5.2.10 Missing locker handles, dents, and scratches must be reported to the security guard immediately for record and repair. The security guard logs the complaint upon receipt and issues a service call slip to the maintenance crew for immediate repair.
- 5.2.11 In the event that students lose their locker key, those who request for access to their assigned lockers must secure approval from the administration. Without a written advice from the Facilities Office, a locker will not be opened by any maintenance crew.
- 5.2.12 A student must not use a locker without permission from the Facilities Office.
- 5.2.13 Lockers **MUST NOT** contain liquors, illegal drugs, deadly weapons, and pornographic and/or subversive materials/literature, and missing/stolen items. The College Discipline Officer has the right to inspect lockers anytime.
- 5.2.14 Defacement of lockers (e.g., writing, putting stickers, etc.) is prohibited.

## **5.3 Classroom and Lecture/Seminar Halls**

- 5.3.1 All classrooms and lecture/seminar halls are scheduled by the Office of the Registrar for classes at the start of the term. Afterwards, room allocations are turned over to the Reception Desk on the 4th floor for reservations.
- 5.3.2 Other rooms for academic and student activities can be reserved at the Reception Desk on the 4th floor. Approval of the reservation request is subject to the availability of the rooms.
- 5.3.3 Tenants or outsiders may rent the facilities as venues for training and seminars. They must coordinate with the Facilities Office for reservations.
- 5.3.4 Students working on projects and those with make-up classes can use the classrooms or lecture/seminar halls upon reservation.
- 5.3.5 Students must secure a Reservation Form from the 4th floor Reception Desk and have it filled out not later than two (2) days before the scheduled date of use. After confirmation of the room's availability, the Reservation Form must be signed and approved by the Facilities Administrator.
- 5.3.6 Strictly NO EATING, NO DRINKING, and NO SMOKING inside the rooms. Feet should be kept off the walls, tables, or chairs. Students are not allowed to sit on tables.
- 5.3.7 Students are required to wear their respective IDs while inside the classroom and lecture/seminar halls.
- 5.3.8 Students are not allowed to stay inside the rooms without the presence of the instructors. The security guard may call their attention and ask them to leave.
- 5.3.9 All house rules and guidelines must be observed when staying inside the classrooms, lecture, and seminar halls. Violation of these rules and policies is subject to disciplinary action from the Discipline Officer.

## **5.4 Basketball Court**

Aside from academic excellence, APC's mission includes the students' physical and social development. To support this, the College provides basic sports facilities and equipment. Outsiders may rent the sports venue upon securing the management's approval.

A basketball court that has a surface area of 598.12 square meters is available to students enrolled for the term. It is located on the 11th floor of the APC Building. The court can also be used for volleyball events.

Operating Hours:

Weekdays & Saturdays	Special Schedules
7:30 a.m. – 10:00 p.m.	Subject to Management Approval

### Reservations and Schedules

- 5.4.1 Students with P.E. classes are entitled to use the basketball court during P.E. hours.
- 5.4.2 Should a student intend to play beyond the regular P.E. time, he/she must secure and fill out the reservation form at the Facilities Office not later than two (2) days prior to the scheduled date. Approval of the reservation request is subject to the basketball court's availability.
- 5.4.3 Reservation of the basketball court must not exceed two (2) hours per day for every student. The security guards have the right to call the attention of students who exceed the approved playing hours.

### Basketball Court Rental

- 5.4.4 Rental is subject to the availability of the court and the approval of the management team. Rental is solely for sports purposes only.
- 5.4.5 Companies or groups who wish to rent the basketball court must submit a Letter of Intent (LOI) at least five (5) days before the scheduled play date.
- 5.4.6 Lessee must confirm the official playing dates with the Facilities Office. In turn, APC will give a Notice of Award (NOA) to the group as a binding contract between APC and the Lessee.
- 5.4.7 Upon confirmation, the lessee must settle the rental rate with the Finance Office as stipulated in the NOA at least three (3) days

prior to the first playing date. The Facilities Office sets rental rates for the APC basketball court for the use of outsiders.

- 5.4.8 Any request for additional equipment that will require extra energy consumption will have to be charged an additional hourly rate. For instance, the use of the scoreboard will be charged per hour as well.
- 5.4.9 On the scheduled date, the players or coach must present the official receipt of payment and entry pass to the guard on duty before the basketball court can be used.

### **Policies on the Use of the Basketball Court**

- 5.4.10 All house rules and guidelines must be observed inside the basketball court. Student violators will be subject to disciplinary action. Lessees will be subject to a breach of contract and forfeiture of privilege to play at the basketball court.
- 5.4.11 Only rubber shoes are allowed for use inside the basketball court. Shoes will be inspected/checked (for trapped stones) by the court custodian before each game. Spiked or leather soled shoes are not allowed inside the basketball court.
- 5.4.12 Food is not allowed on the basketball court.
- 5.4.13 Large water jugs must be placed in the lobby outside the basketball court. Drinks are prohibited.
- 5.4.14 The basketball court is multifunctional and may be used for volleyball or badminton matches. Students must reserve the court for specific use at least two (2) days before the game.
- 5.4.15 Balls and nets are available upon request and are issued by the sports equipment custodian. These items must be returned to the custodian after the game.
- 5.4.16 Valuables should not be left unattended. Lockers are available at the 10th floor shower room. Students may get the locker key from the Building Maintenance Office.

- 5.4.17 Any spillage on the basketball court flooring should be wiped off and immediately reported to the Building Maintenance Office.

## 5.5 Other Sports Amenities

- 5.5.1 Tables for table tennis are set up on the 10th floor. Students may use the table tennis facilities whenever these are available. Its reservation process is similar to the booking procedure for the basketball court. Reservation is on a first-come, first-served basis.
- 5.5.2 Shower rooms are available for students' use. Shower room lockers are also available. Keys are available at the Facilities Office.
- 5.5.3 Sports equipment (e.g., table tennis rackets, balls for basketball and volleyball, etc.) are available at the Facilities Office.
- 5.5.4 For issuance of sports equipment, students must show their reservation form and give their respective school IDs to the sports equipment custodian. All borrowed sports equipment must be returned immediately after the game.
- 5.5.5 Damaged or lost sports equipment will be charged to the student or person registered in the Room Reservation Module (Project Flavio). Lost items must be replaced within five (5) working days after the incident. Clearance will only be provided once lost items are replaced and charges for damages are paid.

### 5.5.6 FITNESS CENTER

#### RULES and REGULATIONS

In order to accommodate more people, kindly observe proper decorum while inside the gym. Smoking and loitering within the gym premises are strictly prohibited. Priority is given to gym equipment users working on their fitness goals.

To avoid injuries and other untoward incidents, please use proper fitness/workout attire while inside the gym. Female users are encouraged to wear appropriate outfits. Prescribed footwear (rubber/training shoes) is a MUST. Wearing of flip-flops, open-toed shoes, heels, sandals, and leather shoes are NOT allowed.

Going barefoot is NOT allowed.

No food and drinks (except water) are permitted inside the gym at all times. Be responsible for your bottled water within the premises to avoid untoward accidents caused by water spills and the like. For your convenience, you may use the water fountain by the locker area outside the gym.

Refrain from yelling, using profanity, banging weights, and making loud sounds while inside the gym.

Respect the privacy of others by NOT taking pictures of anyone in the gym, including yourself.

### **When Performing Fitness Activities**

Before beginning your workout, wash your hands or wipe off your cologne or perfume.

For the benefit of fellow RAMS (faculty, staff, and students), re-rack weights and return all other equipment and accessories to their proper locations.

Please use equipment properly and follow directions carefully. Do not lean on the equipment and keep your hands away from moving parts.

When using an equipment for the first time, ask the staff on duty to show you how to operate the equipment properly. This is to avoid injuries or damages to the equipment. Users are responsible for damages to the gym facilities due to equipment misuse or negligence.

Stick to posted time limits on all cardiovascular machines.

Please refrain from using camera phones inside the fitness center. Respect the privacy of other gym users.

Do not disturb others. Focus on your own workout and allow others to do the same. Take phone calls outside the gym.

As a courtesy to the next user, always wipe down the equipment after use. Small towels are provided for this purpose.

Be watchful of your belongings. The gym staff assumes no responsibility for any loss or damages.



Immediately report faulty or damaged equipment to a staff member.

The use of Illegal/prohibited drugs, especially anabolic steroids, is strictly prohibited.

Failure to comply with these rules may result in the loss of gym privileges.

## 5.6 **Basement Parking**

APC has three levels of basement parking to serve APC employees, students, tenants, clients, and visitors. The entire Basement Parking lot can accommodate a total of 132 slots. It operates on a first-come, first-served basis.

Basement 1 (B1) - 42 slots

Basement 2 (B2) - 45 slots

Basement 3 (B3) - 45 slots

Operating Hours:

Weekdays	Saturdays
6:00 a.m. – 9:00 p.m.	6:00 a.m. – 7:00 p.m.

- 5.6.1 All vehicles should be parked facing the wall.
- 5.6.2 No one is allowed to stay inside the car while it is parked.
- 5.6.3 No one is allowed to wash any vehicle inside the basement parking.
- 5.6.4 SWITCH OFF the engine after parking the vehicle.
- 5.6.5 Do not leave any valuables inside the vehicle. The management will not be responsible for any loss.
- 5.6.6 Security guards are deployed by shifts for 24 hours at the basement entrance and exit. Assigned roving guards do random checking and logging of parked vehicles during operation hours.
- 5.6.7 Basement roll-up doors, glass doors, and other points of entry and exit are closed from 9:00 p.m. to 7:00 a.m.

- 5.6.8 Overnight parking is prohibited unless approved by the Facilities Office.
- 5.6.9 After three (3) parking violations, the owner forfeits parking privileges.
- 5.6.10 All deliveries and pulling out of materials from the basement parking lot must be coordinated with the Facilities Office for the issuance of a Gate Pass and/or Entry Pass.

### **Issuance of Parking Stickers**

- 5.6.11 To avail a slot for the whole term, APC employees, students, dormers, and tenants can secure a parking sticker for a fee as set by the Facilities Office.
- 5.6.12 All payments for the parking sticker are made at the Finance Office. The Official Receipt of payment for parking stickers, together with a copy of the car registration, must be presented at the Facilities Office to avail the sticker.
- 5.6.13 All parking stickers must be replaced every term.
- 5.6.14 Parking stickers should be placed on the left side of the vehicle's front windshield.

### **Issuance of Parking Tickets**

- 5.6.15 APC employees, students, tenants, and guests without parking stickers must present a proper Identification Card and pay a parking fee valid for the day. The issued parking ticket must be surrendered upon exit.

