



SAN ILDEFONSO COLLEGE
Tanay, Rizal, Philippines

STUDENT HANDBOOK

COLLEGE DEPARTMENT

Revised 2018

Student Handbook

COLLEGE DEPARTMENT

Revised 2013

NAME :

Address :

Contact Person :

Contact No(s) :

COURSE/YEAR:

PROGRAM HEAD :

PROGRAM:

FOREWORD

This Student Handbook is prepared to help students enrolled in San Ildefonso College to grow in a full awareness of their role in the ILDEFONSIAN Academic Community. This handbook is also meant to help the students make school life more pleasant and self-fulfilling. Each student is held responsible to be aware of the information and provisions in this handbook.

Aside from the policies and rules contained in this handbook, students are expected to comply with the guidelines issued by the School Administration and to abide and read all notices posted on the College Department Bulletin of Information.

STUDENT COMMITMENT FORM

Having read and understood the entirety of this Student Handbook, I,

(NAME OF STUDENT)

agree to abide by the school policies and regulations set for my admission/re-admission to and continuance of my studies in

San Ildefonso College Tanay, Rizal

If found remiss on my score, I am fully aware that I shall be liable to any of the policies and standards, as well as disciplinary rules and regulations stipulated in this Handbook.

Signature Over Printed Name

Course & Year

Parent's/Guardian's Printed Name & Signature

CONFORME

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SAN ILDEFONSO DE TOLEDO

Patron Saint of Tanay

San Ildefonso who was born on December of **607 CE** and of distinguished birth was the nephew of St. Eugenius, Archbishop of Toledo to whose office he afterwards succeeded. At an early age he became a monk inspite of parental opposition, and joining the community of Agala near Toledo in Spain. He was eventually elected Abbot of that Monastery. While he held the Office of Abbot, he attended the 8th and 9th Councils of Toledo in **657**. This is an evidence of his ardent devotion conspicuous in his own writings as well as the praise of his contemporaries and successors. This also showed that San Ildefonso possessed all the virtues which became his high office in an eminent degree. Among his literary works, his remarkable glow of enthusiasm in writing about the Blessed Virgin Mary was particularly apparent. He governed the Church of Toledo, Spain for a little more than 9 years, and died on January 23, **667**.

HISTORICAL SKETCH OF SAN ILDEFONSO COLLEGE Revised as of 2018

San Ildefonso College, is a diocesan College in the Diocese of Antipolo. Dedicated to the formation of the young and adults of Tanay and of the surrounding municipalities. It offers 4 levels of education: pre-school, elementary, high school and college.

San Ildefonso College was founded as Tanay Catholic School in 1918 by Fr. Cornelio de Brower, Franciscan Missionary. The school continued to function actively as an elementary school through the leadership of the parish priest of Tanay until 1936.

In 1946, when Fr. Edmund Bahl, a young American Columban Missionary, was assigned in Tanay, he saw the need of reviving the school.

THE VISION ...

When I first arrived in Tanay I immediately noticed that very few youngsters were around. Since I have always been very interested in young people, I asked "where are they" I was told that they left Tanay on Monday morning to attend High School in the neighboring towns and returned late Friday afternoon. I began to look at my big, old, bat-infested building and began to dream of a High School. None of the other priests in the area had ever tried anything like this, so just to dream about it was a big challenge. At the light of my Coleman lamp, I studied statistics, costs and school regulations. I kept looking at my measly bank account hoping that it would sometime double itself in value.

Tommy Chema, aide to the Navy Commander in Manila, gave Fr. Bahl moral and material support to realize the dream. The school was put up in 1947. It was named San Ildefonso High School in honor of the Patron Saint of the town, San Ildefonso de Toledo. Government recognition of the school was given in 1949.

The Columban priests were initially assisted by the following lay administrators:

School Year	Director	Principal
1948 - 1949	Father Arthur Price	Ms. Dionisia Florendo
1949 - 1950	Father James Roddy	Ms. Helen Cruz

Tanay rang the bell on Columban schools in the Philippines. San Ildefonso Junior High School led to many others in Luzon, Visayas and Mindanao.

The Columban missionary priests, majority of them who came from Ireland, took over most if not all of the parishes in the Southern part of Rizal Province in the fifties and sixties. It was through one of them – Father Arthur Price, an Australian – that the Sisters of St. Paul of Chartres were invited to take over the school in 1950. Father Price must have got acquainted with the Congregation through his confreres stationed at Malate, Manila where the Sisters of St. Paul from St. Paul College of Manila worked as social workers and catechists in the Leveriza area and in the parish clinic for the indigent. Sisters also maintained the Our Lady of Remedies Church sacristy in Malate and with the help of a lay parish worker looked after the cleanliness of the church sanctuary and the church linen. Once or twice a week the Sisters also went to the Provincial House of the Columban Fathers in Singalong to look after the chapel and chapel linen. Some of them had been serving the poor of Singalong for their medical and dental needs and running a school for the youth in that area from pre-World War II days.

Three Sisters of St. Paul arrived on May 17, 1950: Sr. Marietta de St. Paul Somera as Superior-Principal, Sr. Dolores as housekeeper and Sr. Mamerta of the Cross Rocero, teacher. Aside from the existing secondary school, San Ildefonso High School also offered vocational courses of Stenography and Typing.

In 1951, under the management of the Sisters and with the support and encouragement of Father Price who gave them a free hand to run the school, a two-year Teacher's Course in Elementary Education (ETC) was offered. The name of the school was changed to San Ildefonso Junior College. This was a big opportunity for the young girls and boys to earn a post-high school diploma since their financial condition did not allow them to enroll in courses in Manila. In 1952, the Elementary Department started to operate, to the joy of the parents who wanted a Catholic Education for their children. The school expanded the ETC course into a four-year course BSE – Bachelor of Science in Education – receiving full government recognition in 1960. Thus, San Ildefonso metamorphosed into a full college. Henceforth, it was known as San Ildefonso College.

The four-year BEED course was given recognition in 1962, BSC and AB in 1974, the GCC in 1975 and the JSC in 1986.

Graduates of the education courses found ready employment in the public elementary schools in Tanay and in the surrounding districts because in general they performed well in government competitive examinations.

The Alumni of San Ildefonso College have found teaching positions and jobs both in private and public schools not only in this area but also in the surrounding districts. Records show that more than eighty percent of the graduates from the College of Education are employed. Why the graduates find employments easily could be

explained by the fact that most of them make good showing in the government examinations.

For instance, in the competitive examinations for the whole Rizal Province given in May, 1962, the first and second places, were topped by the alumnae of San Ildefonso College.

The Sisters also taught piano lessons to those interested. Sister Mary Erentrude arrived in 1951 and was succeeded by other sister musicians.

The Sister's Community in Tanay was a favorite among the Provincial Superiors to send the novices for a two-month exposure that their process of formation required. For one thing, it was close to the Novitiate and Provincialate and it provided a hands-on-experience of integrating prayer life and apostolic life for the young Sisters in formation.

Due to the increase of enrollment, a two-storey semi-concrete building rose in 1959 and a 3-storey was added in 1962. The latter underwent major repairs in 1986. In 1985, another storey building of 6 classrooms was constructed and completed in 1988.

In 1966, Columban Missionaries turned over the parish and school to secular clergy. FR. PROTACIO G. GUNGON was the first Filipino Parish Priest and First Filipino Director of San Ildefonso College.

SECULAR ADMINISTRATION OF THE SCHOOL			
Rev. Fr. Severino O Lorica	1976	-	1982
Rev. Msgr. Clemente L Lopez	1971	-	1976
Rev. Msgr. Protacio G Gungon	1966	-	1970

On May 28, 1973, the administration of San Ildefonso College was transferred to the RVM Sisters, Sr. Ma. Susana Urbina, RVM, was assigned Sister Administrator with MSGR Clemente Lopez as Director. Msgr. Lopez was succeeded by Msgr. Severino O Lorica who was the last school director of San Ildefonso College as parochial school. In 1981, Jaime Cardinal Sin elevated the college to archdiocesan status designating the Sister Administrator as Directress of San Ildefonso College. Sr.Ma. Marietta Escañan, was the first RVM Directress of San Ildefonso College. Since then, the parish priest became consultant/spiritual director of the school.

With the creation of the diocese of Antipolo in 1983, San Ildefonso College had the distinction as the first and the only diocesan college in the Antipolo Diocese.

RVM SISTERS ASSIGNED TO SAN ILDEFONSO COLLEGE

Superior-Directress

1973 – 1975	Sr. Ma. Susana Urbina, RVM
1976 – 1978	Sr. Ma. Carmen Constantino, RVM
1978 - 1980	Sr. Ma. Immaculada Roda, RVM
1980 – 1982	Sr. Ma. Marietta Escañan, RVM
1982 – 1986	Sr. Ma. Rita Ferraris, RVM
1986 – 1991	Sr. Ma. Aurora Lloren, RVM

DEPARTMENT HEADS

School Year	Grade School Principal	School Year	High School Principal	School Year	College Dean
1974 to 1975	Sr. Ma. Susana Urbina, RVM	1974 to 1975	Sr. Ma. Susana Urbina, RVM	1974 to 1975	Sr. Ma. Susana Urbina, RVM
1975 to 1976	Sr. Ma. Belen Tolentino, RVM	1975 to 1976	Sr. Ma. Rosita Malonda, RVM	1976 to 1977	Sr. Ma. Carmen Constantino, RVM
1976 to 1977	Sr. Ma. Josefina Bernal, RVM	1976 to 1979	Mr. Mario Villegas	1978 to 1980	Sr. Ma. Immaculada Roda, RVM
1977 to 1978	Sr. Ma. Lourdes Balanguit, RVM	1979 to 1982	Mrs. Milagros Niñonuevo	1980 to 1981	Mrs. Milagros Niñonuevo (Acting Dean)
1978 to 1979	Sr. Ma. Gracia Romero, RVM	1982 to 1984	Sr. Ma. Beatriz Elumbaring, RVM	1981 to 1982	Sr. Ma. Marietta Escañan, RVM
1979 to 1980	Sr. Ma. Lourdes Balaguít, RVM	1984 to 1991	Sr. Ma. Aurora Lloren, RVM	1982 to 1986	Sr. Ma. Rita Ferraris, RVM
1980 to 1982	Mr. Mario Villegas			1986 to 1990	Sr. Ma. Aurora Lloren, RVM
1982 to 1987	Sr. Ma. Yolanda Reyes, RVM			1990 to 1991	Sr. Ma. Josefa Cervañia, RVM
1987 to 1991	Sr. Ma. Paz Olmedo, RVM				

In 1991, the Board of Trustees whose Chairman was Bishop Protacio G Gungon appointed Rev. Fr. EFREN S ARELLANO, Jr. as Director of San Ildefonso College after the RVM Congregation decided to end up administering the College. Also appointed to some key positions were lay administrators who worked with Fr. Arellano in embarking on a number of development programs and projects geared towards full realization of a truly responsive and dynamic Christian Catholic San Ildefonso College. The appointment of FR ARELLANO as School Director ushered in the administration of the school by the Diocesan priest.

In December 1992, Rev. Fr. PAQUITO G GALLEGGO, took over the directorship of SIC and just like his predecessors. Fr. Gallego has continued meeting the challenges and prospect that go with the College Mission Vision. It was during the administration of Fr. Gallego that the administrative council was created and was composed of the 3 academic heads the registrar, the finance officer, the head of the guidance center, the librarian and the prefect of discipline. During the later part of his administration, Fr. Gallego created the office of the executive assistant and the office of the human resource management and development. It was also

during the administration of Fr. Gallego that the Computer Literacy Program was implemented. The main thrust of the program was the integration of Computer education in all the curricula of the three academic departments of SIC. More significantly, Fr. Gallego developed structures designed to make Religion/Christian Living as the core of the curricula. Fr. Gallego also initiated the construction of the three-storey school and commercial building to meet the increase in student population and the need for quality and excellence in all programs and services. Also included in the physical development aspect was the renovation of the covered stage at the church patio, both for the school and parish or community activities and celebrations. In terms of extension services, SIC spearheaded the implementations of a number of programs on faculty development among DACSA and MAPSA-member schools in her capacity as conduit and school-related programs and services.

In line with the organizational development of MAPSA, schools like SIC offering post-secondary education have likewise undergone organizational and structural development. Fr. Gallego assumed the position of being the first College President of SIC.

More importantly, San Ildefonso College has articulated its corporate personality whereby the Board of Trustees has adhered to the norms and procedures as enumerated in its Article of Incorporation.

In November 1999 REV. FR. MARCEL S PRUDENTE was appointed, replacing Fr. Gallego as College President. In just a short span of time, Fr. Prudente initiated a number of innovations at SIC. Situations in the Church set-up, however, required Fr. Prudente to be assigned to another ministry.

REV. FR. FELIPE L PEDRAJA was then appointed and installed as third College President on December 12, 2000. Fr. Pedraja later launched a 10-Year Development Plan, redefining more specifically the directions for SIC. Part of this Development Plan was the proposed Physical Plant Development Project – a 5-storey SIC building especially designed to nurture locally and globally competitive individuals.

It was during the administration of Fr. Pedraja that SIC Alumni Association in the Philippines and SIC Alumni Association in America took charge of the renovation/repair of the 3-storey High School building as gesture of commitment to SIC Mission. Fr. Pedraja also transformed the office of the executive assistant into the office of the Administrative Support Services. Moreover the Physical Plant Officer and the Coordinator of the Center for Integral Evangelization were added as members of the Administrative Council.

