

Foreword

The Student Handbook has been prepared to help the students appreciate the history, philosophy, objectives, vision, mission, services and facilities of Binangonan Catholic College. Students should use this handbook to gain understanding of the procedures, policies, and regulations concerning student affairs, both curricular and extra-curricular.

Student's internalization of these rules and regulations will enable each to become better Christians that the Binangonan Catholic College envisions them to be.

It hopes that each student will use this handbook as a guide to establish and ensure an atmosphere of Christian freedom, justice, and love in the College community through the guidance of our dear Patroness, St. Ursula and the College motto: "Pro Deo et Patria".

Welcome to the BCC Family and may your stay in our College be a pleasant and fruitful one.

Message

School life is an extension of your family life. Daily routines and performance whether religious, scholastic or behavioral, are defined, controlled and measured against standards of the school to help develop a successful career on your part as a well-rounded student.

Through your Student Handbook, where the school's rules of conduct and academic regulations are laid down, and where the various service offerings of the school are identified, we hope to make you understand what the school expects from you as a student living the Christian faith and how the school in turn shall respond to your needs.

We enjoy you, then, to familiarize yourself with the contents of this handbook. It will make your school life more pleasant and self-fulfilling.

REV. FR. GLENN WILIAM Z. RELUCIO
President

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HISTORY of BINANGONAN CATHOLIC COLLEGE

The town's sole catholic secondary school, the Binangonan Catholic High School (BCHS) commenced operation on July 1, 1947. It was the realization of a dream of Rev. Fr. Martin Strong of the Missionary Society of St. Columban, parish priest of Binangonan after World War II, who observed that the parishioners schooling ended in the elementary level as there was no high school in the town.

With the money he received from his parents, relatives and friends in New Zealand, Fr. Strong started the BCHS, with the 300-year old church convent serving as the first school building. St. Ursula, the parish patron saint became the school's patron saint too. Students numbered two hundred, more or less, and were offered only first and second year level courses. The third and fourth year subjects were added to the curriculum the following school year.

Government recognition effective July 1, 1949 was granted to Binangonan Catholic High School. The Certificate was given on October 24, 1949, the same year the school held its first commencement exercises turning out 6 graduates.

The school experienced notable progress under the Columban priests, Rev. Fr. Kieran White, Rev. Fr. Victor Gaboury and Miss Herminia C. Mañez who served as school principal for 45 years. Diocesan priests took over in 1973. Rev.

Msgr. Arsenio Bautista was the first Filipino priest to become school director.

In 1984, under the school director Rev. Msgr. Mariano T. Balbago, Jr., Sta. Ursula Parish School, an elementary school, commenced operation. He saw that Catholic education should start at the early age hence its conception. The Catholic Women's League (CWL) of Binangonan and Miss Luz B. Flora helped him put up the school. Miss Flora consequently became its first principal.

In 1998, aware of the rapid changes, with the students' intellectual and personal growth in mind and in preparation for the future ahead, through the initiative of the school director Rev. Fr. Rosalio C. Olaybal and the principal, Mrs. Imelda A. Miguel, BCHS decided to offer college courses. The Commission on Higher Education (CHED) granted approval for the school to operate as a college in 1999. Binangonan Catholic High School was renamed Binangonan Catholic College.

Courses initially offered were One-Year Diploma Program in Computer Applications, Associate in Computer Applications and Associate in Computer Technology.

Binangonan Catholic College took on Sta. Ursula Parish School in 2006 becoming officially the institution's elementary department.

At present, Binangonan Catholic College offers complete basic education – preschool, elementary, junior high school and

senior high school and the following seven college courses duly recognized by the Commission on Higher Education (CHED):

Associate in Computer Secretarial (ACS)

Associate in Computer Technology (ACT)

Bachelor of Science in Information Technology (BSIT)

Bachelor of Science in Office Administration (BSOA)

Bachelor of Science in Business Administration (BSBA)
Major in Marketing

Bachelor in Elementary Education
Major in Early Childhood and Content Courses (BSE EC/CC)

Bachelor in Secondary Education
Major in English/Filipino/Mathematics

and

Certificate Program in Education

DIRECTORS

- 1947-1950 Rev. Fr. Martin Strong, SSC, Founder
- 1950-1970 Rev. Fr. Kieran White, SSC
- 1970-1973 Rev. Fr. Victor Gaboury, SSC
- 1973-1977 Rev. Msgr. Arsenio R. Bautista
- 1977-1980 Rev. Msgr. Severino G. Casas
- 1980-1987 Rev. Msgr. Mariano T. Balbago, Jr.
- 1987-1992 Rev. Msgr. Alfredo M. Sta. Ana
- 1992-1996 Rev. Fr. Bienvenido M. Guevara
- 1996-1999 Rev. Fr. Rosalio C. Olaybal

PRESIDENTS

- 1999-2000 Rev. Fr. Felipe L. Pedraja
- 2000-2006 Rev. Fr. Gerard Joaquin V. Masangya
- 2006-2013 Rev. Fr. Paquito G. Gallego
- 2013-2016 Rev. Msgr. Arnel F. Lagarejos, SThD
- 2016-2017 Rev. Fr. Alexander V. Enhaynes
- 2017 -present Rev. Fr. Glenn William Z. Relucio