Required IDs: Employees	:	APC Employee I.D. Card
Students	:	APC Student I.D. Card
Tenants	:	Company I.D. Card
Visitors	:	Any valid ID

- 5.6.16 Clients and visitors must state their purpose and mention the contact person whom they intend to visit. A Visitor's Slip will be given to clients and visitors. This must be surrendered along with the parking ticket upon exiting the basement parking.

## **5.7 Auditorium and other Event Venues**

- 5.7.1 All institutional events may be held at the auditorium for free provided that it is for an official non-profit academic purpose.
- 5.7.2 Activities that may be allowed in this case shall be limited to the following:
  - 1. Performances/Cinema
  - 2. Ordinary/Technical Rehearsals
  - 3. Meetings/Seminars/Graduation
- 5.7.3 Other activities and events may use other available facilities such as the Seminar Hall, the Multipurpose Hall, the Lecture Halls, and the Art Appreciation Room.
- 5.7.4 Activities or events that may require the use of the Auditorium must be endorsed by the Executive Director and/or Student Activities Officer. Approval of the reservation is subject to the availability of the auditorium and approval of the Facilities Administrator.
- 5.7.5 Only APC-recognized and accredited student organizations duly endorsed by the Student Activities Office may use the facility as a venue for official profit or non-profit activities.
- 5.7.6 Student organizations with profit-oriented activities that involve ticket-selling are entitled to discounts. This is subject to the approval of the College Administration.
- 5.7.7 Depending on its availability, tenants or outsiders may also rent the Auditorium as a venue for trainings and seminars.
- 5.7.8 Events that are organized by external organizations but are created, adapted, or sponsored by APC, with the approval of the APC President, will be free of charge or will be subject to a 50% discount on the rental rates of the facility. This will depend on the nature of the event. The organizer must submit a Special Permit for concerts, musical programs, literary/oratorical presentations, dramas, film exhibitions, benefit shows, and similar projects. This Special Permit, issued by the Permit Division of the Makati City Hall, is subject to the Makati Municipal Amusement Tax Code.

- 5.7.9 All bookings/reservations should strictly be done in person at the Facilities Office.

## 6.0 **Grievances**

The College provides opportunities for all members of the academic community to air grievances via the proper channels. Following due process, these will be promptly processed and resolved. This includes complaints on sexual harassment which will be dealt in accordance with the policies, rules, and regulations implementing R.A. 7877, otherwise known as the “Anti-Sexual Harassment Act.”

### 6.1 **Definition of Terms**

Grievance - refers to any controversy that a student or employee, as the aggrieved party, has against a member of the academic community, as the respondent, who may be the cause of complaint.

Academic Grievance - one that arises from any controversy related to learning or performance in any academic exercise.

Behavioral Grievance - one that arises from the manner by which a person conducts himself or herself.

Sexual Harassment - an unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct that is sexual in nature. It is committed:

- Against one who is under the care, custody, or supervision of the offender;
- Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender;
- When the sexual favor is made as a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance, or other benefits, privileges, or considerations; or
- When the sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.

## **6.2 Grievance Procedure**

### **6.2.1 Complaint of a Student Against Another Student**

Complaints, or incident reports from a student against another student, must be presented to the Discipline Office, who in turn will follow the due process as specified in the student handbook.

### **6.2.2 Complaint of a Student Against a Faculty/Staff Member**

All grievances of students, either academic or behavioral, against any faculty/staff are referred to the Executive Director/Director for Senior High School. The Executive Director/Director for Senior High School shall immediately act on the complaint and may coordinate with the Executive Director/Director of the concerned faculty/staff and invite the respondent to discuss the matter. Due process in all cases will be followed.

If necessary, the Executive Director/Director for Senior High School may require the student to submit a formal complaint. The Executive Director/Director for Senior High School may also require the concerned faculty/staff to answer the complaint in writing. Failure of the respondent to provide a written response within the required period shall be considered an admission of the charges. The Executive Director/Director for Senior High School shall resolve the complaint based on the strength of this admission.

The complaint should be resolved by the Executive Director/Director for Senior High School at the soonest possible time. For formal resolutions, original copies should be provided to the department, student (complainant), and the faculty/staff member (respondent).

A party not satisfied with the decision of the Executive Director may appeal the same to the Student Affairs Director who, upon verifying the merit of the case, may convene the Grievance Board composed of the following people:

- One (1) Executive Director not involved with the department of the parties concerned
- Human Resources (HR) Executive Director

- Student Affairs Director as Chair
- Resource Person (nonvoting) if necessary

The committee will review the case, conduct a hearing, deliberate, and arrive at a decision. In carrying out this procedure, due process will be carried out to ensure fairness and objectivity. Resolution will be done at the soonest possible time. It will not take more than one week from the start of the appeal. The decision of the Grievance Board is executory unless appealed to the President.

In cases that the complaint is against the Student Affairs Director, appeals will be made to the Human Resources Executive Director who, upon verifying the merit of the case, may convene the Grievance Board composed of the following people:

- Two (2) Executive Directors not involved with the case
- Human Resources Executive Director as Chair
- Resource Person (if necessary; nonvoting)

#### **6.2.3 Complaint of a student against his/her Executive Director/Director for Senior High School**

A formal letter of complaint must be addressed and handed to the President, who in turn will forward the concern to the Student Affairs Director. The Student Affairs Director will call on the Executive Director/Director for Senior High School to discuss the matter. If necessary, the Student Affairs Director may convene a Grievance Board composed of another Executive Director, the resource person (if necessary; nonvoting), and the Human Resources Executive Director as Chair. Resolution of the case is forwarded by the Board to the President for approval.

#### **6.2.4 Complaint of Student/Employee against President**

Complaint of a student will be forwarded to the Executive Director/Director for Senior High School of the student, who in turn will forward the complaint to the Human Resources Executive Director. Complaint of employees against the President will be forwarded to the Human Resources Executive Director. The Human Resources Executive Director may decide to refer the matter to the APC Chairman of the Board.

### **6.3 Treatment of Complaint**

All treatment of complaints, which are intended to protect the interests of all parties concerned, will be guided by the following principles:

To the extent permitted by law, all those assigned to handle the complaint in their capacity as Board members or Executive Directors, will treat with strict confidentiality all matters and information that are disclosed to them. Disclosure will be permitted only if deemed appropriate by the majority of the Board. The Board will make every attempt to establish the veracity of a complaint. This is done while respecting the confidentiality and protecting the rights of both parties.

### **6.4 Guidelines in Writing a Letter of Complaint**

The Letter of Complaint should be addressed to the student's Executive Director/Director for Senior High School. It must be duly signed by the complainant and should contain the following:

- Name of the faculty/staff whom the complaint is filed against
- A narrative of circumstances surrounding the commission of the act being complained about

### **6.5 Grievance Board Procedure**

Upon receipt of the letter, the Grievance Board reviews the complete record of the case, including the original documents of the complaint, the answer, the resolution, and other documents related to the case, if any.

Before actually hearing the case, the Board first defines the procedures that it will follow, namely:

- All members of the Board should be present.
- Only evidences, testimonials, or documentations related to the allegations of the complaint shall be considered during the hearing.
- The Board should conduct the hearing, deliberate the case, and arrive at a recommendation at the soonest possible time. It must not take more than a week.

- A majority of the members of the Board is required to arrive at a recommendation. Abstentions shall be allowed.
- Copies of the recommendation of the Board shall be furnished to all parties concerned, including the members of the Board.

One (1) copy – Complainant

One (1) copy – Respondent

One (1) copy – Respondent's 201 file

## 7.0 **Discipline Matters**

### 7.1 **Disciplinary Action and Procedures**

Disciplinary actions are corrective measures imposed upon by the college administration on students who have violated the rules and regulations of the school. The imposed sanctions should not be cruel or physically harmful in nature.

The college has a shared responsibility to shape the character of its students and help them become ethical and socially responsible individuals and members of society.

The disciplinary action and sanctions imposed on erring students are tools to compel them to observe the norms of conduct, whether on-campus or off-campus, as expected of members of the academic community.

The Discipline Office is tasked with the implementation of school policies and regulations concerning student behavior and conduct. A Discipline Officer is mandated by the college to carry out the policies and procedures required to maintain peace and discipline among students.

The College shall have the right to promulgate reasonable norms, rules, and regulations as it may deem necessary. This must be consistent and in accordance with the minimum standards as provided by CHED regulations and the Philippine law.



A student's liability shall not be confined to the offenses specifically identified and defined in the school's rules or code of discipline. Several offenses may be generally worded as to encompass a number of related wrongdoings. Such rules and regulations shall be made effective upon its promulgation via an appropriate school issuance or publication (See Section 103, Authority to Promulgate Institutional Policies, Rules and Regulations; Manual of Regulation for Private Schools).

## 7.2 **Disciplinary Due Process**

It is the right of the school to impose disciplinary actions and corresponding sanctions on students who are found to be violating rules and regulations as specified and contained in this student handbook.

In exercising its right, it is the duty and responsibility of the school to provide due process to both violator and complainant, so as to ensure fairness and objectivity in the carrying out and imposing or implementing school policies. The student respondent is to be given opportunities to explain, contest, and present evidence within reasonable time to answer the charges against his/her actions. This in accordance with the minimum standards of due process as provided by CHED regulations and the Philippine law.

In cases wherein the student is accused of the commission of major offenses and upon having a minimum recommended sanction of dismissal/exclusion, non-readmission, or expulsion from the Discipline Office:

1. The student must be informed in writing of the nature and cause of any of the accusation against him. He should be required to answer the accusations in writing. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause (disciplinary inquiry) letter.
2. If the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the institution shall form a fact-finding committee (Discipline Board) to hear and receive evidence.

3. In all stages of the proceedings, the student shall have the right receive the assistance of his chosen counsel (Discipline Board notification to parents/guardians).
4. The student shall have the right to be listened to. The evidence presented against him should be examined. The student shall also have the right to ask clarificatory questions through a fact-finding committee and to present evidence on his behalf.
5. The fact-finding committee must consider and receive the pieces of evidence presented during the proceedings (Discipline Board hearing).
6. The student shall be informed in writing of the decision promulgated in his case.
7. If the student is found culpable for the offense charged, the punishment imposed by the Discipline Board shall be commensurate with the nature and gravity of the offense.

### **7.3 Disciplinary Sanctions for Major Offenses**

The minimum sanction for major offenses is suspension for no less than five (5) days or up to twenty percent (20%) of the prescribed total class days for the school term. The maximum sanction to be imposed is dismissal/exclusion, non-readmission, or expulsion (for offenses or acts that involve moral turpitude or constituting gross misconduct, which are considered as criminal, pursuant to existing penal laws).