Installed as fourth President of SIC on August 4, 2005, Msgr. PEDRO C CAÑONERO implemented a number of development projects so SIC could truly live up to its status as a diocesan Catholic institution. Under the new leadership and management of Msgr. Pedro C Cañonero, SIC underwent massive repairs and extensive “facelifting” of buildings and facilities. Innovations were introduced into the organizational set up: the Administrative Council gave way to the President’s Council and the Academic Council. Msgr. Cañonero also created the office of the VP for the Academics and Administration. Staff development was strengthened and more importantly, programs and services were redefined and restructured in response to the increasing requirements and demands of quality and excellence. Msgr. Cañonero also gave serious and responsible considerations on the following issues and concerns: Integral Evangelization, Financial Stability, Accreditation, resource Build-up and Involvement of parents and alumni into the “reinventing” thrust of the College. Giving due honor to the Patron Saint of Tanay, San Ildefonso de Toledo, which bears the name of the school, Msgr. Cañonero declared that the foundation anniversary of the school be celebrated every third week of January which coincides with the commemoration of the Feast Day of San Ildefonso de Toledo.

To answer the needs of the community and in response to Commission on Higher Education (CHED) Memorandum Order, the BSE curriculum was revised for the implementation in Academic Year 2005-2006. Likewise, the BEED with areas of concentration in Content Courses and Early Childhood Education was also implemented during that year. On June 2, 2007, the Bachelor of Science in Business Administration (BSBA) program majors in Human Resource Development and Management (HRDM) and Financial Management (FM) was recognized by CHED for immediate implementation in Academic Year 2007-2008.

San Ildefonso still remains an active member of Manila Archdiocesan and Parochial Schools Association (MAPSA), Catholic Education Association of the Philippines (CEAP), Diocese of Antipolo Catholic Schools Association (DACSA).

Updates for 2010: the old HS building razed to the ground to give way for a new building. All the same, under the administration of Msgr. Pedro C. Cañonero School Year 2010-2011, all of the basic education classrooms were successfully made fully-air-conditioned.

DEPARTMENT HEADS

School Year	Grade School Principal	School Year	High School Principal	School Year	College Dean
1992 to 2005	Dr. Evangeline M Macaso	1992 to 1994	Ms. Emelita Pascasio	1992 to 2000	Mr. Sergio B Nocheseda
2005 to 2006	Mr. Edgardo B Doroteo	1994 to 1997	Mr. Morado Digma	2000 to 2006	Dr. Flordeliza M Tica
2006 to 2008	Msgr Pedro C Cañonero	1997 to 2002	Mrs. Emily R Mejia	2006 to 2007	Msgr Pedro C Cañonero
2008 to 2009	Msgr Pedro C Cañonero	2002 to 2003	Dr. Evangeline M Macaso	2007 to 2008	Dr. Evangeline M Macaso
2009 to 2010	Msgr Pedro C Cañonero	2003 to 2006	Mr Sergio B Nocheseda	2008 to 2009	Dr. Evangeline M Macaso
2010 to 2011	Msgr Pedro C Cañonero	2006 to 2008	Msgr Pedro C Cañonero	2009 to 2010	Dr. Evangeline M Macaso
2011 to 2012	Msgr Pedro C Cañonero	2008 to 2009	Msgr Pedro C Cañonero	2010 to 2011	Dr. Evangeline M Macaso
2012 to 2013	Msgr Pedro C Cañonero	2009 to 2010	Msgr Pedro C Cañonero	2011 to 2012	Dr. Evangeline M Macaso
2013 to 2014	Msgr Pedro C Cañonero	2010 to 2011	Msgr Pedro C Cañonero	2012 to 2013	Dr. Evangeline M Macaso
		2011 to 2012	Msgr Pedro C Cañonero	2013 to 2014	Dr. Evangeline M Macaso
		2012 to 2013	Msgr Pedro C Cañonero		
		2013 to 2014	Msgr Pedro C Cañonero		

Part I
PHILOSOPHY and OBJECTIVES
VISION, MISSION

A. PHILOSOPHY AND OBJECTIVES

As an Academic Community, San Ildefonso College affirms the students' inherent right to quality education. San Ildefonso College also recognizes the cooperative involvement of her constituents in the search for truth.

As a Filipino School, San Ildefonso College is committed to instill the bayanihan spirit and values of respect, humility, industry, perseverance, honesty, teamwork, cleanliness, service, social responsibility, discipline and dignity. SIC is also responsible for the preservation and enrichment of national cultural heritage and environment.

As a Diocesan School, San Ildefonso College operates as a service arm for the promotion and realization of the diocesan thrusts; religious vocation, evangelization and formation of the Basic Christian Communities.

As a Catholic School, San Ildefonso College embraces the tasks of deepening in the constituents the Catholic faith through the affirmation of Christian doctrines, morals and worship. Inspired by San Ildefonso's devotion to the Blessed Virgin Mary and faithful service to his people, SIC commits to be a living witness of Christ.

B. VISION : "San Ildefonso College envision itself as faith community to be globally competitive, academically excellent, certified and accredited."

C. MISSION STATEMENT:

San Ildefonso College is a Diocesan Catholic institution that commits to the 21st Century Education as evangelizing crusaders of the Church.

Inspired by the charism of San Ildefonso, Ildefonsians are involved in the service to the community and devotion to Mary for a century.

D. CORE VALUES:

San Ildefonso College is committed to provide solid Christian formation in all aspects of the students' academic endeavors. SIC also seeks to form graduates who are devotedly Marian and extra sensitive to the plight of the marginalized. The College Department is equally dedicated towards the strengthening of the Filipino consciousness and identity and sustains in each student, the Ildefonsian spirit of serving God, the community and fellowmen in the context of global realities.

Towards these end, every Ildefonsian behaves in accordance with the following values:

- | | |
|--------------|-----------------------|
| RESPECT | CLEANLINESS |
| HUMILITY | SERVICE |
| PERSEVERANCE | SOCIAL RESPONSIBILITY |
| HONESTY | DISCIPLINE |
| TEAMWORK | DIGNITY |

E. THE SCHOOL SEAL



The school seal is a circle with the name “San Ildefonso College, Tanay, Rizal.” At the center are the bishop’s miter, bible, cross, and the staff of St. Ildephonsus the patron saint, being a bishop. At the lower part of the seal are the words “God Above All” – the school motto. Below them is the year “1918”, the foundation year of the school. It expresses the school’s desire to put God in every aspect of student life.

F. SIC HYMN

Arise and hail our College dear
And pledge to her our love sincere
What err will come, by her we’ll stand
As soldiers brave and true we’ll stand
San Ildefonso all hail.

With cheers of joy we’ll never fail
To greet her loved name all hail
We pledge to follow her all way
Her banner bright shall lead the way
To victory and a glorious name
As one in life we play our game.

Part II

GENERAL RULES AND REGULATIONS

A. PROFILE OF AN IDEAL ILDEFONSIAN

An ideal *Ildefonsian Crusader* is one who is integrally holistic through:

1. A God-loving who puts God Above All with Marian devotion
2. honest and disciplined
3. socially responsible and service oriented
4. academically excellent and globally competitive
5. team player and community oriented
6. patriotic and environmental advocate

B. GENERAL POLICIES FOR STUDENTS

B.1 Student's Uniform

All students are required to wear the prescribed college uniform at the start of regular classes and throughout the school year except during P.E. Classes. Students are not allowed to enter the school premises in incomplete uniform or civilian clothes.

1. College Uniform

For Female Students:

- 1.1 Plain white-long sleeved blouse with sports collar, 3 pin tucks on both sides
- 1.2 Checkered-maroon necktie
- 1.3 A-Line (Education Students) & Pencil Cut (Business Management Students) maroon checkered skirt, length of two(2) inches below the knee
- 1.4 Pair of plain, closed, one and one-half(1 1/2)-inch heeled black shoes (no sling-backs, no sandals and no elevated shoes)
- 1.5 San Ildefonso College I.D. Card
- 1.6 SIC Pin

For Male Students:

- 1.1 3-Buttoned plain white POLO with slit on both sides, "Barong" Style
- 1.2 Pair of dark-colored pants except "maong" or corduroy
- 1.3 Plain white tucked undershirt (sando or t-shirt)
- 1.4 Leather shoes with socks (no rubber shoes)
- 1.5 Well-groomed, short haircut
- 1.6 No earrings
- 1.7 San Ildefonso College I.D. Card
- 1.8 SIC Pin

2. Official Uniform for:

- 2.1 Physical Education
 - 2.1.1 SIC maroon jogging pants
 - 2.1.2 P.E. V-neck t-shirt in a diagonal cut of two(2) colors: maroon on right side, a school logo on upper left side
 - 2.1.3 White socks and rubber shoes
- 2.2 SIC Sportsfest T-Shirt (During Sportsfest only)
- 2.3 NSTP – Community Service Uniform
 - 2.3.1 Black t-shirt with NSTP/SIC Logo
- 2.4 Students who do not follow the prescribed cut and style and appropriate manner of wearing the school uniform will be reprimanded by the Head of the Security and Discipline.
- 2.5 As a rule, the uniform should be worn in school regularly.
- 2.6 The P.E. Uniform should be worn only during Physical Education classes.

B.2 SIC Pin & Identification Card

A student enrolled in the College is issued an official identification card, which is required upon entering the campus, classrooms, library and in borrowing school equipment.

1. SIC Pin and I.D. should be worn in the school at all times.
2. I.D. card should be free from trimmings.
3. I.D. card should not be lent to another. This is subject to disciplinary action.

4. Loss of an I.D. card and SIC Pin should be reported immediately to the Head of the Security and Discipline who will authorize the student to apply for a new I.D. card.
5. NO I.D., NO PIN, NO COMPLETE UNIFORM, NO ENTRY.

B.3 Attendance and Absences

Students are required to report immediately on the first day of classes. Punctuality and regular class attendance is required of all students.

A limited number of absences during a semester either excused or unexcused shall consist of 20% of the prescribed number of class hour for the course. A student is automatically dropped when his absences exceed the maximum number.

SUBJECT	Max. Absences Allowed	Effectivity of Automatic Dropping
6 units	5	6 th
5 units (daily)	10	11 th
5 units with Lab	5	6 th
3 units	10 (MWF)/7 (TTH)	11 th /8 th
2 units	7	8 th
1 unit	3	4 th
3 units (Sat. Class)	3	4 th

Attendance sheet for each subject is required with corresponding signature of the students every meeting.

NOTE: Attendance on the class card is monitored.

STATUS	DAY/S			ACTION TAKEN
	MWF	S	TTH	
1. Attendance is good				
2. Attendance is irregular	3	1	2	Student is given a warning.
3. Attendance is very irregular	5/6		3	Student is required to present "Notice from the Dean".
4. Attendance is poor	8/9	2	5	Student is required to present Dean's Permit which indicates among others, that a meeting with the parents together with the student has been conducted.

STATUS	DAY/S			ACTION TAKEN
	MWF	S	TTH	
5. Attendance is very poor	10	3	6	Student is given the last warning if the cause of absence is reasonable. Otherwise, the student is asked to present the Dean's Permit.
6. Attendance below the required minimum number of hours	11	4	8	The student is dropped from the subject.

B.4 Conduct Inside and Outside the Classroom

Every student is identified with the school where he/she belongs. It is his/her responsibility to help maintain the good image of the school by conducting himself in a manner befitting a Catholic student. He/She should always be aware that his/her behavior is reflective of the training he/she gets from this school. While inside and outside the campus, he/she should observe generally acceptable rules of conduct and norms of behavior.

1. Silence and order should be maintained especially in entering and leaving the classroom, during class hours, examinations, vacant time, whether the teacher is present or not.
2. Students are not allowed to loiter in the corridors, quadrangle or near the classrooms and other offices while classes are going on except for personal necessity.
3. Group movements such as passing through corridors and building should be made silently. Boisterous conduct, running, shouting or an action which tends to distract classes are to be avoided. True scholarship dictates the observance of silence and proper decorum within the premises of SIC.
4. Students should likewise observe the rule prohibiting smoking, drinking alcoholic beverages and taking prohibited drugs.
5. Public display of affection such as hand holding, kissing, necking, petting, hugging is strictly prohibited.
6. No student may be called out from the classroom when class is going on. Unless it is an emergency, the Guard on Duty will call the Dean's Office for the permission to send the parents or callers who wish to see their children and should drop by the Office of the Dean to facilitate the call.

B.5 Use of School Facilities

Good stewardship requires that all school facilities be kept clean and orderly. Students are expected to maintain and respect them at all times. Hence, spitting, littering, vandalizing, damaging property, defacing walls, chairs, desks, etc. are STRICTLY PROHIBITED.

C. ADMISSION, POLICIES AND PROCEDURES OF THE COLLEGE DEPARTMENT

C.1 General Requirements for Freshmen Admission

The basic requirement for eligibility for admission to collegiate level is graduation from a secondary level program recognized by the Department of Education. He/She must pass the entrance examination and satisfactorily answer the interview conducted by the Guidance Counselor. However, students with special needs are required to present psychological evaluation with recommendations.

C.2 General Requirements for Transfer Students

San Ildefonso College is accepting transfer students from other schools provided that he/she will first present Certificate of Transfer and/or Transfer Credentials from his/her previous school. He/She needs to pass an interview conducted by the Guidance Counselor and to submit the complete admission requirements. Since SIC adopts the Open Admission but Selective Retention Policy, no ceiling grade is required from a transferee.