Major Offenses that are to be sanctioned with the maximum penalty of dismissal/exclusion, non-readmission, or expulsion shall be thoroughly investigated and decided upon by the College Discipline Board composed of five members from the administration and faculty who are duly appointed by the President of the College. Other major offenses that have a recommended sanction of suspension shall be decided upon and implemented by the Discipline Officer.

This is in accordance with the provisions in the Manual of Regulations for Private Schools (Section 106, Preventive Suspension and Categories of Administrative Penalties).

## **Preventive Suspension**

A student under investigation may be preventively suspended from entering school premises and from attending classes when the evidence of guilt is strong. This is also done when the responsible school official is morally convinced that the continued stay of the student would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to people or property inside the institution's premises.

## **Suspension**

This is a sanction 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.

## **Non-Readmission**

This is a sanction that allows the college to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision regarding the student being guilty of the offense is charged against him/her, and when the imposition of the sanction of non-readmission was promulgated. Unlike the penalty of dismissal/exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer credentials shall be issued upon promulgation. This is subject to the provisions of the current Manual of Regulations for Private Schools.

## **Dismissal/Exclusion**

This is a sanction that allows the college to exclude/drop the name of the erring student from the roll of students immediately upon the promulgation of the resolution for dismissal/ exclusion.

The college shall preserve a complete record of the proceedings for a period of one (1) year in order to afford the Commission of Higher Education with time to review the case in the event that the student files and appeal with CHED.

## **Expulsion**

This is a sanction wherein the college declares an erring student to be 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 (CHED).

This sanction may be imposed (for offenses or acts that involve moral turpitude or constitute gross misconduct, which are considered as criminal and pursuant to existing penal laws).

The institution shall forward a complete record of the proceedings to the CHED Regional Office concerned within ten (10) days from the termination of the investigation of each case.

## **Appeals**

Sanctions imposed on students by the Discipline Officer or the Discipline Board may be appealed for in writing through the Office of the Director for Student Affairs within three (3) days after the student has received the promulgated sanction from either the Discipline Office or the Discipline Board.

Once the Director for Student Affairs (SA) receives a written appeal from a student, the Director will then convene a committee composed of three members (including the SA Director as Chair and two Executive Directors as members, one of which should be the Executive Director of the student concerned).

The committee may call upon faculty, school administrators, students, and staff as resource persons during the review and deliberation of each case.

Decisions of the Appeals Committee are considered final.

### **7.4 List of Offenses**

The College reserves the right to drop, dismiss/exclude, non-readmit, impose expulsion, suspend, or impose other sanctions that it may deem necessary, consistent, and in accordance with the minimum standards as provided by CHED regulations and the Philippine law; or suspend a student at any time if found, after due investigation of the discipline board, to have seriously violated the rules and regulations of the College.

## Disciplinary Sanctions

Depending on the gravity of the incident, the following major offenses will merit its corresponding penalties:

1. Written warning from the Discipline Officer (in the form of a letter or a violation slip)
2. Written reprimand from the Discipline Officer upon conference with the parent/guardian of the student
3. Disciplinary probation for such time and under such conditions as the Discipline Officer or Director for Student Affairs may determine, with heavier sanction as the Discipline Officer or Director for Student Affairs may determine if any condition of the probation is violated
4. Student Assistant/Community Service
5. Counseling Sessions with the Guidance Office
6. Suspension for such time and under such conditions as the Discipline Officer or Director for Student Affairs may determine
7. Dismissal/Exclusion
8. Non-readmission
9. Expulsion
10. Penalties will be determined by the Discipline Officer after careful evaluation, not only of the nature of the act, but also of the circumstances surrounding it.

## Major Offenses

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Any act that endangers the life or security of the members of the community or is against the core values of APC	7.4.1	3, 5 and 6	7 or 8	
Cutting classes (for Senior High School)	7.4.2	1	1	3 and (4 or 6)  (Refer to 7.4.22)

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Forgery, alteration, misuse, or tampering of school documents, records, or credentials, and knowingly furnishing false documents	7.4.3	7 or 8		
Any violation based on the provisions of Republic Act No. 7877 or the Anti-Sexual Harassment Act of 1995	7.4.4	7 or 8		
Making sexual advances in words or deeds to any member of the APC community	7.4.5	3, 5 and 6	7 or 8	
Physical assault on any individual or getting involved in a physical fight with anyone within or outside the College premises if the incident originated in the campus	7.4.6	3, 5 and 6	7 or 8	
Vandalism or destruction of property belonging to the school or to any member of the faculty, administration, and non-teaching staff, fellow students, or visitors	7.4.7	4 and 5	3 and 6	7 or 8

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Carrying or possession of firearms and/or other deadly weapons (e.g., lead pipes, ice picks, brass knuckles, blades more than 2 ½ inches long) and explosives (including firecrackers and pyrotechnics) within the college premises	7.4.8	5 and 6	7, 8 or 9	
Use, possession, or distribution of prohibited drug substances and drug-related paraphernalia or residue in any form, or the possession of any regulated drug without proper prescription	7.4.9	7, 8 or 9		
Unauthorized possession and/or drinking of alcoholic beverages inside and/or within a 200-meter radius from the College; entering the College premises in a state of intoxication or is proven to have taken any alcoholic beverage	7.4.10	5 and 6	7, 8 or 9	
Unauthorized use of school facilities, documents, or equipment	7.4.11	5 and 6	7 or 8	

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Violation of policies and regulations regarding the use of school facilities	7.4.12	5 and 6	7 or 8	
Acts of lewdness, commission of any act of immorality, or the display or distribution of pornographic materials within the college	7.4.13	5 and 6	7 or 8	
Stealing, whether attempted, frustrated, or consummated; failure to turn over lost and found items to the Lost and Found area	7.4.14	5 and 6	7 or 8	
Acts of embezzlement by individuals who, for the purpose of school activities, have had a right to possess, use, and/or access funds and materials in question, and that such individuals subsequently kept secret and converted the assets for an unintended and/or unsanctioned use	7.4.15	5 and 6	7 or 8	



MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Gross acts of disrespect, in words or in deeds, that tend to put any member of the faculty, administration, non-teaching staff (clerical staff, security guard, and maintenance staff), or students in ridicule or contempt	7.4.16	3, 5 and 6	7, 8 or 9	
Acts that tend to destroy the good name of the College, such as public and malicious imputation of a crime, a vice or defect (real or imaginary), or any act or omission on the condition, status, and circumstance that tend to cause dishonor, discredit, or contempt to the name of the College	7.4.17	3, 5 and 6	7, 8 or 9	
Gambling in any form within the College premises	7.4.18	3 and 6	7 or 8	

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Membership in any fraternity, sorority, or gang; conspiracy or involvement in hazing which is any act that injures, degrades, or tends to degrade or disgrace a fellow student. This includes, but is not limited to, initiations, blessings, welcomes, submissions, and/or admissions to fraternities, sororities, and other unrecognized student organizations	7.4.19	7, 8 or 9		
Intentional insubordination or refusal to follow the orders, instructions, official summonses, or sanctions imposed by any administrator or faculty member of the college	7.4.20	3 and 6	7 or 8	
Fifth and succeeding loss of an ID	7.4.21	5 and (4 or 6)	4, 5 and 6	5 and 6
Commission of three (3) minor offenses of the same nature or five (5) minor offenses not necessarily of the same nature within a single term	7.4.22	3 and (4 or 6)	3, 5 and 6	7 or 8

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Threatening another with infliction upon his person, honor, or property; any act amounting to a crime or wrongdoing	7.4.23	3, 5 and 6	7 or 8	A or B
Conviction, before any court, for a criminal offense involving moral crime against individuals or property other than through reckless imprudence	7.4.24	7, 8 or 9		
Bribery; giving or attempting to give materials or services in exchange for academic favors with malicious intent to any APC staff, faculty, students, visitors, and clients	7.4.25	7 or 8		
Boycotting; anybody who impedes, obstructs, barricades, prevents, or defeats the right and obligation of a teacher or professor to teach their subject, the right of an administrative employee to perform his job, or the right of a student to attend his classes	7.4.26	3 and (4 or 6)	3, 5 and 6	7 or 8

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Cheating in any form during an examination, in a test, or in other written requirements such as assignments, experiments, reaction papers, seatworks, etc. (Refer to Academic / Classroom Policies, 4.2.7)	7.4.27	3 and (4 or 6)	3, 5 and 6	7 or 8
Plagiarism and violation of the Intellectual Property Rights (Refer to Appendix C; R.A. 8293)	7.4.28	3 and (4 or 6)	3, 5 and 6	7 or 8
Fabrication and falsification of data, citation, or results in academic requirements	7.4.29	3 and (4 or 6)	3, 5 and 6	7 or 8
Deception or providing false information to the instructor or school personnel	7.4.30	3 and (4 or 6)	3, 5 and 6	7 or 8
Aiding in the violation of school policies, rules, or regulations by another student, whether deliberately or inadvertently *	7.4.31	10	10	10

MAJOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Bullying of any kind (verbal or physical act, gestures; written/ electronic expression, cyberbullying, or a combination thereof) that is severe, repeated, and directed at a student that has the effect of actually causing or placing the victim/complainant in reasonable fear of physical and/or emotional harm, or damage to his or her property; creating a hostile environment at school for the student	7.4.32	5 and 6	7, 8, or 9	
Such other acts, hereinafter, may be determined by the Discipline Officer, provided that the application thereof is prospective in nature  *Penalties will be determined upon the resolution and promulgation of such other acts classified as major offenses	7.4.33	10	10	10
Unauthorized use of the personal data of other individuals for whatever purposes (e.g., using someone else's ID card; writing someone else's name in a violation slip)	7.4.34	3 and 6	7,8, or 9	

## 7.5 Minor Offenses

A student will be given written notices for minor offenses. The student may be suspended from classes for a prescribed period of time and shall report to the Discipline Office for serious infractions of school rules and regulations if he is found to have committed three (3) minor offenses of the same nature or five (5) minor of a different nature for the term. Parents may be notified and/or summoned when necessary.

**Table of Sanctions for Minor Offenses**

MINOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Unauthorized sale or vending of any kind of item or commodity within the College premises, unless approved by the Student Activities Office and related to academic requirements (e.g., entrepreneurship)	7.5.1	1	2 and 5	3 and (4 or 6)  (Refer to 7.4.22)
Soliciting money or any form of contribution for the benefit of any person within the College premises without prior authorization from the Student Activities Office	7.5.2	1	2 and 5	3 and (4 or 6)  (Refer to 7.4.22)

MINOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Removing, defacing, tearing, mutilating, or otherwise altering the contents and/ or form of any official poster, announcement, memorandum, official publications, and other official school documents posted by any member of the APC community on the bulletin boards for dissemination of information to the students	7.5.3	1 and 5	2	3 and (4 or 6)  (Refer to 7.4.22)
Violation to the policies, rules, guidelines, and regulations stated in this handbook (Art XVII) or implemented in different offices and school facilities	7.5.4	1	2	3 and (4 or 6)  (Refer to 7.4.22)
Not returning school materials and equipment or bringing out the same without the approval of the laboratory and/or library personnel	7.5.5	1	2	3 and (4 or 6)  (Refer to 7.4.22)

MINOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Playing games (not related to any academic matter) in the cafeteria during specified lunch hours or inside classrooms, laboratories, and seminar halls	7.5.6	1	2 and 5	3 and (4 or 6)  (Refer to 7.4.22)
Misuse or loss of school furniture, equipment, or resources	7.5.7	1	2	3 and (4 or 6)  (Refer to 7.4.22)
Scandalous display of affection, such as torrid and/or passionate kissing, prolonged kissing, prolonged cuddling/hugging/embracing, necking, petting, sitting on another's lap, and any other act that is deemed as an inappropriate display of affection	7.5.8	1	2 and 5	3 and (4 or 6)  (Refer to 7.4.22)
Violation of the school dress code and violation of the college policy on the proper wearing and display of the school ID card (See Section 3).	7.5.9	1	1	3 and (4 or 6)  (Refer to 7.4.22)



MINOR OFFENSES	REF No.	1st OFFENSE	2nd OFFENSE	3rd OFFENSE
Littering; knowingly and intentionally leaving, placing, throwing, dropping, and discarding trash/ garbage (i.e., cigarette butts, food wrappers, etc.) within the school building and its immediate perimeter	7.5.10	1	(4 or 6) and 5	3 and (4 or 6)  (Refer to 7.4.22)
Use of tobacco, cigarette, e-cigarette, or vape within the school vicinity based on the provisions of Executive Order No. 26 (s. 2017).	7.5.11	1	2	3 and 4 or 6

## 7.6 Disciplinary Clearance and Hold Orders

The Discipline Officer or the Director for Student Affairs may disallow students to proceed with enrollment, transfer, or graduation if they have unresolved disciplinary cases or incompletely carried out sanctions.

## 8.0 Drug Testing Program Implementing Guidelines

This is in accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994,” and pursuant to Section 36c of Article III (R.A. 9165), otherwise known as the “Comprehensive Dangerous Drugs Act of 2002.”

### Purpose of the Program

The primary responsibility of APC is to provide good education to our students under a safe, secure, and peaceful school environment. It is the College’s endeavor to ensure that our students and staff are protected from the harm and threats prevailing in society, particularly the threat caused by dangerous drugs.

A program of deterrence is instituted as a proactive approach to a drug-free school. Collaboration between members of the entire college, parents, and the community is critical to this prevention effort.

The purpose of this program is:

1. To oversee the health and safety of every student
2. To determine the prevalence of drug users among students
3. To assess the effectiveness of college-based and community-based prevention programs
4. To undermine the effects of peer pressure by providing a legitimate reason for students to refuse/deter the use of illegal drugs
5. To encourage students who use drugs to participate in drug treatment and rehabilitation programs, and
6. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and the rehabilitation of drug users and dependents

## **General Guidelines**

As an integral part of the Drug Prevention Program of Asia Pacific College, these guidelines represent one component in a college-wide effort to respond effectively to drug and mood-altering substance-related situations that may occur in the campus or at college-sponsored activities. These are intended to provide minimum and consistent disciplinary means to respond to related incidents. APC will provide a safe and healthy environment for students with due consideration of their legal rights and responsibilities.

As an extension of this policy, all college personnel, when responding to drug and mood-altering substances, as well as alcohol-related situations, should use the following rules, regulations, and guidelines:

- No person may possess, use, produce, sell, distribute, or aid in the distribution of alcohol, narcotics, drugs, mood-altering substances and the like, nor use, possess, sell, or distribute paraphernalia for the purpose of drug use at any time in the school buildings, on the school property and grounds, in college-sponsored vehicles, or at college-sponsored events at other sites.
- The terms “alcoholic, narcotics, drugs, mood-altering substances and the like” refer to items such as the following: gases, solvents,

butane, propane, adhesives; marijuana or its derivatives; cocaine /crack; LSD or other hallucinogenic drugs; barbiturates; PCP; amphetamines and amphetamine-like compounds; heroin, methadone; scheduled narcotics; steroids; herbal/natural euphoria; look-alike products; and any substances commonly referred to as illegal drugs by R.A. 9165.

- The unauthorized, inappropriate, and/or illegal use of prescription and over-the-counter preparations is prohibited. Prescription medication or over-the-counter preparations for personal use shall be allowed only with written orders from a physician. Laws shall apply.

## **DRUG TESTING GUIDELINES**

1. All new students shall submit themselves to the baseline drug testing procedures of the school. All students and their parents are notified in writing on the process and manner of the random drug testing activity. Random drug tests will be conducted anytime during the students' stay in the College.
2. The selection process for random drug testing is computerized. It can also be done in any manner that shall be agreed upon by the Drug Testing Head.
3. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, and food supplements that they had ingested within the past five (5) days. The APC-DOH-accredited laboratory who will conduct the test shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
4. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH prescribed guidelines shall be posted in strategic places/visible areas of the school.
5. The monitoring personnel assigned to ensure the integrity of the collection process should be of the same sex as the student taking the test.
6. Students randomly chosen or those who are scheduled to take the baseline drug test but are not able to participate in the scheduled testing will be required by the school to proceed to the APC-accredited service provider and submit themselves to the procedure within a

prescribed period.

7. Students who fail to comply with the required testing within the prescribed period will be subjected to administrative and disciplinary action for “insubordination,” which is categorized as a major offense as stated in the APC Student Handbook.

## **TREATMENT OF POSITIVE DRUG TEST RESULTS**

1. The results of the test are strictly confidential. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator of the school.
2. In case the test results are confirmed positive, the Drug Testing Head shall invite both the student and parent for a conference. During the scheduled conference, the Drug Testing Coordinator shall relay to the student and parent the result of the test and will aim to identify problems or reasons that may need professional help. Discussion and explanation of the diagnostic process (or ruling out drug dependence) will also take place. Prior to this scheduled conference, review of any present illnesses, problems, or medical history of the student will be done (if data is available), including the academic performance of the student.
3. First-time positive confirmatory drug test results shall not be grounds for expulsion or any disciplinary action against the student.
4. Students who will be confirmed positive will be required to undertake Drug Dependency Assessment (DDA) in the APC–DOH-accredited laboratory to identify the dependency level and to identify if the student is a Dependent User (DU) or Recreational User (RU). This assessment is at the expense of the student.
5. In the event that it is determined that the student is drug-dependent, the DOH-accredited facility or physician may make a recommendation to the student, parent, and Drug Testing Head to have the student referred to a DOH-accredited facility suited to the student's level of dependency.

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

If the parents refuse to act, the school shall proceed in accordance with Section 61 of R.A. 9165 without prejudice to the provision of Section 73 of R.A. 9165.

At this time, the student will be taking a leave of absence and will be allowed to re-enroll if the student is later on found to have been rehabilitated. Once allowed to enroll, the student will be under the school monitoring phase for a year.

6. Students who will be found only as Recreational Users, as per the DDA result, will be under the school monitoring phase for a year.

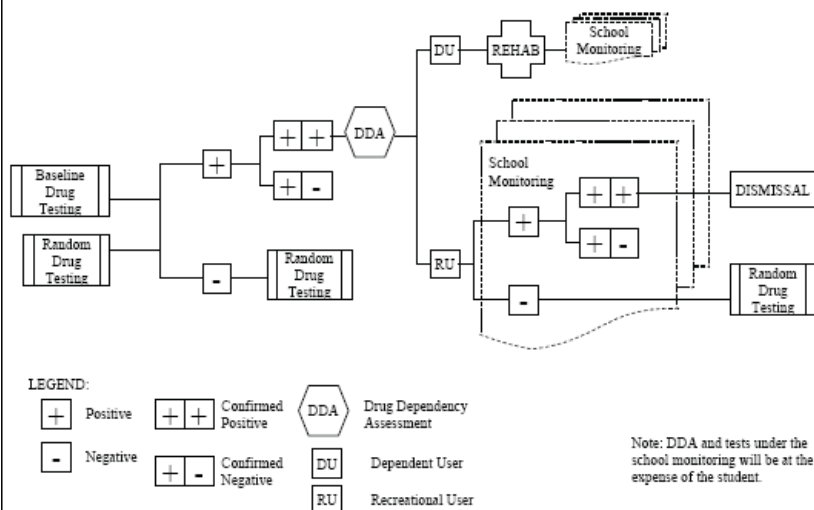
During this phase, a maximum of six (6) drug tests at the expense of the student shall be conducted (still randomly chosen, catching students off-guard). A process of observation and counseling during this phase shall be done in coordination with the parent and the Drug Counselor of the school.

7. In the event that the student is confirmed positive for any dangerous drugs in the confirmatory drug test result while in the **monitoring phase**, the student may merit dismissal from the college.
8. If all the student's random drug tests are clean after the one-year monitoring period, then he/she shall be removed from the monitoring list. His/her status after the monitoring phase shall be the same as any regular student who can still be randomly chosen from the whole student population for a drug test. If the student is found positive, the student has to undergo the same assessment.

## **Enforcement of Compliance**

Students who refuse to undergo random testing and baseline testing shall be required to explain in writing his/her reasons for refusal. If the student's given reasons are determined to be without merit by the drug assessment board of the college, the student shall be required to comply with the college directive. Noncompliance shall then be regarded as insubordination in accordance with the policies and regulations of the college.

## DRUG TESTING IMPLEMENTING GUIDELINES



### 9.0 Policies and Guidelines for the Prevention and Investigation of Sexual Harassment Cases

Pursuant to the Anti-Sexual Harassment Act of 1995, the Committee on Decorum has been created and permanently instituted. This committee conducts meetings and sessions with students, faculty, and staff to increase awareness and understanding of sexual harassment as penalized by law, and to take steps toward the prevention of incidents by promulgating rules or guidelines. For student concerns, the grievance procedure for due process will be followed should incidents take place. This will be handled by the Grievance Committee and/or Discipline Board in coordination with the Committee on Decorum.

#### Composition

The Committee on Decorum is composed of the Human Resources (HR) Executive Director, Student Affairs Director, a Director without any program assignment, Guidance Counselor, faculty representative, student representative, along with the Discipline Officer and Legal Counsel as consultants.