C.3 Cross Enrollees

Only candidates for graduation can cross-enroll and only if the subject is not offered during the semester or summer in SIC. Permit to cross-enroll must be recommended by the School Registrar. Permit, however, will not be given for any major or special subject.

C.4 Screening and Selecting Procedures

The Guidance and Testing Center determines the status of the new students based on the scores/results of their College Entrance Exam and other screening requirements.

New students should also pass the interview with satisfactory rating. Interview is done to find out an applicant's communication skills in English and Filipino. This also gauges his/her knowledge in some issues/topics presented to him.

Freshmen as well as transfer students shall also present a certification of good moral character, duly signed by the official representative of his/her previous school.

If one of the requirements is not complied with fully by the applicant, the School Registrar, in her discretion, may admit the student on condition that the said student is given only one or two semesters of probation period. The Guidance Counselor will follow-through the standing of the said student.

All new students (freshmen, transferees) practically are on probationary status. They have to show that they are academically and behaviorally good students of the College.

C.5 Student's Evaluation Sheet

The following examinations are being administered by the Guidance and Testing Center:

1. Qualifying Examination for Major Subjects
2. Freshmen Diagnostic Examination for Remedial English

C.6 Registration Procedure

1. See the Admission and Registration Office (WINDOW 1) for:
 - 1.1 Inquiries
 - 1.2 Evaluation
 - 1.3 Submission of Admission Credentials
 - 1.4 Initial Enrolment
2. See the Guidance Center for:
 - 2.1 Interview of Transferees and Freshmen College Students
3. See the Finance and Accounting Office (WINDOW 2) for:
 - 3.1 Assessment of Payment
 - 3.2 Paying the Tuition Fee
4. Proceed again to the Admission and Registration Office (WINDOW 1) for:
 - 4.1 Final Enrolment
 - 4.2 Securing of Class Cards

C.7 Registration, Enrolment and Academic Guidelines

1. The following are required of any student who wishes to enroll in San Ildefonso College:

a. For Incoming College Freshmen

- Medical Certificate(fit to study)
- Psychological Evaluation (if applicable)
- Preliminary Personal Assessment Form from Center for Christian Formation Office
- Form 138 – Report Card
- Certificate of Good Moral Character
- 2 x 2 I.D. Pictures (2 copies)
- Photocopy of NSO Birth Certificate
- Interview slip from the SIC Guidance Counselor
- Marriage Certificate (For Married College Transferees)

b. For College Transferees

- Medical Certificate(fit to study)
- Psychological Evaluation (if applicable)
- Preliminary Personal Assessment Form from Center for Christian Formation Office
- Transfer Certificate / Form 138
- Photocopy of NSO Birth Certificate
- Certificate of Good Moral Character
- Interview slip from the SIC Guidance Counselor
- 2 x 2 I.D. Pictures (2 copies)
- Marriage Certificate (For Married College Transferees)

2. Credentials submitted for enrollment become part of the official school records and cannot be withdrawn after registration.
3. Every student is responsible for checking carefully his/her study load against schedule of the prescribed courses and for maintaining satisfactory standards for scholarships.
4. He/She is expected to enroll at the specified days. If he/she registers after the first day of classes, he/she is charged a late registration fee. Class hours lost by late registration are considered absences.
5. During the enrollment period, a student may change or withdraw from a subject or a course with the approval of the College Dean. After the close of the official enrollment period, changes are no longer permitted.
6. A student is considered officially enrolled, only if he/she has submitted his/her Form 138 or other similar credentials; has been regularly attending classes and has made payments of some kind or has arranged for such payment with the Finance Office.
7. The College Department reserves the right to cancel subjects already programmed due to insufficient number of students or other necessitating circumstances.

8. A semestral hour, the equivalent of one unit of credit, represents one lecture hour or two, or three hours of laboratory work. The unit values of each course are indicated in the description of courses.
9. At the end of every semester, a record of each student is taken from the Registrar's Office. A report of the grade is issued to the students.
10. Other guidelines:
 - 10.1 No student is allowed to enroll in San Ildefonso College and in any institution at the same time or during the same semester unless such enrollment has been previously approved by the Commission on Higher Education (CHED).
 - 10.2 No student may enroll in any subject unless he/she has completed the corresponding pre-requisite subject(s). Otherwise, such subject that was taken without first taking the pre-requisite subject(s) shall be invalidated.
 - 10.3 Students are allowed to attend only in classes where they are officially enrolled or registered.
11. No credit will be given to:
 - 11.1 Subjects where the students are not officially enrolled.
 - 11.2 Subjects in excess of the regular load, not authorized by the Commission on Higher Education (CHED).

C.8 Rules of Registration

1. The enrolment or registration is for the entire semester.
2. Student is expected to enroll at the specified registration days. No further enrolment is allowed after two (2) weeks of the opening of the classes.
3. A student is deemed officially enrolled after he/she has submitted his/her admission credentials, made an initial payment of tuition fees and allowed to attend classes presenting a class card issued by the Registrar.
4. A student without any appropriate admission credentials may be temporarily enrolled: allowed to attend classes provided that he/she will submit valid credentials and pay tuition and other fees two(2) weeks after the closing of enrolment. Failure to comply on the period specified herein will mean invalidation and non-recognition of the prior registration.
5. All students are expected to enroll at the specified days or period. Student who has been classified as **late enrollee** shall be charged of a minimum penalty of ₱ 100.00 per day of delayed registration and class hours lost by late registration are considered as absences.

C.9 Curricular and Co-Curricular Academic Requirements

All co-curricular activities require approval of the Dean.

1. The student is required to participate in the following:
 - 1.1 Mass and Other Religious Activities
 - 1.2 Course/Club Organization Activities
 - 1.3 Contests and Competitions-
 - 1.3.1 Intra-school
 - 1.3.2 Interschool
 - 1.4 Other school activities
2. The total number of activities in a given division has its corresponding grade equivalent ranging from 70% to 95% through Activity Performance Card.
3. For final deliberation for special awards, the student must comply with the minimum required number of activities.
4. The table shows the allotted percentage for each of the components.
 - 4.1 Mass and Other Religious Activities - 50%
 - 4.2 Course/Club Organizations - 15%
 - 4.3 Contests/Competitions - 35%
(SIC, MAPSA, DACSA, CHED, etc.)
 - 4.3.1 Intra School
 - 4.3.2 Institutional
 - 4.3.3 Inter Collegiate
 - 4.3.4 Regional
 - 4.3.5 National
5. Other guidelines:
 - 5.1 A student may join in any co-curricular organization of his/her choice.
 - 5.2 Organizational objectives must be school oriented and all activities must be school-based.
 - 5.3 No student activity shall be allowed without permission and approval of the College Dean.

D. ACADEMIC REGULATIONS AND PROCEDURES

D.1 Examinations

1. Regular term examinations are given three(3) times a semester: Preliminary, Mid-Term and Final Examinations.
2. Students should settle all accounts and other fees indicated in their clearance slips to secure examination permits, which they will present to the faculty member before they are admitted to term examinations. **NO PERMIT, NO VALIDATED CLEARANCE, NO EXAMS** will be observed strictly.

3. Students who failed to take the term examination within the scheduled examination period are given the chance to take the **SPECIAL EXAMINATION** on the succeeding week **ONLY**. Otherwise, they shall receive a grade of zero (0) for the term exam.
4. The highest grade for SPECIAL EXAMINATION is 85%. A Fee of fifty pesos (₱50.00) is charged for Special Examination per subject. Upon payment at the Finance Office, a receipt will serve as examination permit and as presented to the instructor during examination day.
5. Student who missed a quiz or any of the three(3) term examinations will be given a grade of zero (0).
6. Students are required to present an **examination permit** and validated clearance during the examination period. Photocopied examination permit and clearance are not allowed. A fee of ₱ 10.00 is required for second copy of the examination permit.
7. **Clearance Slip** shall be issued every term. However, a fee of ₱10.00 is charged to replace the lost clearance slip.
8. Students' examination book (blue book) is required in every subject during term examination.
9. No one is allowed to leave the room until he/she finishes his/her examination.
10. Personal integrity is expected of every Ildefonsian. **Cheating** is strictly prohibited during exam.

D.2 Grading System

The Grading is designed not only to determine or diagnose the level of learning competencies of a particular college student, but also to provide incentive, reward and assistance in identifying student problem(s).

1. Computation of Grades

a. Classroom Performance/Standing(CPS)		60%
Quizzes (Q)	25%	
Recitation/Board Work (AR)	25%	
Assignment/Report/Projects (ARP)	10%	
b. Term Examinations (TE)		40%
		100%

2. Norms and Policies

2.1 The College Department adopts the Transmutation Table base 70. The highest grade is 95.

2.2 Grade equivalent for all items with no data is Zero (0).

- 2.3 Each grade is rounded off to a whole number. (0.5 and/or above should be considered in rounding off)
- 2.4 **IMPORTANT:** The Mid-Term Grade is 40% of the preliminary grade and 60% of the Computed Mid-Term grade.
 - 2.4.1 The Final Grade is 40% of the Mid-Term Grade and 60% of the Computed Final Term Grade.
 - 2.4.2 The Final Grade remains to be 70 even for those whose Final Grade is less than 70.
- 2.5 The Academic Achievement is measured as follows:

Grade Equivalent	Qualitative Equivalent	Rank Equivalent
95	Superior/Excellent	1.0
91-94	Very Good	1.2-1.5
87-90	Above Average	1.75-2.0
81-86	Average	2.25-2.5
75-80	Fair	2.75-3.0
70-74	FAILED	4.0-5.0

3. An incomplete grade ("**Inc.**") is given when a student has not completed the requirements of the course (e.g. final examination, report, term paper, practicum, etc.). Completion must be done within the period prescribed by the instructor, and approved by the College Dean. This should not exceed one(1) semester from the date the "**INC.**" mark is received, unless allowed by the College Dean upon recommendation of the instructor or for some valid reason(s) as may be determined by the College Dean or School President.
4. If the student fails to complete the requirements within the specified time, the grade becomes 70 or FAILED.

D.3 Evaluation of Scholastic Performance: RETENTION POLICY

The College Department adopts the OPEN ADMISSION BUT SELECTIVE RETENTION policy among the students. The student whose scholastic performance is below passing is subject to the following rules:

1. **Oral & Written Reprimand** – a student who obtains at least two(2) failing grades in any given Term Examination in a semester shall be given an oral/written reprimand by the College Dean that he/she should improve his/her academic performance. The parents of the student are duly notified in writing.

Moreover, the case is referred to the Guidance Counselor so that the student could be given proper guidance and direction.

2. **Warning** – a student who obtains three(3) failing grades in any of the subjects is given a warning by the Dean of College.
3. **Dismissal** - a student is dismissed from the school due to scholastic deficiency if he/she obtains four(4) or more failing grades in a semester.

D.4 Changing, Adding or Dropping of Subjects

Changing, adding and dropping of subjects are allowed two(2) weeks after the deadline of enrollment under the following conditions:

1. conflict of schedule
2. overload or underload of subject/s
3. compliance with the prerequisite of subject checklist
4. only upon the approval of the Dean of College and upon the recommendation of the College Registrar.

Service forms for this purpose may be obtained from the Registrar's Office. A Fee of ₱ 250.00 is charged by the Finance Office. When adding and changing subjects, students are required to surrender class cards and to present the assessment form.

Unofficial dropping of subject due to accumulated absences will incur a failing grade in the subject with corresponding fees. Unauthorized change of subject will not be credited.

Students who intend to drop the subject should secure and/or fill up the service form from the Registrar's Office with prior approval stamp and/or signature of the Registrar, the Finance Officer, subject Teacher and the Dean of College.

Students who officially drop the subject before Mid-Term Examination shall receive a "dropped" mark on their transcript of records.

Withdrawal from subjects with refund is allowed only within the first two(2) weeks of regular classes. Withdrawal forms are available at the Registrar's Office.

D.5 Excess Load for Graduating Students

A College student, candidate for graduation is permitted for an additional subject load only on the last term that he/she is about to graduate. For Education students, an excess of the normal load specified by the school year

term is three(3) units provided that it is non-major or non-professional subjects.

For non-Education students, an excess of six(6) units is allowed, provided that it is an institutional subject requirement. However, a written request is needed justifying his/her reasons/failures to take the requested subject in the specified school year/term.

D.6 Withdrawal from the School and Release of School Credentials

College Students are obliged to remain until they complete their course. However, for valid and unavoidable reasons and circumstances, withdrawal may be done, provided that the following provisions have been met:

1. All obligations are settled (ie. outstanding account, property accountability, completed clearances, etc.).
2. Duly accomplished withdrawal form
3. Exit interview of the Guidance Counselor, Registrar or Dean of College.

After the provisions have been accomplished, a student withdrawing may secure the appropriate school credentials within two(2) weeks from its receipt of the written request.

D.7 Requirements for Graduation

As a general rule, a college student can be applied for special order (SO) as a proof of his graduation from any courses. However, the College Registrar can only seek approval of the eligibility for graduation from the Commission on Higher Education Region IV (CHEDRO IV) provided that the following provisions have been met:

1. Compliance with all academic, non-academic and other school requirements.
2. Settlement of all financial and property obligations.
3. Properly accomplished Application for Graduation.

Furthermore, all graduating students of the four-year courses are required to make and defend their thesis/feasibility study or its equivalent before graduation.

Graduating students are required to attend the Baccalaureate Mass and the Commencement Exercises unless, for justifiable reasons, they are excused by the Dean of College.

D.8 Honors and Awards

1. Undergraduate Students

Deserving undergraduate students who obtain the following weighted accumulated averages and who meet all other requirements are awarded the corresponding honors on recognition day.