### **Forms of Prohibited Acts:**

- a. Intentional or attempted physical assault that is sexual in nature (e.g., rape, sexual battery, molestation, touching, pinching, grabbing, brushing, or poking);
- b. Unwanted sexual advances or sexually-oriented gestures, propositions, or sexual sounds and comments (e.g., attempted/intentional removal of any item of clothing), as well as kisses, resulting in an intimidating, hostile, or offensive behavior;
- c. Comments or remarks about a person's sexuality or sexual experiences;
- d. Promise of sexual favor or actual implementation of a sexual favor as a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance, or other benefits, privileges, or considerations (Refer to 7.4.9 and 7.4.19 of Major Offenses); or
- e. Retaliation for sexual harassment complaints.

Sanctions shall be determined according to the major offense listed in the student handbook (for students) and employee's manual (for faculty/staff).

# **APPENDIX A – Anti-Sexual Harassment Act of 1995**

## **REPUBLIC ACT NO. 7877**

### **An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes**

**Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:**

#### **SEC. 1**

Title. - This Act shall be known as the “Anti-Sexual Harassment Act of 1995”.

#### **SEC. 2**

Declaration of Policy. - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

#### **SEC. 3**

Work, Education or Training-related Harassment Defined. - Work, education or training related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

- (a) In a work-related or employment, sexual harassment is committed when:
  - (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.



- (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
  - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- (b) In an education or training environment, sexual harassment is committed:
- (1) Against one who is under the care, custody or supervision of the offender;
  - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
  - (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
  - (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

## **SEC. 4.**

Duty of the Employer or Head of Office in a Work-related, Education or Training Environment - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- (a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on

sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainors and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

## **SEC. 5.**

Liability of the Employer, Head of Office, Educational or Training Institution.

- The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

## **SEC. 6.**

Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

## **SEC. 7.**

Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (P10,000) nor more than twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

## **SEC. 8.**

Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be

affected by such declaration.

## **SEC. 9.**

Repealing Clause. - All laws, decrees, orders, rules and regulation, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

## **SEC. 10.**

Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) EDGARDO J. ANGARA  
President of the Senate

(SGD.) JOSE DE VENECIA, JR.  
Speaker of the House of Representative

This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(SGD.) EDGARDO E. TUMANGAN  
Secretary of Senate

(SGD.) CAMILO L. SABIO  
Secretary General  
House of Representatives

(SGD.) FIDEL V. RAMOS  
President of the Philippines

Published on February 18, 1995, Malaya, Manila, Philippines

## **APPENDIX B – Anti-Hazing Law of the Republic of the Philippines**

REPUBLIC ACT No. 8049

**AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR.**

Be enacted by Senate and House of Representatives of the Philippines in Congress assembled:

## **SEC. 1.**

Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury.

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this act.

## **SEC. 2.**

No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

## **SEC. 3.**

The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

## **SEC. 4.**

If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer.

- a. The penalty of reclusion perpetua (life imprisonment) if death,

rape, sodomy or mutilation results there from.

- b. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he/she was habitually engaged.
- d. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his/her body, or shall have lost the use thereof or shall have been ill or incapacitated for the performance of the activity or work in which he/she was habitually engaged for a period of more than ninety (90) days.
- e. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
- f. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- g. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical for the same period.
- h. The penalty of prison assistance correccional in its maximum (4 years, 2 months and one day to 6 years) period if in consequence of the hazing the victim sustained physical injuries which do not prevent him/her from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army

training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

- a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.
- c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school or institution; or
- e. when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where the hazing is conducted shall be liable as an accomplice, when he/she has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as a principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating

circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director, or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

## **SEC. 5.**

If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

## **SEC. 6.**

All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act, are hereby amended or repealed accordingly.

## **SEC. 7.**

This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

Approved: June 07, 1995  
(Signed) FIDEL V. RAMOS  
President of the Philippines

# **APPENDIX C - Intellectual Property Code of the Philippines**

## **Republic Act No. 8293**

**AN ACT PRESCRIBING THE INTELLECTUAL PROPERTY CODE AND ESTABLISHING THE INTELLECTUAL PROPERTY OFFICE, PROVIDING FOR ITS POWERS AND FUNCTIONS, AND FOR OTHER PURPOSES**

### **PART IV THE LAW ON COPYRIGHT**

#### **Chapter I. PRELIMINARY PROVISIONS**

### **SEC. 171. Definitions**

For the purpose of this Act, the following terms have the following meaning:

171.1 "Author" is the natural person who has created the work;

- 171.2 A “collective work” is a work which has been created by two (2) or more natural persons at the initiative and under the direction of another with the understanding that it will be disclosed by the latter under his own name and that contributing natural persons will not be identified;
- 171.3 “Communication to the public” or “communicate to the public” means the making of a work available to the public by wire or wireless means in such a way that members of the public may access these works from a place and time individually chosen by them;
- 171.4 A “computer” is an electronic or similar device having information-processing capabilities, and a “computer program” is a set of instructions expressed in words, codes, schemes or in any other form, which is capable when incorporated in a medium that the computer can read, of causing the computer to perform or achieve a particular task or result;
- 171.5 “Public lending” is the transfer of possession of the original or a copy of a work or sound recording for a limited period, for non-profit purposes, by an institution the services of which are available to the public, such as public library or archive;
- 171.6 “Public performance,” in the case of a work other than an audiovisual work, is the recitation, playing, dancing, acting or otherwise performing the work, either directly or by means of any device or process; in the case of an audiovisual work, the showing of its images in sequence and the making of the sounds accompanying it audible; and, in the case of a sound recording, making the recorded sounds audible at a place or at places where persons outside the normal circle of a family and that family’s closest social acquaintances are or can be present, irrespective of whether they are or can be present at the same place and at the same time, or at different places and/or at different times, and where the performance can be perceived without the need for communication within the meaning of Subsection 171.3;
- 171.7 “Published works” means works, which, with the consent of the authors, are made available to the public by wire or wireless means in such a way that members of the public may access these works from a place and time individually chosen by them: Provided, That availability of such copies has been such, as to satisfy the reasonable requirements of the public, having regard to the nature of the work;
- 171.8 “Rental” is the transfer of the possession of the original or a copy of a work or a sound recording for a limited period of time, for profit-making purposes;



- 171.9 “Reproduction” is the making of one (1) or more copies of a work or a sound recording in any manner or form (Sec. 41 [E], P.D. No. 49a);
- 171.10 A “work of applied art” is an artistic creation with utilitarian functions or incorporated in a useful article, whether made by hand or produced on an industrial scale;
- 171.11 A “work of the Government of the Philippines” is a work created by an officer or employee of the Philippine Government or any of its subdivisions and instrumentalities, including government-owned or controlled corporations as part of his regularly prescribed official duties.

## **Chapter II. ORIGINAL WORKS**

### **SEC. 172. Literary and Artistic Works.**

172.1 Literary and artistic works, hereinafter referred to as “works”, are original intellectual creations in the literary and artistic domain protected from the moment of their creation and shall include in particular:

- a. Books, pamphlets, articles and other writings;
- b. Periodicals and newspapers;
- c. Lectures, sermons, addresses, dissertations prepared for oral delivery, whether or not reduced in writing or other material form;
- d. Letters;
- e. Dramatic or dramatico-musical compositions; choreographic works or entertainment in dumb shows;
- f. Musical compositions, with or without words;
- g. Works of drawing, painting, architecture, sculpture, engraving, lithography or other works of art; models or designs for works of art;
- h. Original ornamental designs or models for articles of manufacture, whether or not registrable as an industrial design, and other works of applied art;
- i. Illustrations, maps, plans, sketches, charts and three-dimensional works relative to geography, topography, architecture or science;
- j. Drawings or plastic works of a scientific or technical character;
- k. Photographic works including works produced by a process

analogous to photography; lantern slides;

- l. Audiovisual works and cinematographic works and works produced by a process analogous to cinematography or any process for making audio-visual recordings;
- m. Pictorial illustrations and advertisements;
- n. Computer programs; and
- o. Other literary, scholarly, scientific and artistic works.

172.2 Works are protected by the sole fact of their creation, irrespective of their mode or form of expression, as well as of their content, quality and purpose. (Sec. 2, P. D. No. 49a)

### **Chapter III. DERIVATIVE WORKS**

#### **SEC. 173. Derivative Works**

173.1. The following derivative works shall also be protected by copyright:

- a. Dramatizations, translations, adaptations, abridgments, arrangements, and other alterations of literary or artistic works; and
- b. Collections of literary, scholarly or artistic works, and compilations of data and other materials which are original by reason of the selection or coordination or arrangement of their contents. (Sec. 2, [P] and [Q], P. D. No. 49)

173.2. The works referred to in paragraphs (a) and (b) of Subsection 173.1. shall be protected as a new works: Provided however, That such new work shall not affect the force of any subsisting copyright upon the original works employed or any part thereof, or be construed to imply any right to such use of the original works, or to secure or extend copyright in such original works. (Sec. 8, P. D. 49; Art. 10, TRIPS)

#### **SEC. 174. Published Edition of Work.**

In addition to the right to publish granted by the author, his heirs, or assigns, the publisher shall have a copyright consisting merely of the right of reproduction of the typographical arrangement of the published edition of the work. (n)

## **Chapter IV. WORKS NOT PROTECTED**

### **SEC. 175. Unprotected Subject Matter.**

Notwithstanding the provisions of Sections 172 and 173, no protection shall extend, under this law, to any idea, procedure, system method or operation, concept, principle, discovery or mere data as such, even if they are expressed, explained, illustrated or embodied in a work; news of the day and other miscellaneous facts having the character of mere items of press information; or any official text of a legislative, administrative or legal nature, as well as any official translation thereof. (n)

### **SEC. 176. Works of the Government**

- 176.1. No copyright shall subsist in any work of the Government of the Philippines. However, prior approval of the government agency or office wherein the work is created shall be necessary for exploitation of such work for profit. Such agency or office may, among other things, impose as a condition the payment of royalties. No prior approval or conditions shall be required for the use for any purpose of statutes, rules and regulations, and speeches, lectures, sermons, addresses, and dissertations, pronounced, read or rendered in courts of justice, before administrative agencies, in deliberative assemblies and in meetings of public character. (Sec. 9, First Par., P. D. No. 49)
- 176.2. The author of speeches, lectures, sermons, addresses, and dissertations mentioned in the preceding paragraphs shall have the exclusive right of making a collection of his works. (n)
- 176.3. Notwithstanding the foregoing provisions, the Government is not precluded from receiving and holding copyrights transferred to it by assignment, bequest or otherwise; nor shall publication or republication by the Government in a public document of any work in which copy right is subsisting be taken to cause any abridgment or annulment of the copyright or to authorize any use or appropriation of such work without the consent of the copyright owner. (Sec. 9, Third Par., P. D. No. 49)

## **Chapter V. COPYRIGHT OR ECONOMIC RIGHTS**

### **SEC. 177. Copy or Economic Rights**

Subject to the provisions of Chapter VIII, copyright or economic rights shall consist of the exclusive right to carry out, authorize or prevent the following acts:

- 177.1.     Reproduction of the work or substantial portion of the work;
- 177.2.     Dramatization, translation, adaptation, abridgment, arrangement or other transformation of the work;
- 177.3.     The first public distribution of the original and each copy of the work by sale or other forms of transfer of ownership;
- 177.4.     Rental of the original or a copy of an audiovisual or cinematographic work, a work embodied in a sound recording, a computer program, a compilation of data and other materials or a musical work in graphic form, irrespective of the ownership of the original or the copy which is the subject of the rental; (n)
- 177.5.     Public display of the original or a copy of the work;
- 177.6.     Public performance of the work; and
- 177.7.     Other communication to the public of the work (Sec. 5, P. D. No. 49a)

## **Chapter VI. OWNERSHIP OF COPYRIGHT**

### **SEC. 178. Rules on Copyright Ownership**

Copyright ownership shall be governed by the following rules:

- 178.1.     Subject to the provisions of this section, in the case of original literary and artistic works, copyright shall belong to the author of the work;
- 178.2.     In the case of works of joint authorship, the co-authors shall be the original owners of the copyright and in the absence of agreement, their rights shall be governed by the rules on co-ownership. If, however, a work of joint authorship consists of parts that can be used separately and the author of each part can be identified, the author of each part shall be the original owner of the copyright in the part that he has created;
- 178.3.     In the case of work created by an author during and in the course of his employment, the copyright shall belong to:

- a. The employee, if the creation of the object of copyright is not a part of his regular duties even if the employee uses the time, facilities and materials of the employer.
  - b. The employer, if the work is the result of the performance of his regularly-assigned duties, unless there is an agreement, express or implied, to the contrary.
- 178.4. In the case of a work commissioned by a person other than an employer of the author and who pays for it and the work is made in pursuance of the commission, the person who so commissioned the work shall have ownership of work, but the copyright thereto shall remain with the creator, unless there is a written stipulation to the contrary;
- 178.5. In the case of audiovisual work, the copyright shall belong to the producer, the author of the scenario, the composer of the music, the film director, and the author of the work so adapted. However, subject to contrary or other stipulations among the creators, the producers shall exercise the copyright to an extent required for the exhibition of the work in any manner, except for the right to collect performing license fees for the performance of musical compositions, with or without words, which are incorporated into the work; and
- 178.6. In respect of letters, the copyright shall belong to the writer subject to the provisions of Article 723 of the Civil Code. (Sec. 6, P. D. No. 49a)

## **SEC. 179. Anonymous and Pseudonymous Works.**

For purposes of this Act, the publishers shall be deemed to represent the authors of articles and other writings published without the names of the authors or under pseudonyms, unless the contrary appears, or the pseudonyms or adopted name leaves no doubts as to the author's identity, or if the author of the anonymous works discloses his identity. (Sec. 7, P. D. 49)

## **Chapter VII. TRANSFER OR ASSIGNMENT OF COPYRIGHT**

### **SEC. 180. Rights of Assignee.**

- 180.1. The copyright may be assigned in whole or in part. Within the scope of the assignment, the assignee is entitled to all the rights and remedies which the assignor had with respect to the copyright.
- 180.2. The copyright is not deemed assigned inter vivos in whole or in part unless there is a written indication of such intention.
- 180.3. The submission of a literary, photographic or artistic work to a newspaper, magazine or periodical for publication shall constitute only a license to make a single publication unless a greater right is expressly granted. If two (2) or more persons jointly own a copyright or any part thereof, neither of the owners shall be entitled to grant licenses without the prior written consent of the other owner or owners. (Sec. 15, P. D. No. 49a)

### **SEC. 181. Copyright and Material Object.**

The copyright is distinct from the property in the material object subject to it. Consequently, the transfer or assignment of the copyright shall not itself constitute a transfer of the material object. Nor shall a transfer or assignment of the sole copy or of one or several copies of the work imply transfer or assignment of the copyright. (Sec. 16, P. D. No. 49)

### **SEC. 182. Filing of Assignment or License.**

An assignment or exclusive license may be filed in duplicate with the National Library upon payment of the prescribed fee for registration in books and records kept for the purpose. Upon recording, a copy of the instrument shall be returned to the sender with a notation of the fact of record. Notice of the record shall be published in the IPO Gazette. (Sec. 19, P. D. No. 49a)

### **SEC. 183. Designation of Society.**

The copyright owners or their heirs may designate a society of artists, writers or composers to enforce their economic rights and moral rights on their behalf. (Sec. 32, P. D. No. 49a)

## **Chapter VIII. LIMITATIONS ON COPYRIGHT**

### **SEC. 184. Limitations on Copyright.**

- 184.1. Notwithstanding the provisions of Chapter V, the following acts shall not constitute infringement of copyright:
- a. The recitation or performance of a work, once it has been lawfully made accessible to the public, if done privately and free of charge or if made strictly for a charitable or religious institution or society; (Sec. 10(1), P. D. No. 49)
  - b. The making of quotations from a published work if they are compatible with fair use and only to the extent justified for the purpose, including quotations from newspaper articles and periodicals in the form of press summaries: Provided, That the source and the name of the author, if appearing on the work, are mentioned; (Sec. 11, Third Par., P. D. No. 49)
  - c. The reproduction or communication to the public by mass media of articles on current political, social, economic, scientific or religious topic, lectures, addresses and other works of the same nature, which are delivered in public if such use is for information purposes and has not been expressly reserved: Provided, That the source is clearly indicated; (Sec. 11, P. D. No. 49)
  - d. The reproduction and communication to the public of literary, scientific or artistic works as part of reports of current events by means of photography, cinematography or broadcasting to the extent necessary for the purpose; (Sec. 12, P. D. No. 49)
  - e. The inclusion of a work in a publication, broadcast, or other communication to the public, sound recording or film; if such inclusion is made by way of illustration for teaching purposes and is compatible with fair use: Provided, That the source and of the name of the author, if appearing in the work, are mentioned;

- f. The recording made in schools, universities, or educational institutions of a work included in a broadcast for the use of such schools, universities or educational institutions: Provided, That such recording must be deleted within a reasonable period after they were first broadcast: Provided, further, That such recording may not be made from audiovisual works which are part of the general cinema repertoire of feature films except for brief excerpts of the work;
- g. The making of ephemeral recordings by a broadcasting organization by means of its own facilities and for use in its own broadcast;
- h. The use made of a work by or under the direction or control of the Government, by the National Library or by educational, scientific or professional institutions where such use is in the public interest and is compatible with fair use;
- i. The public performance or the communication to the public of a work, in a place where no admission fee is charged in respect of such public performance or communication, by a club or institution for charitable or educational purpose only, whose aim is not profit making, subject to such other limitations as may be provided in the Regulations; (n)
- j. Public display of the original or a copy of the work not made by means of a film, slide, television image or otherwise on screen or by means of any other device or process: Provided, That either the work has been published, or, that original or the copy displayed has been sold, given away or otherwise transferred to another person by the author or his successor in title; and
- k. Any use made of a work for the purpose of any judicial proceedings or for the giving of professional advice by a legal practitioner.

184.2. The provisions of this section shall be interpreted in such a way as to allow the work to be used in a manner which does not conflict with the normal exploitation of the work and does not unreasonably prejudice the right holder's legitimate interests.



## **SEC. 185. Fair Use of a Copyrighted Work.**

- 185.1. The fair use of a copyrighted work for criticism, comment, news reporting, teaching including multiple copies for classroom use, scholarship, research, and similar purposes is not an infringement of copyright. Decompilation, which is understood here to be the reproduction of the code and translation of the forms of the computer program to achieve the inter-operability of an independently created computer program with other programs may also constitute fair use. In determining whether the use made of a work in any particular case is fair use, the factors to be considered shall include:
- a. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit education purposes;
  - b. The nature of the copyrighted work;
  - c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
  - d. The effect of the use upon the potential market for or value of the copyrighted work.
- 185.2. The fact that a work is unpublished shall not by itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

## **SEC. 186. Work of Architecture.**

Copyright in a work of architecture shall include the right to control the erection of any building which reproduces the whole or a substantial part of the work either in its original form or in any form recognizably derived from the original: Provided, That the copyright in any such work shall not include the right to control the reconstruction or rehabilitation in the same style as the original of a building to which that copyright relates. (n)

## **SEC. 187. Reproduction of Published Work.**

- 187.1. Notwithstanding the provision of Section 177, and subject to the provisions of Subsection 187.2, the private reproduction of a published work in a single copy, where the reproduction is made by a natural person exclusively for research and private study, shall be permitted, without the authorization of the owner of copyright in the work.

- 187.2. The permission granted under Subsection 187.1 shall not extend to the reproduction of:
- a. A work of architecture in the form of building or other construction;
  - b. An entire book, or a substantial part thereof, or of a musical work in graphic form by reprographic means;
  - c. A compilation of data and other materials;
  - d. A computer program except as provided in Section 189; and
  - e. Any work in cases where reproduction would unreasonably conflict with a normal exploitation of the work or would otherwise unreasonably prejudice the legitimate interests of the author. (n)

## **SEC. 188. Reprographic Reproduction by Libraries.**

- 188.1. Notwithstanding the provisions of Subsection 177.6, any library or archive whose activities are not for profit may, without the authorization of the author or copyright owner, make a single copy of the work by reprographic reproduction:
- a. Where the works by reason of its fragile character or rarity cannot be lent to user in its original form;
  - b. Where the works are isolated articles contained in composite works or brief portions of other published works and the reproduction is necessary to supply them, when this is considered expedient, to persons requesting their loan for purposes of research or study instead of lending the volumes or booklets which contain them; and
  - c. Where the making of such a copy is in order to preserve and, if necessary in the event that it is lost, destroyed or rendered unusable, replace a copy, or to replace, in the permanent collection of another similar library or archive, a copy which has been lost, destroyed or rendered unusable and copies are not available with the publisher.