FIRST HONORS

- awarded to an undergraduate student who has a general average of 94% – 95% and has no grade below 91% in all subjects in the final term.

SECOND HONORS

- awarded to an undergraduate student whose general average is 92% - 93% and has no grade below 90% in all subjects in the final term.

THIRD HONORS

- awarded to an undergraduate student whose general average is 90% - 91% and has no grade lower than 89% in all subjects in the final term.

The following are other requirements in the selection of honor students:

1. Has a minimum load of twenty-four(24) units every semester.
2. Has not dropped any subject during the semester and never received any incomplete grade.
3. Has a record of exemplary conduct inside and outside the school campus.
4. Has been an active member of at least one(1) recognized campus organization.

A. The Dean's List

Students who have consequently maintained their scholastic standing in the academic year (First and Second Semester) are included in the **Dean's List** and shall be awarded with medals for the academic excellence during the year-end graduation rites. The **Dean's List** is posted at the end of every semester.

B. Scholarship

An undergraduate student is awarded DISCOUNTED TUITION FEE on a semestral basis:

First Honors	-	FULL(100%)
Second Honors	-	HALF(50%)
Third Honors	-	30%

2. Graduating Students

The following honors are given to a graduating student whose exceptional and remarkable academic performance entitles him/her to privileges of having been included in the San Ildefonso roll of honor graduates.

SUMMA CUM LAUDE

- is awarded to a student with a weighted accumulated Average Grade of 94-95% provided he/she has no grade below 91%.

MAGNA CUM LAUDE

- is awarded to a student with a weighted accumulated Average Grade of 92-93% provided he/she has no grade below 90%.

CUM LAUDE

- is awarded to a student with a weighted accumulated Average Grade of 90-91% provided he/she has no grade below 89%.

WITH ACADEMIC RECOGNITION

- is awarded to a student with exceptional Academic Performance in the curricular program of a **Four(4)-Year Course**, with a General Average of 90% with no Grade lower than 88% in all subjects.

WITH ACADEMIC DISTINCTION

- is awarded to a student with exceptional Academic Performance in the curricular program of a **Two(2)-Year Course**, with a General Average Grade of 90% or Above and no Grade lower than 88% in all subjects.

OTHER REQUIREMENTS/QUALIFICATIONS:

1. A candidate for SUMMA CUM LAUDE and MAGNA CUM LAUDE honors should complete 100% of the required subjects of the program of the course at San Ildefonso College.
2. A candidate for CUM LAUDE honors should complete a minimum of 75% of the required subjects of the program of the course at San Ildefonso College.
3. A candidate must have a minimum load of 24 units every semester except during the last 2 semesters of their 4th year in college.
4. He/She has finished the course within the prescribed years of the course curriculum.

5. He/She has a record of exemplary conduct in and off campus.
6. He/She has been an active member of at least two(2) recognized student organizations.
7. He/She must receive a grade with satisfactory rating in the Comprehensive Examination for Fourth Year/Graduating students.
8. He/She must receive a grade not lower than 90% in Oral Examination for students graduating with honors. The following are the criteria for Oral Examination to be conducted before the final deliberations:

	RATE PERCENTAGE	RATING OBTAINED
ACADEMIC COMPETENCE (Critical Thinking, Communication and Vocabulary Skills, Mastery of the Subject Matter, Logical Connection of Ideas)	35%	
PROFESSIONAL ORIENTATION (Moral and Value Formation, Ethical Foundation)	25%	
SOCIAL ACCOUNTABILITY (Respect, Cooperation, Appreciation of Diversity, Concern for Common Good)	20%	
SPIRITUAL MATURITY (Religious Tolerance, Lively Faith, Family Solidarity)	20%	
T O T A L	100%	

3. SPECIAL AWARDS

CHRISTIAN LEADERSHIP AWARD

- This Gold Medal award is given to a graduate who has demonstrated commitment and dedication in pursuing effective and dynamic leadership in both the academic and religious programs and services of the school.

SERVICE AWARD

- This Gold Medal award is given to graduate and undergraduate students who have shown effective and dynamic participation in school activities and likewise, rendered invaluable services to the academic and non-academic activities and project of the course. He/She must have a record of exemplary conduct.

LOYALTY AWARD

- This Silver Medal for Loyalty award is given to a graduate who has finished the four(4)-year academic secondary course (high school) and the four(4)-year degree course at San Ildefonso College.
- This Gold Cup for Loyalty award is given to a graduate who has continuously enrolled in San Ildefonso College since Kindergarten.

OUTSTANDING STUDENT TEACHER

- This Gold Medal award is given to a graduate who has demonstrated exceptional instructional skills garnering a general average of 90% while undergoing the formation program for student teachers. He/She has likewise, shown by his/her own word and example the Christian Catholic values befitting of a teacher.

OUTSTANDING ON-THE-JOB TRAINING STUDENT

- This Gold Medal award is given to a graduate who has demonstrated technical skills in office management and procedure with the general average of 90%.

EXCELLENCE IN JOURNALISM

- This Gold Medal award is given to a graduate who has shown exceptional skills in the field of journalism, manifested by several medals and certificates that they have thus far won in both the cluster and regional level competitions, especially those accredited by CHED or local press conference intra-school. Likewise, it is given to a graduate for his/her dedication and commitment to the cause of Campus Journalism demonstrated by his/her consistent participation and services rendered towards its growth and/or development for the school organ and yearbook.

BEST IN ATHLETICS

- This Gold Medal award is given to a graduate for his/her outstanding contribution; in terms of not only medals and certificates received during his/her entire stay in San Ildefonso College but also for his/her effective leadership, camaraderie, dedication and sportsmanship in the field of athletics.

BEST IN RESEARCH/FEASIBILITY STUDY

- This Certificate of Recognition is given to a graduate who has demonstrated the required knowledge, values and skills in the conduct and quality of research/feasibility study and whose subject paper does not only show the required components of research but also demonstrated fidelity to objectivity, reliability and ethics, and garnered the highest general weighted average (GWA) of 90% and above.

OUTSTANDING ACTIVITY PERFORMANCE AWARD

- This Gold Medal award is given to a graduate for his/her outstanding performance in the activities with a rating of 90% in the AP Card.

DISTRICT/REGIONAL/NATIONAL ACADEMIC & NON-ACADEMIC TRAINING AND PARTICIPATION

- This certificate is given to a graduate and undergraduate who participated actively in the district, regional and national levels.

D.9 Scholarship Grants and Other Programs

The following are the scholarship grants and tuition fee discounts offered by San Ildefonso College:

1. Entrance Scholarship
 - Offered to academically qualified high school graduates such as Valedictorians and Salutatorians.
2. Scholarship Grants from Private Benefactors
 - 2.1 Msgr. Pedro C. Cañonero Scholarship
3. Scholarship Grants from Government Agencies such as:
 - 3.1 Full Merit Scholarship
 - 3.2 Half Merit Scholarship
 - 3.3 Tulong-Dunong
 - 3.4 Governor's Special Assistance Program
 - 3.5 PVAO
 - 3.6 Study Now-Pay Later
 - 3.7 Student Financial Assistance (STUFAP)
4. Educational Plan Holders like:
 - 4.1 Philam Life
 - 4.2 Prudential, etc.
5. Tuition Fee Discount for students who qualify for the Dean's List:
 - 5.1 First Honors 100%
 - 5.2 Second Honors 50%
 - 5.3 Third Honors 30%

D.10 Other Academic Regulations, Procedures and Requirements

1. The Research Program

Students are required to take a three (3)-unit course in Methods of Research and another three (3)-unit course in Thesis Writing. Method of Research is a pre-requisite course for Thesis Writing. Research is programmed to be taken in the revised curricula for the four(4)-year courses at the first semester, third year level.

Thesis Writing should be taken immediately after taking Methods of Research. Preferably, Methods of Research should be taken during the first semester and Thesis Writing during the second semester. If the student fails to finish the Thesis in one semester, he/she should re-enroll Thesis Writing in the succeeding semester. A student, however, is allowed to take Thesis Writing for only 2 consecutive semesters. Final Term shall be devoted to oral defense, revision and submission of abstract and hard-bound copies fully edited including narrative reports and other research outputs.

2. Comprehensive Examination for Graduating Students

- 2.1 Before the last semester of the four (4)-year curricular program, all 4th year/graduating students should take the written comprehensive examination covering three (3) areas: general education, professional education and major subjects. Comprehensive examination aims to reinforce a relatively high level of academic standards in the College Department and thus, a passing mark in both the general education and in the professional preparation qualifies a student for graduation based on the current LET and Civil Service Reviewer.
- 2.2 Students who shall graduate with honors are also required to take the Comprehensive Oral Examination, which is given after the Mid-Term of the second semester, every academic year.

3. Qualifying Examination for Majors

Students shall take a qualifying examination before the Second Curriculum Year in available slots in the College course offerings.

4. THEOLOGY

Students enrolled in the four(4)-year degree courses are required to earn 18 units in Theology.

Transfer students are also bound by these requirements.

Retreat and recollection are required for all college students. Retreat, however, is required only for all graduating students. The undergraduate students undergo a one (1) day recollection, at least once a year.

E. STUDENT SERVICES

E.1 Registrar's Office

The Registrar's Office is located at the ground floor adjacent to the Finance Office beside the Tanay Parish Church. It is open from 8:00a.m. - 5:00p.m., Mondays to Fridays. It is institutional in nature and serves the four academic departments of the school. It is the service unit performing academic functions directly supportive of teaching.

The Registrar's Office is the repository of highly important and delicate documents of students. The Registrar's decision carries weight in cases involving admission, evaluation of subjects, academic placement, requirements, transfer, academic load and eligibility for graduation. It also serves as linkage to Department of Education(DepEd), Commission on Higher Education(CHED) and other related institutions and agencies. It provides academic assistance to students through its services such as Admission and Registration, Orientation, Records Monitoring and Processing, Eligibility, Academic Evaluation and Placement and Research.

E.2 Guidance Center

The Guidance Center is an important unit in the school because of the assistance that it gives to the student. It is therefore imperative that SIC provides guidance services that will equip the students with commonly acceptable fundamental skills that they will need in adult life to help them become mature, responsible, self-sufficient and functional members of society.

1. Location, Schedule and Structure

- 1.1. The College Guidance Center is located at the second floor of the college building. It is open from 8:00 to 5:00pm., Mondays to Fridays. It extends guidance services to all students and provides counseling to those who need assistance in academic, social and personal problems.
- 1.2. The Counselor conducts individual interviews to students seeking admission and meets with parents and students on referral cases and handles counseling cases.

2. General Objectives
 - 2.1. To help students achieve greater learning efficiency so that they can benefit more fully to the offerings of the school.
 - 2.2. To assist the individual understand himself and his environment so that he can grow in self-direction towards the attainment of greater social and moral values.
3. Specific Objectives
 - 3.1. To orient students continuously on higher level of study.
 - 3.2. To help students discover their abilities, aptitudes and interest.
 - 3.3. To assist the students to work harmoniously with others.
 - 3.4. To establish cooperative home-school relationship.
4. Services
 - 4.1. Assessment of Student's mental ability as a group or as an individual
 - 4.2. Individual Inventory Services
 - 4.3. Placement Services
 - 4.4. Referral Services
 - 4.5. Individual and Group Counseling
 - 4.6. Interview
 - 4.7. Follow-Up Services
 - 4.8. Parent-Help
 - 4.9. Testing Services
 - 4.10. Research and Evaluation

E.3 Office of the Security and Discipline

The Security and Discipline Office plays an important role in implementing the Code of Discipline among the students. This office offers a corresponding community services in every offense committed by the students. This Office handles disciplinary matters, but does not condemn the erring student rather helping him/her to become a well-disciplined and law abiding citizen of the country.

The Security and Discipline Office is open from 7:00 am to 5:00 pm, Mondays to Fridays. It extends its services to all parents especially those parents of the erring students. It believes in the strength of parent-and-school partnership insofar as human formation and individual discipline are concerned.

1. General Objectives
 - 1.1. To help the students become a good abiding citizens.
 - 1.2. To motivate the students in developing their self-control.
 - 1.3. To guide the students in following the rules and regulations of the school and other institutions.

2. Specific Objectives
 - 2.1. To orient and assist the students on school rules and regulation.
 - 2.2. To motivate the students to cultivate their self-control to become well-disciplined person.
 - 2.3. To guide the students in enhancing their social responsibility through the performance of the assigned community service.
3. Services
 - 3.1. Orientation on Rules and Regulation, etc.
 - 3.2. Implementation of the Community Services among erring students
 - 3.3. Maintenance of peace, order and security of the school.
 - 3.4. Creation of Disciplinary Board in all levels.
 - 3.5. Monitoring of the entry and exit of parents, visitors and others.

E.4 Center for Christian Formation

SIC is unique in its own as the only Catholic institution in Tanay and one of the Catholic Cultural Centers of the Philippines. The school as part of the Catholic Church has a mission of evangelization. It does not only adhere to academic and human formation but also on spiritual formation. These formations are processed through Christ-centered ministry that is Center for Christian Formation tasked to form men and women with Christian values in witnessing and acting the missions of Christ. The missions of Christ as priestly, prophetic and kingly-servant are distinct accordingly into three (3) ministries of CCF such as Campus Ministry, Catechetical Ministry and Pastoral Ministry. CCF aims to know Christ, to experience Christ and to share Christ through these ministries.

The Center for Christian Formation (CCF) plays an important role in forming the students' Christian attitude and values. It does not only offer an academic or intellectual formation but moral formation as well. Hence, the CCF program focuses on spiritual formation of the youth in order to build up a genuine Christian society.

1. Schedule and Structure
 - 1.1. The CCF Office is open from 8:00 am to 5:00 pm, Mondays to Fridays. It offers spiritual and moral formation among students through liturgical celebrations, recollection, and charitable activities.
2. Vision
 - 2.1. CCF-SIC is a Christ-centered Ministry that envisions itself to form Ildefonsians and school-community with Christian values in witnessing the missions of Christ by knowing Him, experiencing Him and sharing Him.

3. Mission

To realize its vision, it upholds the following:

 - 3.1. Develops sense of commitment for the realization of Christian values.
 - 3.2. Promotes and enhances a Catholic environment where the Faith is known, experienced, and shared.
 - 3.3. Creates pastoral strategies that dynamically respond to the interpersonal, intrapersonal, and ecological dimensions of God’s creation
 - 3.4. Strengthens and deepens Religion as Core of the Curriculum for the integral formation and transformation of the academic community.
4. The Three Ministries
 - 4.1. **Campus Ministry**
This ministry takes care of the *experiencing – the – faith* component of integral Evangelization. It is the arm of CCF for harnessing the co-curricular activities of the school for the task of Evangelization.
 - 4.2. **Catechetical Ministry**
Catechetical Ministry focuses on the *knowing- the-faith* dimension of Evangelization. This comprehends the knowledge of the doctrines of faith and teachings of the Church.
 - 4.3. **Pastoral Ministry**
The realm of Pastoral Ministry is in its direct involvement to local church and society. The tasks of the program involve active participation of school community in an integrative process of **SEE-PRAY-JUDGE-ACT**.
5. Services
 - 5.1. Recollections and Retreats
 - 5.2. Liturgical Services
 - 5.3. Novenas and Feast Day Celebrations
 - 5.4. Outreach Program
 - 5.5. Corporal Works of Mercy
 - 5.6. Personal Devotion to the Saints

E.5 College Library

The Rev. Fr. Arthur Price Library opens from 8:00am to 6:00pm, Monday to Friday. Services are rendered by a professional librarian and staff members together with student assistants and geared towards the implementation of the institutions objectives. The library supports not only the educational programs of the institution but also strives to meet legitimate demands of faculty members and students through its resources and services.

Rules and Regulations:

1. Bona fide students of San Ildefonso College with valid Library Card for the current school year are allowed to use the library services/facilities.

2. The library uses an open-shelf system that is; students have free access to the library collections. They can look for the books they want in the open shelves. For this reason students are obliged to present their library cards upon entry and deposit or leave their bags, folders, envelopes, containers, umbrellas, etc. in a designated area near the entrance **EXCEPT FOR VALUABLE MATERIALS**. *The library is not responsible for any lost materials or things of students.* Students may bring only their pens and pieces of paper.
3. Everyone is encouraged to help maintain SILENCE within the library premises to facilitate learning and move chairs gently into their proper places after using to prevent disturbance to other users.
4. **EATING, TALKING ALOUD, LOITERING** around the library premises, **SLEEPING, SMOKING,** and **LITTERING** are strictly prohibited.
5. **Cellphones** and other digital gadgets must be in **SILENT MODE**. Netbooks and laptops are allowed to be used in the library however, **CHARGING OF BATTERY is PROHIBITED**.
6. **VISITING USERS** are required to present referral letter from their respective school librarian. They may use library materials for "ROOM USE ONLY".
7. Students with validated Library Card may borrow a maximum of **three(3) books**, for overnight use only and subject for renewal if not in demand. A book may be borrowed for classroom use for a period of one(1) hour only.
8. **Textbooks and other books** loaned for overnight use are released **after 1:00 pm**, depending upon the demand for the book and to be **returned at 9:00 am** the following day.
9. **Fiction books** may be loaned for a week and may be re-loaned for another week. While **General References** (such as encyclopedia, dictionary, almanacs, maps, series, etc) newspapers and magazines are for library premises use and for photocopy only.
10. **Reserved Books** are for "room use" and photocopying only.
11. A fine of five pesos (₱5.00) an hour and ten pesos (₱10.00) a day for overdue books NOT RETURNED ON TIME.
12. Library Card or Borrower's Card is not transferrable. Lending of this card or the library materials borrowed on it, subject the owner to suspension of his/her library privileges.
13. Students/Library users caught **TEARING, STEALING** and **TAMPERING** books and other library materials are subject to strict disciplinary action.
14. A lost Library Card may be replaced one(1) week after report of loss and upon payment of **₱ 20.00**.

15. Upon signing of clearance, students are **NOT ALLOWED TO BORROW BOOKS** anymore.
16. Library Card must be surrendered at the end of the year. **No Library Card, No Clearance.**
17. The Librarian has the right to suspend library privileges to students/library users who do not follow the library rules and regulations.

E.6 School Clinic

The Health Services team is composed of the personnel in-charge of the Clinic, the School Physician and the School Dentist. The team provides medical and dental examination every semester. The person-in-charge of the School Clinic administers necessary first aid. Basic medicines are made available to all students. Special medical services like blood typing, x-ray, blood count (CBC), and blood pressure (BP) are also extended on case to case basis.

The Medical and Dental Clinic is located at the ground floor of the High School Building. It extends services to the students and employees of the school and is open from 8:00 am to 5:00 pm, from Mondays to Fridays. It is attended to by full time medical personnel. The School Physician reports on Tuesdays and Thursdays from 9:00 am – 10:00 am and the School Dentist reports on Wednesdays and Thursdays from 9:00 am to 10:00 am.

Objectives

1. To provide health care program that is carried out by professional well-trained personnel.
2. To provide the necessary medical and dental services and facilities to the students, teachers and non-teaching personnel of the school.
3. To provide the students with proper guidance concerning good health habits, personal hygiene and sanitation.
4. To provide a continuous follow-up of the health status of the students, faculty and non-teaching personnel of the school.
5. To extend emergency and first aid treatment to students who suffer from minor injuries and unexpected illnesses.
6. To coordinate with the Municipal Health Center for the prevention and/or eradication of epidemic diseases.
7. To coordinate with the parents regarding serious health problems of the students.
8. To keep an up-to-date record of the health status of students for referral purposes.

E.7 Finance Office

The Finance Office ensures that there are adequate funds available to acquire the resources needed to help the school achieve its objectives. It also ensures costs are controlled and make certain that cash flow is adequate.

The Finance Office also prepares financial documents and final accounts for students and administration as well as the following:

- Collects payments regarding tuition fees, miscellaneous and other fees prescribed by the school;
 - Issues pre-numbered official receipts signed by the cashier to acknowledge receipt of cash or check collection;
 - Maintains updated individual student ledger
1. Financial Policies
 - 1.1. The school will not release any document or credential unless all pertinent fees are fully paid.
 - 1.2. CHECKS. Post-dated checks will be considered on the date indicated on the check.
 - 1.3. EXAMINATION PERMIT. Examination Permits shall be issued at least one week before the date of examination to students who have paid their monthly, quarterly, or semestral payment. Four Examination permits will be issued to those who paid in full.
 2. Discount Privileges
Parents enrolling with three(3) or more children:
 - 2.1. 3rd Child - 5% discount on tuition
 - 2.2. 4th Child - 10% discount on tuition
 - 2.3. 5th Child- 15% discount on tuition
 - 2.4. 6th Child- 20% discount on tuition
 3. Schedule of Payments
 - 3.1. Plan A – (Cash) – 6% discount on Tuition Fee
 - 3.2. Plan B – 35% down payment of the total fee is paid upon enrollment. The remaining balance is divided every term: prelim, midterm and final term.
 4. Policies on Refund
When a student registers in a school, it is understood that he is enrolling for the entire school year.
A student who transfers or otherwise withdraws, in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other fees in full or for any length longer than one month maybe charged accordingly as follows:
 - 4.1. Ten percent (10%) of the total amount due for the term if he withdraws within the first week of classes or twenty percent (20%) if within the second week of classes, regardless of whether or not he has actually attended classes.

- 4.2. The students may be charged all the school fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reason, the student shall be fully charged of the pertinent fees (miscellaneous and other fees) and including his/her tuition fee up to the last quarter of attendance.

E.8 School Canteen

The Canteen which is located within the school premises serves meals and snacks at reasonable prices. Students are expected to help keep the canteen clean and sanitary and to observe the standards of good behavior.

Rules and Regulations:

1. The canteen should serve healthy and nutritious food to the students during the scheduled recess and lunch time only.
2. Students are not allowed to buy food from the vendors outside the school.
3. Students should fall in line when buying in the canteen.
4. Utensils, dishes and bottles have to be properly returned after eating. All trash, wrappers should be disposed properly.
5. Students should avoid talking aloud, shouting and loitering in the canteen and sitting on tables.

E.9 School Bookstore

The school bookstore is conveniently located within the school premises. It sells school supplies and other classroom related materials at reasonable prices. Students are expected to avoid buying during class hours. They are also expected to observe good behavior and courtesy while buying their needs.

E.10 General Services Department

General Services Department of San Ildefonso College covers the janitorial, maintenance, laboratories and transportation services of the school. It is also in charge of custody and inventory of the materials, equipment and properties acquired by the school. Supervision and monitoring of the work schedules of the Maintenance Personnel are under the General Services Department. Moreover, it is in charge of coordinating and scheduling the use of the school facilities that cater the students like the Science, Computer and Speech laboratories, OLG Penthouse, TLE, Industrial and Audio-Visual Rooms, Fr. Edmund Bahl Hall and quadrangles.

The General Services Department is located at the ground floor of the High School building. It opens from 8:00

am to 5:00 pm from Mondays to Fridays. However, office hour may extend depending on the needs of the school.

Objectives

1. To identify required projects and upgrading of existing facilities with short and long-term plans.
2. To formulate maintenance systems in order that the economic life of all facilities be attained.
3. To effectively manage and control fiscal and monetary resources, thus, requiring school personnel and students to observe the school policies and regulations on the use of facilities and school properties.

E.11 Laboratories

1. Science Laboratory

- 1.1 Science teacher must submit the borrower slip, properly accomplished in duplicate to the Head of the General Services. The Borrower Slip should bear signature of the Science teacher.
- 1.2 Borrowers should be responsible for the proper handling of the apparatus and/or equipment.
- 1.3 All apparatus and/or equipment should be properly cleaned before returning them to the Head of the General Services.
- 1.4 In case of damages, the group will be responsible for the replacement or payment of the apparatus and laboratory equipment.
- 1.5 The users must familiarize themselves with the surroundings of the laboratory. Look for the water outlet, locate the fire exit, first aid cabinet, fire extinguisher, etc.
- 1.6 Gowns are required in the laboratory.
- 1.7 Open sandals and bare foot are not allowed in the laboratory.
- 1.8 Ladies should tie loose hair.
- 1.9 Eating, drinking and smoking are strictly prohibited in the laboratory.
- 1.10 Solid and liquid waste containers are found in the laboratory. These containers are receptacles for solid and liquid waste which should not be thrown into the sink.
- 1.11 Before leaving the laboratory, the users must have returned all the equipment and materials used. Tables should be cleaned and wiped dry, gas and water outlets, lights and electric fans should all be turned off.

2. Computer Laboratory

- 2.1 Students could avail themselves of the opportunity to use the computers during class hours only.

- 2.2 The computer teacher and students are held responsible for the upkeep and cleanliness of the computer units after using.
- 2.3 A seat plan serves as monitoring sheet of the instructor to follow up students' designated computer unit.
3. Technology and Livelihood Education Laboratory(TLE)
 - 3.1 Home Economics Room
The Home Economics Room is located at the ground floor of the High School Building (extension), serves the four(4) academic departments. It can accommodate one big class only, thus it requires proper appointment and booking at least two(2) days before the schedule through the Head of Laboratories. It is equipped with kitchen and cooking utensils, gas range with oven, refrigerator, electric stove, sewing machines and other materials related to Home Economics.
 - 3.2 Industrial Room
The Industrial Room is located at the ground floor of the High School Building. It serves the High School students taking technical and industrial activities like basic technical drawing and carpentry, handicrafts and other related areas. The use of Industrial Room requires permission and schedule from the Head of the General Services.
4. Speech Laboratory
 - 4.1 The Speech Laboratory is located at the 3rd Floor of the OLG building. It serves the students by enhancing their oral communication skills in English, Filipino and other foreign languages.
 - 4.2 Students could avail themselves of the opportunity to use the speech laboratory during class hours only.
 - 4.3 The subject teacher and students are held responsible for the upkeep and cleanliness of the speech cubicles and equipment after using.
 - 4.4 A seat plan serves as monitoring sheet of the instructor to follow up students' designated speech cubicle.

E.12 Printing and Communication Services

The Printing and Communication Office is located at the groundfloor of the School building adjacent to the Finance Office. The Office is open from 8:00a.m. - 5:00p.m., Mondays to Fridays. In terms of services to students, this Office provides the following:

1. Printing of test paper
2. Printing of forms such as Report Cards, Class cards, Clearances, Library Cards, Activity Performance Cards, Registration Form and other related documents.
3. Photocopying services for students at a reasonable price.

E.13 The SIC Research & Development Office

The SIC Research Center declares itself as an academic service unit of SIC directly responsible to the tasks of nourishing the values, and/or significance of research in the academic community. It is also committed to the task of providing both the teachers and the students with the opportunities to acquire knowledge and skills that are important and necessary in the conduct of research. More specifically, the SIC Research Center provides proper direction to all research studies and activities in the College Department.