- 188.2. Notwithstanding the above provisions, it shall not be permissible to produce a volume of a work published in several volumes or to produce missing tomes or pages of magazines or similar works, unless the volume, tome or part is out of stock. Provided, That every library which, by law, is entitled to receive copies of a printed work, shall be entitled, when special reasons so require, to reproduce a copy of a published work which is considered necessary for the collection of the library but which is out of stock. (Sec. 13, P. D. 49a)

## **SEC. 189. Reproduction of Computer Program.**

- 189.1. Notwithstanding the provisions of Section 177, the reproduction in one (1) back-up copy or adaptation of a computer program shall be permitted, without the authorization of the author of, or other owner of copyright in, a computer program, by the lawful owner of that computer program: Provided, That the copy or adaptation is necessary for:
- a. The use of the computer program in conjunction with a computer for the purpose, and to the extent, for which the computer program has been obtained; and
  - b. Archival purposes, and, for the replacement of the lawfully owned copy of the computer program in the event that the lawfully obtained copy of the computer program is lost, destroyed or rendered unusable.
- 189.2. No copy or adaptation mentioned in this Section shall be used for any purpose other than the ones determined in this Section, and any such copy or adaptation shall be destroyed in the event that continued possession of the copy of the computer program ceases to be lawful.
- 189.3. This provision shall be without prejudice to the application of Section 185 whenever appropriate. (n)

## **SEC. 190. Importation for Personal Purposes.**

- 190.1. Notwithstanding the provision of Subsection 177.6, but subject to the limitation under the Subsection 185.2, the importation of a copy of a work by an individual for his personal purposes shall be permitted without the authorization of the author of, or other owner of copyright in, the work under the following circumstances:
- a. When copies of the work are not available in the Philippines and:
    - (i) Not more than one (1) copy at one time is imported for strictly individual use only; or
    - (ii) The importation is by authority of and for the use of the Philippine Government; or
    - (iii) The importation, consisting of not more than three (3) such copies or likenesses in any one invoice, is not for sale but for the use only of any religious, charitable, or educational society or institution duly incorporated or registered, or is for the encouragement of the fine arts, or for any state school, college, university, or free public library in the Philippines.
  - b. When such copies form parts of libraries and personal baggage belonging to persons or families arriving from foreign countries and are not intended for sale: Provided, That such copies do not exceed three (3).
- 190.2. Copies imported as allowed by this Section may not lawfully be used in any way to violate the rights of owner the copyright or annul or limit the protection secured by this Act, and such unlawful use shall be deemed an infringement and shall be punishable as such without prejudice to the proprietor's right of action.

- 190.3. Subject to the approval of the Secretary of Finance, the Commissioner of Customs is hereby empowered to make rules and regulations for preventing the importation of articles the importation of which is prohibited under this Section and under treaties and conventions to which the Philippines may be a party and for seizing and condemning and disposing of the same in case they are discovered after they have been imported. (Sec. 30, P. D. No. 49)

## **Chapter IX. DEPOSIT AND NOTICE**

### **SEC. 191. Registration and Deposit with National Library and the Supreme Court Library.**

After the first public dissemination of performance by authority of the copyright owner of a work falling under Subsections 172.1, 172.2 and 172.3 of this Act, there shall, for the purpose of completing the records of the National Library and the Supreme Court Library, within three (3) weeks, be registered and deposited with it, by personal delivery or by registered mail, two (2) complete copies or reproductions of the work in such form as the directors of said libraries may prescribe. A certificate of deposit shall be issued for which the prescribed fee shall be collected and the copyright owner shall be exempt from making additional deposit of the works with the National Library and the Supreme Court Library under other laws. If, within three (3) weeks after receipt by the copyright owner of a written demand from the directors for such deposit, the required copies or reproductions are not delivered and the fee is not paid, the copyright owner shall be liable to pay a fine equivalent to the required fee per month of delay and to pay to the National Library and the Supreme Court Library the amount of the retail price of the best edition of the work. Only the above mentioned classes of work shall be accepted for deposit by the National Library and the Supreme Court Library. (Sec. 26, P. D. No. 49a)

### **SEC. 192. Notice of Copyright.**

Each copy of a work published or offered for sale may contain a notice bearing the name of the copyright owner, and the year of its first publication, and, in copies produced after the creator's death, the year of such death. (Sec. 27, P. D. No. 49a)

## **Chapter X. MORAL RIGHTS**

### **Sec. 193. Scope of Moral Rights.**

The author of a work shall, independently of the economic rights in Section 177 or the grant of an assignment or license with respect to such right, have the right:

- 193.1. To require that the authorship of the works be attributed to him, in particular, the right that his name, as far as practicable, be indicated in a prominent way on the copies, and in connection with the public use of his work;
- 193.2. To make any alterations of his work prior to, or to withhold it from publication;
- 193.3. To object to any distortion, mutilation or other modification of, or other derogatory action in relation to, his work which would be prejudicial to his honor or reputation; and
- 193.4. To restrain the use of his name with respect to any work not of his own creation or in a distorted version of his work. (Sec. 34, P. D. No. 49)

### **SEC. 194. Breach of Contract.**

An author cannot be compelled to perform his contract to create a work or for the publication of his work already in existence. However, he may be held liable for damages for breach of such contract. (Sec. 35, P. D. No. 49)

### **SEC. 195. Waiver of Moral Rights.**

An author may waive his rights mentioned in Section 193 by a written instrument, but no such waiver shall be valid where its effects is to permit another:

- 195.1. To use the name of the author, or the title of his work, or otherwise to make use of his reputation with respect to any version or adaptation of his work which, because of alterations therein, would substantially tend to injure the literary or artistic reputation of another author; or
- 195.2. To use the name of the author with respect to a work he did not create. (Sec. 36, P. D. No. 49)

## **SEC. 196. Contribution to Collective Work.**

When an author contributes to a collective work, his right to have his contribution attributed to him is deemed waived unless he expressly reserves it. (Sec. 37, P. D. No. 49)

## **SEC. 197. Editing, Arranging and Adaptation of Work.**

In the absence of a contrary stipulation at the time an author licenses or permits another to use his work, the necessary editing, arranging or adaptation of such work, for publication, broadcast, use in a motion picture, dramatization, or mechanical or electrical reproduction in accordance with the reasonable and customary standards or requirements of the medium in which the work is to be used, shall not be deemed to contravene the author's rights secured by this chapter. Nor shall complete destruction of a work unconditionally transferred by the author be deemed to violate such rights. (Sec. 38, P. D. No. 49)

## **SEC. 198. Term of Moral Rights.**

- 198.1. The rights of an author under this chapter shall last during the lifetime of the author and for fifty (50) years after his death and shall not be assignable or subject to license. The person or persons to be charged with the posthumous enforcement of these rights shall be named in writing to be filed with the National Library. In default of such person or persons, such enforcement shall devolve upon either the author's heirs, and in default of the heirs, the Director of the National Library.
- 198.2. For purposes of this Section, "Person" shall mean any individual, partnership, corporation, association, or society. The Director of the National Library may prescribe reasonable fees to be charged for his services in the application of provisions of this Section. (Sec. 39, P. D. No. 49)

## **Sec. 199. Enforcement Remedies.**

Violation of any of the rights conferred by this Chapter shall entitle those charged with their enforcement to the same rights and remedies available to a copyright owner. In addition, damages which may be availed of under the Civil Code may also be recovered. Any damage recovered after the creator's death shall be held in trust for and remitted to his heirs, and in default of the heirs, shall belong to the government. (Sec. 40, P. D. No. 49)

## **Chapter XI. RIGHT TO PROCEEDS IN SUBSEQUENT TRANSFERS**

### **Sec. 200. Sale or Lease of Work.**

In every sale or lease of an original work of painting or sculpture or of the original manuscript of a writer or composer, subsequent to the first disposition thereof by the author, the author or his heirs shall have an inalienable right to participate in the gross proceeds of the sale or lease to the extent of five percent (5%). This right shall exist during the lifetime of the author and for fifty (50) years after his death. (Sec. 31, P. D. No. 49)

### **Sec. 201. Works Not Covered.**

The provisions of this Chapter shall not apply to prints, etchings, engravings, works of applied art, or works of similar kind wherein the author primarily derives gain from the proceeds of reproductions. (Sec. 33, P. D. No. 49)

## **Chapter XII. RIGHTS OF PERFORMERS, PRODUCERS OF SOUNDS RECORDINGS AND BROADCASTING ORGANIZATIONS**

### **SEC. 202. Definitions.**

For the purpose of this Act, the following terms shall have the following meanings:

- 202.1. "Performers" are actors, singers, musicians, dancers, and other persons who act, sing, declaim, play in, interpret, or otherwise perform literary and artistic work;
- 202.2. "Sound recording" means the fixation of the sounds of a performance or of other sounds, or representation of sound, other than in the form of a fixation incorporated in a cinematographic or other audiovisual work;
- 202.3. An "audiovisual work or fixation" is a work that consists of a series of related images which impart the impression of motion, with or without accompanying sounds, susceptible of being made visible and, where accompanied by sounds, susceptible of being made audible;
- 202.4. "Fixation" means the embodiment of sounds, or of the representations thereof, from which they can be perceived, reproduced or communicated through a device;
- 202.5. "Producer of a sound recording" means the person, or the legal entity, who or which takes the initiative and has the responsibility for the first fixation of the sounds of a performance or other sounds, or the representation of sounds;



- 202.6. "Publication of a fixed performance or a sound recording" means the offering of copies of the fixed performance or the sound recording to the public, with the consent of the right holder: Provided, That copies are offered to the public in reasonable quality;
- 202.7. "Broadcasting" means the transmission by wireless means for the public reception of sounds or of images or of representations thereof; such transmission by satellite is also "broadcasting" where the means for decrypting are provided to the public by the broadcasting organization or with its consent;
- 202.8. "Broadcasting organization" shall include a natural person or a juridical entity duly authorized to engage in broadcasting; and
- 202.9. "Communication to the public of a performance or a sound recording" means the transmission to the public, by any medium, otherwise than by broadcasting, of sounds of a performance or the representations of sounds fixed in a sound recording. For purposes of Section 209, "communication to the public" includes making the sounds or representations of sounds fixed in a sound recording audible to the public.