E.14 OTHERS

- **Lost and Found** - are reported to and/or received at the Office of the Dean.
- **Mail/Telegram** - student mail/telegram can be claimed at the Office of the Dean. A list of incoming mail/telegram is posted daily for guidance and information of the academic community.
- **Job Placement** - the Guidance and Testing center provides adequate information regarding job opportunities, especially for graduating students and alumni.
- **Statement of Accounts** - the Office of the Dean takes care of distributing statement of accounts and clearances to students for information and guidance.

F. RULES OF DISCIPLINE AND COMPLAINTS

F.1 CODE OF DISCIPLINE

The role of education is two-fold: the building of responsible citizenry through knowledge and skills and the nurturing of every student's positive ideals, attitudes and aspirations that will zero in on the best interest of society.

SAN ILDEFONSO COLLEGE is a catholic Institution and for this reason, all bona fide students of SIC shall in the exercise of their rights and in the performance of their responsibilities and duties conduct themselves along the traditions, values and ideals of a truly Catholic - Ildefonsian and Christian Filipino.

Every student recognizes and agrees to comply with all the policies, rules and regulations of the College Department in particular and of the San Ildefonso College in general.

San Ildefonso College adheres to the principle of "in-loco-parentis". Faculty members and other duly authorized officials of the school shall have the rights and the responsibility to make apprehension and/or refer any violation of this CODE OF DISCIPLINE to the proper authorities and/or duly authorized officer of the law for appropriate action.

Every student is required to secure a copy of the COLLEGE STUDENT HANDBOOK. He or she must be knowledgeable of its contents.

He or she must likewise be responsible to know, understand, comply with all the contents of memoranda, announcements, circulars, directives, letters and notices and similar other matters affecting him, as may be regularly posted and/or disseminated by the Office of the Dean of College.

All students should conduct and present themselves in a decent manner. They should follow the generally accepted norms of good behavior and at all times in all places should observe courtesy and decorum in dealing with other people.

F.2 CAUSES FOR DISCIPLINARY ACTION

The following acts or omissions are deemed improper conduct for which a student may be subject according to disciplinary actions, to wit:

1. Light Offenses

- 1.1. Non-submission of Letter of Excuse for absence/s or for tardiness
- 1.2. Not wearing School ID card and ID card being non-transferable
- 1.3. Littering bottles, cans, pieces of paper and other disposable materials; eating or spitting in the classrooms, lobbies, corridors and other places in the school campus
- 1.4. Chewing Gum within the campus or in the immediate vicinity of the school
- 1.5. Loitering in corridors
- 1.6. Name-calling and excessive teasing
- 1.7. Eating inside the classroom during class hours
- 1.8. Public display of affection (PDA) inside and outside the classroom
- 1.9. Unauthorized posting, distributing or disseminating of announcements, posters, leaflets, opinionaires, questionnaires, surveys, streamers or similar other materials in the school premises
- 1.10. Disturbances like running, shouting, loud talking and laughing excessively along the corridors, obstruction or interference with the normal functioning of classes, school offices and recognized school activities
- 1.11. Bringing pets or endangered species such as Iguana, snakes, except when authorized
- 1.12. Use of make-up and loud colored accessories; using hair dye and sporting off-heat styles such as "devil's cut", under cut, skin cut, etc.
- 1.13. Male wearing earrings; Female wearing more than two(2) earrings.
- 1.14. Wearing cap inside the offices and classrooms (sign of respect for Filipinos not to have any on).

- 1.15. Use and charging of cellphones and other electronic gadgets inside the school premises.
- 1.16. Any other cause analogous to the foregoing as may be appropriated by San Ildefonso College.

Note: Light offenses shall be punished with the penalty of:

- | | |
|-------------------------|---|
| 1 st Offense | -Oral Reprimand or Counseling |
| 2 nd Offense | -Censure/Written Warning |
| 3 rd Offense | -Suspension with Community Service
(3 days suspension) |

2. Major Offenses

- 2.1. Frequent tardiness and absences
- 2.2. Truancy – six(6) accumulated absences
- 2.3. Cutting classes (missing 1 or 2 classes without permission though the student is in the school premises)
- 2.4. Smoking at any time especially in such places as classrooms, library, halls, corridors and any other restricted areas within the campus
- 2.5. Bringing in or imbibing or dispensing liquor or any intoxicating beverages; drunkenness or entering the school premises in state of intoxication
- 2.6. Vandalism which is willful destruction of school property and which also includes but is not limited to, such as tearing off or defacing any library book or magazine, writing, drawing, sticking on or posting any materials on the walls, tables and chairs and on all other piece of furniture; breaking glass windows, show cases, door, laboratory equipment, materials or any electrical, mechanical and electronic gadgets or devices, removing or erasing or tampering with official notices, announcements and posters from the bulletin boards; destroying or tampering with any school property or committing similar acts
- 2.7. CHEATING. A student caught cheating in any examination, test, quiz, project, report or assignment gets a failing grade in the said examination, test, quiz, project, report or assignment. However, if the student is caught cheating during the final examinations or in the submission of a major project, report or assignment in partial fulfillment of the requirements for a subject, he shall automatically get a failing grade for the subject. For this purpose, "cheating" shall constitute, but not limited to, the following acts:
 - 2.7.1. Changing test questionnaires/answers;
 - 2.7.2. Communicating answers to another during a test through signs and notes, electronically or otherwise;
 - 2.7.3. Exchanging answer sheets while taking a test;

- 2.7.4. Copying the answers from another student's test papers;
- 2.7.5. Allowing another student to copy from one's test paper;
- 2.7.6. Possession of notes ("codigo") or crib books; or materials expressly prohibited during examinations or test;
- 2.7.7. Talking, standing, or transferring seats while inside the testing room without the authority/consent of the examination proctor;
- 2.7.8. Plagiarism in projects, reports or term paper submissions or passing off as one's own work somebody else's work with or without major or minor adjustment. In-text citation should cite the (author, year, etc);
- 2.7.9. Not citing sources quoted materials even if these are just from the Internet. The Internet site and the date retrieved, etc. should be cited;
- 2.8. Organizing, joining, recruiting members for any fraternity/sorority unauthorized by the school, or any subversive organization in or outside the school
- 2.9. Bringing, possessing, exhibiting and/or displaying obscene or pornographic magazine, pictures or VCD/DVD's or the like, within the school premises
- 2.10. Discourtesy to school officials, faculty members and non-academic employees
- 2.11. Unauthorized use of the school or school officials' name for any purpose such as to solicit for donation
- 2.12. Abuse of permits or use of school facilities, space, building, apparatus, equipment, books, tools, materials, etc.
- 2.13. Any other cause analogous to the foregoing as may be appropriated by San Ildefonso College.

Note: Major/Serious offenses shall be punishable with:

- 1st Offense -Written Warning/Censure to Suspension with replacement/ payment (when applicable)
- 2nd Offense - Suspension with Community Service (3 days suspension)
- 3rd Offense -Suspension with Intervention (15 days suspension)

3. Grave Offenses

- 3.1. Theft, pilferage of school equipment, materials or supplies, extortion, robbery or an attempt thereof and any form of dishonesty
- 3.2. Gambling in any form within the school premises
- 3.3. Carrying unauthorized deadly/harmful weapons or explosives within the school premises, such as but not limited to guns, knives, ice picks, darts and the like

- 3.4. Direct assault upon administrators, teachers, employees and students as well as uttering defamatory or libelous statements against them; participating in any melee or conflict, such as but not limited to brawls, fighting, stabbing, quarreling and other similar acts that injure, degrade or tend to injure or disgrace any fellow student or person in the school
- 3.5. Tampering or forging, falsification or misuse of school records, documents and/or credentials and using them, knowing them to be tampered or forged, publishing false information about the school, its officials, faculty members, personnel and students
- 3.6. Giving or submitting fake, fabricated or misleading information on any official record or documents submitted to the school administration
- 3.7. Hazing in any form, committed in connection with a student activity, whether within or outside the school premises
Due to serious injuries to health and even death of victims of hazing, the following penalty/action may be adopted upon the gravity of the case:
 - 3.7.1. Recruiters who undertake the hazing may be dismissed/dropped from the school roll immediately
 - 3.7.2. Victims of hazing (whether voluntary or not) may be allowed to finish the school year and be given transfer at the end of the school year
- 3.8. The use, possession, sale or distribution of narcotics or dangerous drugs, such as "shabu", marijuana or lysergic acid (LSD) except when expressly permitted by law
- 3.9. Stealing/Theft or damage to school property or property owned by any member of the school community; mulcting, extortion and making unauthorized collection or solicitation of money and property from any member of the school community
- 3.10. Immorality and/or commission of acts which lead to public scandal.
- 3.11. The following, but not necessarily limited to, shall constitute immorality and shall be punishable hereunder:
 - 3.11.1. Abortion
 - 3.11.2. Acts of lasciviousness/offensive public display of affection (passionate kissing, necking, petting and similar acts while within the school premises or during school functions or activities)
 - 3.11.3. Live-in arrangement whether in the form of heterosexual or homosexual relationships
 - 3.11.4. Rape, sexual assault and the like
 - 3.11.5. Pregnancy outside of wedlock/the male who impregnated the woman
 - 3.11.6. Adultery and concubinage.

The following are the **penalty for the above offenses on immorality:**

- 3.11.6.1. If graduating, the students concerned will not be allowed to join the graduation rites.
- 3.11.6.2. The students concerned will not be allowed to finish the semester. They may be further suspended for the next semester.
- 3.11.6.3. Re-admission will depend on the following:
 - 3.11.6.3.1. The penalty was fully served
 - 3.11.6.3.2. Submission of original marriage contract/certificate from the Catholic Church
 - 3.11.6.3.3. Counseling by the Guidance Counselor and/or Spiritual Director.
- 3.12. Any other cause analogous to the foregoing as may be appropriated by San Ildefonso College.

Note: Grave offenses shall be punishable with the penalty of exclusion to expulsion

4. Other Offenses

- 4.1 Not wearing the prescribed school uniform
- 4.2 Loss/damage or breakage of laboratory apparatus
- 4.3 Failure to return books borrowed from the library on time
- 4.4 Use of cellphone during class hours.

Note: These OTHER OFFENSES shall be sanctioned by means of counseling or warning for the first offense like in the use of cellphone and not wearing of school uniform; restitution of the object damaged for loss or damage of school apparatus, fine for failure to return books. Censure to suspension and exclusion after numerous warning.

Any other cause analogous to the foregoing as may be appropriated by San Ildefonso College accordingly after due process.

F.3 Due Process

Once a student is found to have committed a school violation, the following standards shall be complied with to protect the student's right to due process:

- 1. The student shall be informed in writing of the nature and cause of any accusation against him/her/them;
- 2. They shall have the right to answer the charges against them, with the assistance of a counsel, if desired;
- 3. They shall be informed of the evidence against them;
- 4. They shall have the right to adduce evidence in their own behalf; and

5. The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the case.

Procedures:

1. For Light Offenses

- 1.1. Subject teacher or the Faculty Chairman shall conduct a preliminary investigation. Action should be taken at his own level.
- 1.2. The teacher classifies the concerns into academic, behavioral or disciplinary. If academic, refer to the Dean of College, if behavioral, refer to the guidance counselor; and if disciplinary, refer to the Discipline Officer. The issue must be settled at this level.

2. For Major and Grave Offenses

- 2.1. Refer to number 1.1 and 1.2 above guidelines
- 2.2. Call the attention of the parents
- 2.3. The Dean of College shall conduct a separate investigation of the case and then after make necessary referral to the Disciplinary Board (members of the Administrative Council) chaired by the Head of Security and Discipline to investigate the case and review. The Board submits its findings and recommendations to the School President for final decision which is irrevocable.

Any baseless and/or malicious complaint shall be considered as grave offense and shall be subject to disciplinary action.

All complaints must be in writing and duly signed by the Subject Teacher or Faculty Chairman, Security and Discipline Officer and Guidance counselor, addressed to the Dean of College.

ALL PARTIES CONCERNED SHALL BE AFFORDED DUE PROCESS.

F.4 CATEGORIES FOR ADMINISTRATIVE PENALTIES

1. **Warning & Counseling.** A notice to the student that continuation and/or repetition of specified behavior or conduct may lead to other disciplinary action.
2. **Reprimand.** Severe and formal rebuke or admonition by a person in authority.
3. **Censure.** Oral or written reprimand for violation of specified rules and/or regulations.
4. **Suspension.** The penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year.

The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) or the prescribed school days for a school year shall be forwarded to the CHED Regional Office concerned within ten (10) days from the termination of the investigation of each case for its information.

- a. With Community Service
- b. With Intervention

5. **Exclusion or Dismissal.** It is the penalty which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable and transfer credentials be immediately issued. A summary of investigation shall have been conducted, and no prior approval of CHED is required in the imposition of the penalty.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers thereof, shall be filed in the school for a period of one year in order to afford CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

6. **Expulsion.** It is an **extreme** penalty on an erring student consisting on his exclusion from admission to any public or private school in the Philippines and which requires the approval of the Secretary of CHED.

The decision of the school on every case involving the penalty of expulsion together with the supporting papers shall be forwarded to the CHED Regional Officer concerned within ten (10) days from the termination of the investigation of each case.

F.5 Statement on Sexual Harassment

Any complaint on sexual harassment is handled in accordance with College policies, rules and regulations implementing R.A. 7877, otherwise known as the **SEXUAL HARASSMENT ACT**.

San Ildefonso College is committed to the provisions on sanctions for sexual harassment of students. The following are the major characteristics of sexual harassment:

- The behavior is unwanted or unwelcomed.
- The behavior is sexual or related to the sex or gender of the person.
- The behavior occurs in context of a relationship where one person has more formal power than the other.

The Three(3) Kinds of Sexual Harassment:

1. Verbal Sexual Harassment
 - 1.1. Sexual innuendos, comments or bantering;
 - 1.2. Loudly discussing a woman's sexual attributes and rating attractiveness;
 - 1.3. Calling women names such as "hot stuff", "cutie pie", "bitch", "whore" or "slut";
 - 1.4. Humor or jokes about sex or females in general;
 - 1.5. Asking for sexual favor;
 - 1.6. Sending sexual mail, notes, e-mail or making sexually explicit phone calls;
 - 1.7. Making obscene or sexually suggestive gestures or sexual sounds such as sucking or kissing noises;
 - 1.8. Persistent sexual attention, especially when it continues after a clear indication that it is unwanted;
 - 1.9. Threatening rape or other sexual abuse.
2. Visual Sexual Harassment
 - 2.1. Leering or ogling, such as "elevator eyes", or staring at the woman's breast or body;
 - 2.2. Sexual graffiti in general;
 - 2.3. Showing or displaying of private parts, sexual materials, including pornography, sexual pictures, cartoons and calendar.
3. Physical Harassment
 - 3.1. Touching a person, including patting, pinching, stroking, squeezing, hugging or brushing against his/her body;
 - 3.2. Attempted or actual sexual assault or abuse;
 - 3.3. Showing petty hostility to women by throwing things, pouring drinks over women's head or on their breast, heckling women when they enter a room;
 - 3.4. Pulling down women's shirt, skirts or pants;
 - 3.5. Body passing at auditorium.

Any student who has been harassed in any of the above manners should file a complaint and may forward his/her complaint to the respondent's superior in cases deemed necessary.

F.6 Committee on Discipline/Disciplinary Board

The Head of Security and Discipline leads the Committee on Discipline/Disciplinary Board. Other members of the Committee are the Dean of College, Guidance Counselor, Faculty Chairman, Legal Counsel (only if critically needed) and President of the Student Council to represent the students. The Committee on Discipline invites the parents or guardians of the student involved in a case to witness the proceedings of the investigation. The writing of the Committee Report may be

assigned to one member but it shall be concurred by the others. Any committee member may dissent in writing.

The Committee/Board report shall be considered **confidential**. This applies to report investigation conducted by the Security and Discipline Officer in other cases.

F.7 Decision

All disciplinary charges shall be subjected to due process. The Committee shall make all recommendation led by the Security and Discipline Officer. The Board submits its findings and recommendations to the School President for final decision which is irrevocable.

F.8 Duties and Responsibilities of Students (Education Act of 1982)

In addition to those provided for under existing laws, every student shall:

1. Exert his/her utmost to develop his/her potentials for service, particularly, by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society.
2. Uphold the academic integrity of the school, endeavor to achieve and abide by the rules and regulations governing his/her academic responsibilities and moral integrity.
3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particular in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society.
5. Exercise rights responsible in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others.

G. STUDENT ACTIVITIES AND STUDENT ORGANIZATIONS

G.1 General Guidelines

1. All facilities on campus are for the use of the academic community in line with the school objectives.
2. All co-curricular and religious activities require approval of the Dean.
3. Any club or organization who will use school facilities and equipment in their activities shall seek permission from the Office of the General Services.

4. Person or persons in charge of an activity is held responsible for the use, order and cleanliness of the facilities and equipment.
5. Group activity or gathering will not be allowed beyond 8:00 pm. Any exemption to this directive requires formal written approval of the Dean.
6. All postings and announcements/notices must have the approval stamp of the Dean. Only recognized student organizations are allowed to post materials in the bulletin boards.
7. A student may hold a major position in one organization only.
8. A student may join in any organization of his choice.
9. Organizational objectives must be school-oriented and all activities must be school-based.
10. No organization or course meeting or activity shall be allowed without the permission of the Dean of College.
11. Any organization/course meeting or activity shall be held within the one-hour activity period. Any meeting or student activity maybe held during class hours as the need arises provided with permission from the Dean of College.
12. School activities of whatever nature undertaken by any organization or class requires recommendation and approval of the Dean. Travel outside the school requires a written parent's consent.
13. Participation in any meeting, rallies, conferences, conventions, and the like requires parent's consent and written permission of the Dean of College.
14. No activities shall be held one(1) week before the term examination.

G.2 GENERAL RULES

1. **Authority to Operate.** The Dean has the authority to regulate the creation and operation of the student organizations; moreover, the Dean has the authority to abolish the organization if deemed necessary.
2. **Supervision.** It shall be the responsibility of the Faculty Chairman to supervise the activities of all duly recognized student organizations.
3. **Application.** Any group of students may apply to the Dean to organize and operate a student organization. Membership to such organization shall be limited to the bonafide college student of SIC.
4. **Constitution and By-Laws.** Each student organization is required to have its constitution and by-laws recommended by Faculty Chairman and approved by the Dean.
5. **Certification of Recognition.** Authorization to operate or recognition of the student organization as granted by

the Faculty Chairman. Certificate of Recognition on full compliance shall be issued by the Dean of College.

6. **Faculty Chairman.** Each organization shall have a faculty chairman. The Dean of College appoints the faculty chairman upon the recommendation of the Dean. Faculty Chairman must be a full-time faculty member of the College Department. Exception will be considered on a case to case basis.
7. **Election of Officers.** The officers of each student organization shall be elected by each of the members thereof, two(2) weeks after the start of the regular classes of the first semester. Election shall be supervised by the Faculty Chairman and the COMELEC.

G.3 List of Accredited/Recognized Student Organizations

ACADEMIC

AB/AA Course Org.
BSE Course Org.
BEED Course Org.
BSBA/ACS Course Org.

Theater Arts Club
Literati
Discoverer
Management Society
Kalinangan
Humanities & Social Sciences

NON-ACADEMIC

Diakonia
Peer Counseling

G.4 The Student Council

The Student Council is the highest governing student organization in the academic department of SIC, whose officers are duly elected by the student body every academic year.

The Student Council primarily helps the promotion of better relationship within the academic community. The College Student Council (CSC) also provides and support in the implementation of school rules and regulations, policies and projects. More than anything else, the CSC serves not only as the voice of the student body but also serves as the unifying, initiating, motivating and coordinating force of the different non-academic student activities in the College Department.

G.5 Student Publication

"*The Ildefonsian Pen*" is the official publication of the students of San Ildefonso College. The Ildefonsian Pen provides training opportunities for future writers. It also serves as venue for

communication/dissemination of information among all members of the SIC community.

"*The Ildefonsians*" is the official yearbook of the graduating students.

G.6 Peer Counseling

Peer Counseling is one of the Guidance services which aims to train and develop students to become full-fledged Peer Counselors in order to give service in the community of San Ildefonso College. It serves as an arm of the guidance office. This part of the guidance program shows the uniqueness of this group in comparison to other organizations.

The Central concept of PEER COUNSELING applies when a student is counseled by another student of his own age and peer group, after the latter has been given appropriate training.

G.7 Use and Liability for Use of School Facilities

School facilities may be used by any recognized student organization, subject to uniform rules and regulations prescribed by the school and provided that said facilities shall be used only for the purposes indicated in the permit.

Any application for the use of any school facility shall be done in writing, shall secure the permit duly noted by the Head of the General Services Department, shall have the approval of the Dean and shall be filed by the President or Secretary of the recognized student organization.

Any loss, damage or destruction of any school facility shall be the responsibility of the organization using it.

G.8 Fund-Raising Activity

1. A fund-raising project is considered like any other activity and the organization should therefore submit two (2) copies of the project proposalsignedbythe faculty chairman/in-charge and noted by the Dean of College and Finance Officer to be approved by the School President. The earliest time for submission is two (2) months and the latest is two (2) weeks before the activity.
2. Attach the copy of a brief project proposal containing the following:
 - a. title of the fund-raising activity
 - b. the persons involved/responsible for the project
 - c. the purpose and a brief description of the activity
 - d. costing
 - e. possible source of incomeand other documents relevant to the project
3. The sale of tickets, solicitation of fund or merchandise from the off-campus or business firm require the permission of the Dean of College upon the recommendation of the faculty chairman/in-charge/adviser as well as permit from the Department of

Social Welfare and Development (DSWD) and the Office of the Mayor of Tanay in case it is deemed necessary.

4. All tickets to be sold by students must have the approval stamp of the Office of the Principal.
5. Fund-raising activities are not allowed to be held simultaneously.
6. If the fundraising is raffle, the maximum duration for the sale of ticket is one month. The price of the ticket and the purpose must be indicated as well as the list of prizes. A designated faculty member, other than the faculty chairman/in-charge/adviser must be present during the drawing of prizes for the raffle. The names of the winners must be published immediately after the draw.
7. Organizations are not allowed to engage outside agencies and/or personnel to operate within the school campus. Student Organizations must manage their activities by themselves.

G.9 Field Trips

Field trips for class or any activities of school organizations should be cleared through the faculty chairman/in-charge/adviser. A written approval must be obtained from the Basic Education Principal at least a week before the activity.

G.10 Posting of Announcements

1. Posting of announcement requires the approval stamp of the Department noted by the Head of the General Services.
2. Duration period for posting of announcement of any activity is one week.
3. Walls (especially painted walls), post windows and doors should not be used for posting.
4. Materials for posting must be placed on prescribed areas and bulletin boards. Posted materials in such areas must be removed after the activity.
5. Announcements/notices written on chalkboard need the approval of the Principal. Such must be erased immediately after the activity.

G.11 Documentation

1. Every organization is required to submit the updated STUDENT INFORMATION SHEET duly accomplished by each of the students who belong to the student organization, a **month** after the start of the regular classes of the first semester.
2. Each organization must furnish the Office of the Dean of College with a calendar of activities for the academic year duly approved and signed by the faculty chairman/in-charge, with brief description of each activity.
3. Each organization must submit financial report of the fundraising activity to the Dean of College and faculty chairman/in-charge not later than two(2) weeks after the

activity. The financial report must be submitted by the organization's treasurer, verified and signed by the organization's auditor, president and noted by the faculty adviser/moderator.

4. Each organization must submit a summary of the activities conducted to the Dean of College and to the faculty chairman/in-charge, a week before the start of the final examination. The Organization's President and its members will be subjected for clearance upon submission of the said report.

Appendix I

BASIC PRAYERS AND HYMNS

A. GUARDIAN ANGEL PRAYER

Angel of God,
my guardian dear,
to whom God's love commits me here,
ever this day,
be at my side
to light and guard,
to rule and guide. AMEN.

B. MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day, in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of Your Sacred Heart, the salvation of souls, the reparation for sins, the reunion of all Christians. I offer them for all the intentions of our Bishops and of all the Apostles of Prayer and in particular, for the intentions recommended by the Holy Father, the Pope, during this month. AMEN.

C. THE LORD'S PRAYER

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

D. HAIL MARY

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. AMEN.

E. GLORY BE

Glory be to the Father and to the Son and to the Holy Spirit. As it was in the beginning is now and ever shall be world without end. AMEN.

F. NICENE CREED

I believe in one God, the Father Almighty,
maker of heaven and earth,
of all things visible and invisible.
I believe in one Lord Jesus Christ,
the Only Begotten Son of God,
born of the Father before all ages.
God from God, Light from Light, true God from true God,
begotten, not made, consubstantial with the Father;
through him all things were made.
For us men and for our salvation he came down from heaven,
[bow during the next two lines:]
and by the Holy Spirit was incarnate of the Virgin Mary,
and became man. For our sake he was crucified under Pontius
Pilate, he suffered death and was buried,
and rose again on the third day in accordance with the Scriptures.
He ascended into heaven and is seated at the right hand of the
Father. He will come again in glory to judge the living and the dead
and his kingdom will have no end. I believe in the Holy Spirit, the
Lord, the giver of life, who proceeds from the Father and the Son,
who with the Father and the Son is adored and glorified,
who has spoken through the prophets. I believe in one, holy,
catholic and apostolic Church. I confess one baptism for the
forgiveness of sins and I look forward to the resurrection of the
dead and the life of the world to come. Amen.

G. THE APOSTLES' CREED

I believe in God, the Father almighty,
Creator of heaven and earth,
and in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died and was buried;
he descended into hell;
on the third day he rose again from the dead;
he ascended into heaven,
and is seated at the right hand of God the Father almighty;
from there he will come to judge the living and the dead.
I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting.
Amen.

H. HAIL HOLY QUEEN

Hail, holy Queen, mother of mercy,
our life, our sweetness, and our hope.
To you we cry, poor banished children of Eve;
to you we send up our sighs,
mourning and weeping in this valley of tears.
Turn, then, most gracious advocate,
your eyes of mercy toward us;
and after this, our exile,
show unto us the blessed fruit of your womb, Jesus.
O clement, O loving, O sweet Virgin Mary.

L: Pray for us O Holy Mother of God,
All: That we may be worthy of the promises of Christ.
L: Let us pray.
All: O God whose only begotten Son by his life, death, and Resurrection has purchased for us the rewards of eternal life; grant we beseech thee, that meditating on these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise through the same Christ our Lord. Amen.

I. FATIMA PRAYER

"O my Jesus, forgive us our sins, save us from the fires of hell, and lead all souls to Heaven, especially those in most need of Your Mercy".