## **SEC. 203. Scope of Performers' Rights.**

Subject to the provisions of Section 212, performers shall enjoy the following exclusive rights:

- 203.1. As regards their performances, the right of authorizing:
- a. The broadcasting and other communication to the public of their performance; and
  - b. The fixation of their unfixed performance.
- 203.2. The right of authorizing the direct or indirect reproduction of their performances fixed in sound recordings, in any manner or form;
- 203.3. Subject to the provisions of Section 206, the right of authorizing the first public distribution of the original and copies of their performance fixed in the sound recording through sale or rental or other forms of transfer of ownership;

- 203.4. The right of authorizing the commercial rental to the public of the original and copies of their performances fixed in sound recordings, even after distribution of them by, or pursuant to the authorization by the performer; and
- 203.5. The right of authorizing the making available to the public of their performances fixed in sound recordings, by wire or wireless means, in such a way that members of the public may access them from a place and time individually chosen by them. (Sec. 42, P. D. No. 49a)

## **SEC. 204. Moral Rights of Performers.**

- 204.1. Independently of a performer's economic rights, the performer, shall, as regards his live aural performances or performances fixed in sound recordings, have the right to claim to be identified as the performer of his performances, except where the omission is dictated by the manner of the use of the performance, and to object to any distortion, mutilation or other modification of his performances that would be prejudicial to his reputation.
- 204.2. The rights granted to a performer in accordance with Subsection 203.1 shall be maintained and exercised fifty (50) years after his death, by his heirs, and in default of heirs, the government, where protection is claimed. (Sec. 43, P. D. no. 49)

## **SEC. 205. Limitation on Right.**

- 205.1. Subject to the provisions of Section 206, once the performer has authorized the broadcasting or fixation of his performance, the provisions of Sections 203 shall have no further application.
- 205.2. The provisions of Section 184 and Section 185 shall apply mutatis mutandis to performers. (n)

## **SEC. 206. Additional Remuneration for Subsequent Communications or Broadcasts.**

Unless otherwise provided in the contract, in every communication to the public or broadcast of a performance subsequent to the first communication or broadcast thereof by the broadcasting organization, the performer shall be entitled to an additional remuneration equivalent to at least five percent (5%) of the original compensation he or she received for the first communication or broadcast. (n)

## **SEC. 207. Contract Terms.**

Nothing in this Chapter shall be construed to deprive performers of the right

to agree by contracts on terms and conditions more favorable for them in respect of any use of their performance. (n)

## **Chapter XIII. PRODUCERS OF SOUND RECORDINGS**

### **SEC. 208. Scope of Right.**

Subject to the provisions of Section 212, producers of sound recordings shall enjoy the following exclusive rights:

- 208.1. The right to authorize the direct or indirect reproduction of their sound recordings, in any manner or form; the placing of these reproductions in the market and the right of rental or lending;
- 208.2. The right to authorize the first public distribution of the original and copies of their sound recordings through sale or rental or other forms of transferring ownership; and
- 208.3. The right to authorize the commercial rental to the public of the original and copies of their sound recordings, even after distribution by them by or pursuant to authorization by the producer. (Sec. 46, P. D. No. 49a)

## **APPENDIX D - DATA PRIVACY POLICY**

### **I. SCOPE**

This document is composed of Asia Pacific College's (APC) policies and procedures on proper collection, processing, and management of employee and student personal information in accordance with Republic Act 10173, or the Data Privacy Act (DPA) of 2012.

### **II. INTRODUCTION**

The Data Privacy Act (DPA) of 2012, or Republic Act 10173, is an act that aims to protect an individual's personal information in information and communications systems of the government and private sector.

"It is the policy of the State to protect the fundamental human right of privacy, of communication while ensuring free flow of information to promote innovation and growth. The State recognizes the vital role of information and communications technology in nation-building and its inherent obligation to ensure that personal information in information and communications systems in the government and in the private sector are secured and protected" (DPA of 2012, Chapter I. Sec. 2. Declaration of Policy).

Personal information collection, processing, and disclosure are allowed, provided that an institution complies with the requirements of the DPA and other laws in adherence to the principles of transparency, legitimate purpose

and proportionality [Based on the “Implementing Rules and Regulations (IRR) of the DPA of 2012”]:

1. *Transparency*. Processing of personal data shall be known to the data subject, who must be informed about the nature, purpose, method, and extent of processing, his or her rights as data subject and how these can be exercised, and the identity and contact details of the personal information controller.
2. *Legitimate purpose*. The processing of information shall be compatible with a declared and specified purpose which must not be contrary to law, morals, or public policy.
3. *Proportionality*. The processing of information shall be adequate, relevant, suitable, necessary, and not excessive in relation to a declared and specified purpose.

Rights of the Data Subject (IRR of the DPA of 2012, Rule VIII.)

### III. TYPES OF INFORMATION COLLECTED

APC collects and maintains student and employee “personal data” as part of its records management process. “Personal data” is “the term used when referring to personal information, sensitive information, and privileged information,” (IRR DPA of 2012).

The following are types of “personal data” collected in APC:

1. Complete Name
2. Current and/or Previous Address
3. Contact details (e.g. mobile and/or landline number, personal e-mail address)
4. Date and Place of Birth
5. Age
6. Civil status
7. Citizenship
8. Religion
9. Identification Numbers and Information:
  - a. Government-issued accounts, such as, but not limited to, SSS, TIN, PhilHealth, HDMF
  - b. Membership Information on SM-SLA and PERAA
  - c. Student number
  - d. Program
  - e. Contact Person and Contact details
  - f. Relationship with Contact Person
10. Educational Background
11. Diploma/certificate of Completion
12. Certificate of Good moral character
13. Birth certificate

14. Picture
15. Form 137 and 138
16. Transcript of Records or certified true copy of grades for transferees and 2nd degree students
17. Course description for transferees and 2nd degree students
18. DepED voucher
19. NCAE result
20. Family background and information
21. Skills and Achievement
22. Student Medical History
  - a. Consultation details
  - b. vital signs
  - c. diagnosis
  - d. laboratory test results [as applicable]
23. alumni employment history
24. internship history
25. tracer study details
26. disciplinary records
27. Government examinations passed
28. Employment Records for both teaching and non-teaching experiences
29. Character References
30. Medical Exam Results (after given explicit consent from employee to view)
31. Other types of personal information collected over the course of stay in APC

#### **IV. PROCESSING OF PERSONAL DATA**

APC adheres to the general principles of transparency, legitimate purpose, and proportionality in the processing of employee personal data and information (Rule IV. Sec. 18, IRR, DPA of 2012).

#### **V. COLLECTION OF PERSONAL DATA**

The College has the right to collect pertinent data and information of members of the APC community as it deems necessary and important, provided that the DPA of 2012 is not violated, following the general principles in collection, processing, and retention.<sup>1</sup> IRR of the DPA of 2012, Rule IV. Data Privacy Principles, Sec. 19: "Collection must be for a specified and legitimate purpose

2. Only authorized personnel of the college shall be allowed to collect personal data.
3. Purpose of Personal Data Collection (Employee):
  - a. APC uses employee data for personnel administration, work, and general management purposes. For example, APC needs this information to administer compensation and benefits, performance evaluation and reviews, learning and development, promotion and

succession planning, and to maintain efficient and effective records management.

b. APC may also use employee information in confidential references in connection with applications for employment or further education or financial references; where an employee is undertaking further study which the College has paid for, or made a financial contribution toward an employee's professional growth, development, and achievement.

c. APC may also use employee information in order to publicly recognize one's achievements, accomplishments and celebrations.

d. APC may also share employee information with third party contractors, who perform services on our behalf, such as reviewing and developing our business systems, procedures and infrastructure (including testing or upgrading of our computer systems), the provision and administration of legal and accounting advice, insurance, retirement funds, and employee benefits. Finally, for human resources purposes, APC may also share employee information with the client(s) to whom you are assigned to provide services.

e. APC may also share employee information with other higher education institutions, government agencies, and other regulatory bodies such as, but not limited to, accrediting agencies for the verification of employee personal data held by the college.

#### 4. Purpose of Personal Data Collection (Student):

a. Process application for admission, scholarship, financial assistance, student and alumni identification card, and student organization, etc.

b. Provide access to learning resources [ LMS - Moodle, Office365, etc.]

c. Academic and non-academic related activities [enrollment, grades encoding, etc.]

d. Notifications on academic and non-academic concerns [financial related matters, scholarships, career opportunities, etc.]

e. Student profiling, including psychological results

f. Alumni tracking and tracer study

g. Internship to employment trackingh. Graduate directory

i. Presentation and publication of exemplary output and achievements

j. Printing of student permanent record of courses and subjects taken, leading to certificate, diploma, or degree

k. Submission to law enforcement and government policies as required by enrollment and graduate reports to agencies

l. APC will require you to sign a random drug testing and non-fraternity/sorority waivers as applicable.

m. APC may also use your information in:

- confidential references in connection with your applications for scholarships, contests, coordination with parents, accreditation

reports, etc.

- order to publicly recognize your achievements, accomplishments, and celebrations.

n. APC may also share your information:

- with a third party, like our industry partners for internship and employment opportunities, and other agencies who perform services on our behalf, such as community extension services, activities implementation, reviewing and developing our business systems, procedures and infrastructure (including testing or upgrading our computer systems).
- with other higher education institutions, government agencies, and other regulatory bodies such as, but not limited to, accrediting agencies for the verification of your personal data held by the college;
- with our partners in empowerment and development for the implementation and documentation of our NSTP and outreach programs [e.g. bloodletting activities, coastal cleanups, community immersion, etc).
- with your parents and guardians for monitoring the performance of the students and other related activities.

5. APC will also validate the “captured/recorded” images from the CCTV camera as needed.

6. APC may also share information to individuals or institutions conducting research on members of the college’s community subject to the ff:

- o Compliance to the existing policies of the college
- o Research ethics review and approval [as applicable]; and
- o Approval of the President

## **VI. RECORDS KEEPING and RETENTION**

1. IRR of the DPA of 2012, Rule IV. Data Privacy Principles, Sec. 19: “Personal Data shall not be retained longer than necessary.2. The personnel records and data shall be stored inside the HR office or an approved secure storage facility off-site.

3. Official personnel and other records shall only be retained and stored in the HR Office for a maximum of five (5) years. All documents, which have collected and stored in the HR Office beyond the prescribed period, shall be disposed immediately

4. The student records shall be stored at the Registrar’s office. Physical and digital permanent student records shall be retained/secured perpetually while other supporting documents shall be discarded a year after they graduate. Likewise, physical and digital supporting documents of AWOL students will only be retained within 10 years.

5. All documents, which have collected and stored beyond the prescribed period shall be disposed immediately.

6. The disposal of records and data shall be performed by the concerned

office with the use of approved disposal methods.

## **VII. DISCLOSURE OF DATA AND INFORMATION**

1. IRR of the DPA of 2012, Rule IV. Data Privacy Principles, Sec. 20: "General principles for Data Sharing. Further Processing of Personal Data collected from a party other than the Data Subject shall be allowed under any of the conditions stipulated in DPA of 2012.
2. Only authorized personnel of each unit, who was assigned by the Executive Director, are allowed to collect, handle, and view personal records and other pertinent data, information, or documents, which are in any way related to any previously or currently employed faculty or staff of the College. Proper handling of data and records should always be practiced by authorized personnel.
3. Each unit of APC has the right to use data and information collected for whatever it deems necessary and vital to its official business and development only as approved by the President.
4. Disclosure of data and information shall only be done through proper and official means with approval of the Executive Director.

## **VIII. QUESTIONS OR CONCERNS**

For questions or concerns on the policies and procedures stipulated in this privacy policy, students and other parties can contact the APC Privacy Officer via this email address: [lorenar@apc.edu.ph](mailto:lorenar@apc.edu.ph)





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