J. THE MYSTERIES OF THE HOLY ROSARY

The **Five Joyful Mysteries** (Mondays, Saturdays, and Sundays of Advent)

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation in the Temple
5. The Finding in the Temple

The **Five Sorrowful Mysteries** (Tuesday, Friday, and Sundays of Lent)

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death

The **Five Glorious Mysteries** (Wednesday and Sundays)

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. The Coronation of Mary

The **Five Luminous Mysteries** (Thursdays)

1. The Baptism of Christ in the Jordan
2. The Wedding Feast at Cana
3. Jesus' Proclamation of the Coming of the Kingdom of God
4. The Transfiguration
5. The Institution of the Eucharist

K. THE ANGELUS

L: The Angel of the Lord declared to Mary:
ALL: And she conceived of the Holy Spirit.
Hail Mary . . .

L: Behold the handmaid of the Lord:
ALL: Be it done unto me according to Your word.
Hail Mary . . .

L: And the Word was made Flesh:
ALL: And dwelt among us.
Hail Mary . . .

L: Pray for us, O Holy Mother of God,
ALL: That we may be made worthy of the
promises of Christ.

Let us pray:

Pour forth, we beseech You, O Lord, Your grace into our hearts; that we, to whom the incarnation of Christ, Your Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.

L. REGINA COELI

(To be recited during Easter Season)

Queen of Heaven, rejoice, alleluia. /
For He whom you did merit to bear, alleluia.

Has risen, as he said, alleluia. /
Pray for us to God, alleluia.

Rejoice and be glad, O Virgin Mary, alleluia. /
For the Lord has truly risen, alleluia.

Let us pray:

O God, who gave joy to the world through the resurrection of Your Son, our Lord Jesus Christ, grant we beseech You, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

M. THE THREE O' CLOCK HABIT

You died Jesus, but the source of life flowed out for souls and the ocean of mercy opened up for the whole world.

O Fountain of life, immeasurable Divine Mercy, cover the whole world and empty Yourself out upon us.

O Blood and Water which flowed out from the Heart of Jesus as a fountain of Mercy for us, I TRUST IN YOU.

HOLY GOD, HOLY MIGHTY ONE, HOLY IMMORTAL ONE, have mercy on us and on the whole world. (3X) Amen.

JESUS, KING OF MERCY, WE TRUST IN YOU.

N. FLAG CEREMONY PRAYER

O Almighty God, bless and protect the Philippines. May it ever be a country of freedom and justice. Teach us to love, and to love our country. Inspire and guide our rulers. May we always be united and loyal to You, to our country and to our flag. Grant us through peace. AMEN.

O. PANALANGIN SA UMAGA

O, Mahal Naming Hesukristo,sa Pamamagitan ng Kalinis-linisang Puso ni Maria, iniaalay ko ang aking mga panalangin, gawain at kasiyahan sa araw na ito, sa pakikiisa sa Banal na Misa sa buong mundo. Inaalay ko ito para sa lahat ng hangarin ng iyong kabanal-banalang puso, at kaligtasan ng mga kaluluwa, kapatawaran ng mga kasalanan at muling pagkaka-isa ng mga kristiyano. Inaalay ko ito para sa lahat ng hangarin ng ating mga obispo at lahat ng Apostolado ng Panalangin, lalung-lalo na sa Hangarin ng Banal na Papa Francisco para sa buwang ito. Amen.

P. PANALANGIN SA PAGTATAAS NG WATAWAT

O, Makapangyarihang Ama, basbasan at ipagsanggalang Mo po ang aming bansang Pilipinas. Nawa, ito ay maging pugad ng kalayaan at katarungan. Turuan Mo po kaming Iyong mga anak, na mahal in ang kalikasang Iyong binigay sa amin at turuan Mo rin kaming mahal in ang aming kapwa at ang aming bansa. Bigyang inspirasyon Mo po ang sa ami'y mga namumuno upang lagi silang magkaisa at maging tapat sa Iyo, sa tao at sa aming bansa. Ipagkaloob Mo po sa amin ang tunay na kapayapaan.

Sa ngalan ng Ama, ng Anak at ng Diyos Espiritu Santo. Amen.

Q. SAN ILDEFONSO PRAYER

O, butihing San Idefonso, maawain naming Patron at huwaran namin sa Kabutihang at kabanalan lalo na ang pamimintuho sa Banal na Birhen, kami'y nagpupugay at nagbibigay puri sa kadakilaang pinagkaloob sa iyo ng Amang Maykapal.

Loobin mo, O, San Idefonso na mapagsumikapan naming tuparin ang iyong bilin na pagpapakasakit at pagsisi sa kasalanan. Sa aming paglalakbay sa buhay na ito, sa daigdig ng hapis, mangyaring manatili sa grasya sa pamamagitan ng kalinis-linisan ng buhay at pamumuhay. Amen.

R. LUPANG HINIRANG

Bayang magiliw, perlas ng silanganan
Alab ng puso, sa dibdib mo'y buhay.
Lupang hinirang duyan ka ng magiting
Sa manlulupig, di kapasisiil.
Sa dagat at bundok
Sa simoy at sa langit mong bughaw
May dilag ang tula at awit
Sa paglayang minamahal.
Ang kislap ng watawat mo'y
Tagumpay na nagniningning
Ang bituin at araw niya
Kaylan pa ma'y di magdidilim.
Lupa ng araw ng luwalhati't pagsinta,
Buhay ay langit sa piling mo
Aming ligaya na pag may mang-aapi
Ang mamatay ng dahil sa 'yo.

S. PANATANG MAKABAYAN

Iniibig ko ang Pilipinas
Aking lupa ng sinilangan
Tahanan ng aking lahi
Kinukupkop ako at tinutulungang
Maging malakas, masipag at marangal.

Dahil mahal ko ang Pilipinas
Diringgin ko ang payo ng aking mga magulang
Susundin ko ang tuntunin ng paaralan
Tutuparin ko ang tungkulin ng mamamayang makabayan
Naglilingkod, nag-aaral at nagdarasal
Nang buong katapatan
Ialay ko ang aking buhay,
Pangarap, pagsisikap sa bansang Pilipinas.

T. Rizal Mabuhay

Lalawigan kong tanging-tangi
Mahal naming magpakailan man
Rizal, Rizal mabuhay
Pangunahin kang lalawigan
Sa Kultura't kabuhayan, pinagpala ng mayKapal
Buhay Nami'y Nakalaan,
Maglingkod sa Inang Bayan
Lalawigan Kang Tanging-tangi,
Mahal naming magpakailanman
Ang lahat ng Rizaleno'y masisikap,
puso't Diwa sa Diyos, Bayan at sa Kapwa
Mapalad kami nataga-Rizal sa
pamumuno ng mga taong may dangal.

U. CALABARZON MARCH

Dito sa Timog Katagalugan
Sumibol ang bagong pangalan
Ang kaunlaran kay bilis at masagana
Lahat kami ay nagkakaisa
Samithiin ay sama-sama
Mabuhay ang CALABARZON
CALABARZON sa habang panahon

Interlude:

Lalawigang Rizal, Cavite
Laguna, Batangas, Quezon
At mga lungsod pa
Antipolo, San Pablo
Cavite, Lucena,
Batangas, Calamba
Tanauan, Sta. Rosa at Lipa
Hey, hey

Mga kawani ay tanging-tangi
Maglingkod ay lagging gawi
Kaylan pa man sa Diyos ang aming lahi.
Kabataan ay paunlarin
Ito ay unang layunin
Mabuhay ang CALABARZON
CALABARZON sa habang panahon
Mabuhay ang CALABARZON
CALABARZON sa habang panahon
Mabuhay!

V. TANAY DAKILA

Tanay lupa ng pangako ng langit
kadluan ng kaunlarang nais
bukal ng pag-asa at pag-ibig
paraiso ng ganap ang kawangis
Tanay, Tanay ng silangang Rizal
bayang buong giting na lumaban
sa mga nanakop na dayuhan
pinupuri kita aking bayan

Mabuhay, mabuhay, mabuhay ating isigaw!
sa gana sa kabuhayan, pag-asang kaunlaran
pag-asa ng lalawigan, dakila ka bayang Tanay...
Tanay bayang may pagkakaisa
sa pagsubok sila'y sama-sama
hindi natitinag ng problema
Tanay tunay na dakila ka....

Tanay, mabuhay! Dakila ka bayang Tanay!

APPENDIX II

PROCEDURES DURING EMERGENCIES

Pursuant to R.A. 10121 otherwise known as the "Philippine Disaster Risk Reduction and Management Act of 2010", CHED Memo Order No.9, s.2013 (Article IX, Sec. 28) and DepEd Order No.48, s.2012, SIC observes the following guidelines and procedures on a safe and secure environment and that of the members of the academic community.

A. In Case of Fire

1. All faculty members in their respective classrooms and/or class officers shall perform the following functions:
 - a. Switching off of electrical appliances in use.
 - b. Directing their students to the nearest exit away from the fire to a safe place (quadrangle, church patio, etc.).
 - c. Conducting an orderly but fast movement of students out of the fire scene.
 - d. Advising their students to carry with them only their important belongings (if it is still possible).
 - e. Calming the fear of students.
 - f. Attending to the safety of their students in general.
2. All employees shall observe safety procedures and shall perform emergency functions assigned to them such as switching electrical appliances and electronic switches.
3. The medical staff, with the assistance of trained volunteers i.e. P.E. Unit, must attend to those who are injured or have suffered other health-related problems.

B. In Case of an Earthquake

1. Wherever you are, stay calm.
2. During the initial shock and tremors:
 - a. if you are inside the building, seek cover under heavy furniture such as tables, beds and couches ("**DUCK, COVER AND HOLD**")
 - b. Stay away from the beams and glass panels such as windows, doors, etc.
3. After the initial shock and tremors:
 - a. Carefully get out of the place where you sought cover.
 - b. Switch off electrical appliances and electronic switches.
 - c. Calmly but quickly get out of the building and go to the quadrangle or open space where you can keep a distance of about half the height of the tallest building.
 - d. Wait for further instruction from the School Emergency Response Team.
4. If you are in an alley or street or between tall structures and walls:
 - a. Seek cover inside strong structures.
 - b. Be aware of falling electric posts and wires, falling glass and debris from building and sign boards.

- c. Stay away from hanging objects that may fall.
 - d. After the initial shock or tremors immediately go to open spaces where you can be at a distance of about half the height of the tallest building.
5. All faculty members, student officers and other employees shall perform their assigned functions such as:
- a. Attend to the safety of students.
 - b. Direct the students to seek cover during the initial tremors.
 - c. After the initial shock and tremors, switch off electrical appliances and other electronic switches.
 - d. Direct students to the nearest exit.
 - e. Attend to a fast and orderly evacuation of the building to a place of refuge (quadrangle or open space)
 - f. Account for their students.

C. The School Emergency Response Team

To ensure preparedness and capability of the school community to respond to any emergency and/or disaster, SIC has created the School Emergency Response Team with five(5) sub-teams to:

1. devise emergency plans
2. conduct drills for emergency and disaster preparedness
3. organize and mobilize emergency control action for rescue, evacuation and relief during emergency situations or disasters.

The five(5) sub-teams pertain to:

- a. First Aid
- b. Evacuation
- c. Fire and Site Security
- d. Search and Rescue
- e. Communications and Maintenance

Note:

All faculty members and office/unit heads shall conduct an orientation on safety procedures and assign student officers, laboratory assistants and personnel to specific duties such as switching off gas and electrical appliances. Announced fire and earthquake drills shall be conducted twice during the school year. Unannounced drills shall also be conducted anytime.

D. Detailed Instructions During the Evacuation Drills

An evacuation drill is an opportunity to test knowledge on how to exit from the building during an emergency.

1. Upon hearing the alarm, stop whatever you are doing. **Do not panic, remain calm.** Follow the instructions of your teacher. Observe silence to enable you to hear the instructions from the Public Announcement system.
2. Take only what you need—eyeglasses, keys, cell phone, medication and wallet. Do not take your school bag, books or other school materials.

3. Proceed to the nearest stairs and exit area inside the building in an orderly manner and in single or double file lines. Stay to the right and do not run. When using the stairs, take one step at a time. Overtaking of other classes or individuals is not allowed. You should not push your way out an exit.
4. Proceed to pre-determined assembly area and be counted.
5. If you are not in class when the alarm sounds, proceed immediately to the assembly area and join your class.
6. Do not stay near the buildings or in the street.
7. Do not return to the building until an "all clear signal" is given.
8. Strictly follow the SIC Evacuation Plan during emergencies.

E. One Point Lesson (OPL)

The conduct of an earthquake drill is different from that of a fire drill.

Fire Drill — The sound of a siren/bell means that a fire is ongoing and all occupants of the building are to immediately evacuate to ensure their safety.

Earthquake Drill — The sound of a siren/bell indicates that a strong shaking is ongoing and the level of ground shaking prevents people to stand and move around.

Participants during the 1-minute siren/bell should perform the **DUCK, COVER AND HOLD** response.

After the 1-minute siren/bell, participants quietly go out of room and proceed to the designated evacuation area.

F. The Earthquake Survival Kit and First Aid Kit

Each student shall keep and maintain an Earthquake Survival Kit bag consisting of the following items: a small battery-operated radio, flashlight, bottled water, ready to eat food (candies and biscuits), dust mask and a First Aid kit.

The First Aid Kit shall consist of alcohol, burn ointment, plaster, band-aid, cotton balls, paracetamol, Diatabs, Kremil-S, etc.

Adapted from: DOST-PSHS Handbook 2009