ELEMENTARY PRINCIPALS		HIGH SCHOOL PRINCIPALS	
1984-1996	Miss Luz B. Flora	1947-1950	Miss Consolacion V. Ferrer
		1950-1953	Miss Bibiana M. Piguig
1996-2008	Mrs. Flordeliza G. Apostadero	1953-1998	Miss Herminia C. Mañez
		1998-2008	Mrs. Imelda A. Miguel
		2008-2010 Academic Coordinator	Mrs. Delia N. Cerda
2008-2014 Academic Coordinator	Mrs. Marites J. Cerezola	2010-2014 Academic Coordinator	Miss Bella C. Lirio
2014-2014		2014- PRESENT PRINCIPAL	
2016-2018	Mrs. Teresita B. Mejorada	Present- JHS Principal SHS Principal	Ms. Bella C. Lirio
Present	Mrs. Melody G. Ison		Mrs. Jenny A. Granale

COLLEGE DEAN	VICE PRESIDENT FOR ACADEMICS & ADMINISTRATION	CHIEF EXECUTIVE OFFICER
2000-2004	2008-2009	2009-2013
Dr. Epimaco S. Fulgencio, Jr.	Mrs. Imelda A. Miguel	
Mr. Luisito A. Suinan	Present	

EXECUTIVE VICE PRESIDENT	VICE PRESIDENT for ACADEMICS	VICE PRESIDENT for ADMINISTRATION
2014-2015	2015-2018	2016 - PRESENT
Mrs. Loida V. Gascon		Mrs. Melody G. Ison

COLLEGE CHAIRPERSONS

ACS/BSOA

2008-2010	Mr. Roberto de Guzman
2011-2017	Mrs. Lolita M. Paulino
2018-Present	Mrs. Daisy C. Crisolo

ACS/BSOA/BSBA

2014-18	Mrs. Lolita M. Paulino
2018-Present	Mrs. Daisy C. Crisolo

ACT/BSIT

2010-2012	Mrs. Aileen V. Reyes, ACT/BSIT
2012-2015	Mr. Norberto N. Martinez
2015-2016	Mr. Johnwell V. Evanchez
2016-Present	Mr. Herbert B. Semana

BEE/BSE

2012-2014	Dr. Isidoro C. Aran
2014-2018	Mrs. Loida V. Gascon
2018-present	Mrs. Marites J. Cerezola

COLLEGE DEPARTMENTAL OBJECTIVES

1. To provide a general education program that will assist each individual to develop his potential as a human being, enhance the quality of citizen participation in the basic functions of society, and promote in each student a sense of national identity, cultural consciousness, moral integrity and spiritual vigor;
2. To train the nation's manpower in the required skills for national development, and to instill and foster the appropriate and relevant attitudes, skills, and knowledge to enable each gainfully employed member of society;
3. To develop and maintain the integrity of the professions or disciplines that will provide leadership for the nation; and
4. To advance the frontiers of knowledge through research work, and apply the technology gained for improving the quality of human life and responding effectively to changing societal needs and conditions.

VISION and MISSION

VISION

BINANGONAN CATHOLIC COLLEGE is
a family that searches for truth to
integrally transform
communities for service to God and country.

MISSION

With the patronage of Sta. Ursula,
we commit ourselves to be the servant leaders of
reputable Catholic educational institution
through creative Christ-centered programs and services
that will enhance the holistic development
of empowered communities.

CORE VALUES

The BCC adheres to the following organizational core values the MAPSA advocates:

INTEGRAL FORMATION

Fellowship

- sense of communication and belongingness
- unity in diversity
- Eucharist as the core and the sacrament of love and unity

Discipline

- know, love and serve the Lord
- constant faithfulness to follow Christ
- advocacy of Church teaching

Total Development

- development of the total person, respect, love, academic excellence, social responsibility, competence, entrepreneurship, global orientation
- development in the context of national goals and socio-cultural imperatives
- development towards the family of God

Quality and Excellence

- equity of access, especially for the poor
 - harmony of process and performance
 - focused concern for learning, growth and development
- systematic empowerment of the human person achieve the best
 - accreditation of schools, school program

ALLIANCE

Solidarity

- twinning and clustering between and among schools in the system
- partnership with parish, local government, international institutions
- adherence and fidelity to MAPSA norms and policies
- membership in local and international professional associations
- supportive of educational efforts of external organizations
- obedience to rules and regulations promulgated by the DepEd and SEC

LEADERSHIP

Stewardship

- fidelity to the use of institutional resources, talents and treasures
- transparency in one's practice of leadership guided by the principles of subsidiary and fraternal correction in managing human resources

Dynamism

- creative leadership
- openness to innovation and change
- enthusiasm and optimistic view of reality
- concern for continuing and sustained renewal

Team Building

- recognizing the gifts and talents of others
- sharing and delegation of decision-making /responsibilities
- continuous training and formation of persons in the organization
- observing due process as step towards sanctions

SERVICE

Love or Preference for the Poor

- sense of solidarity with the less fortunate
- compassion towards the suffering
- self-sacrificing in favor of the common good, especially the poor
- helping without counting the cost

Social Equity and Justice

- giving what is due to persons
- exercising fairness and objective treatment of issues
- assuring personnel the protection of their rights and freedom in the workplace
- advocating for social justice at all times

COLLEGE SEAL



The Cross

- The cross symbolizes God who is at the center of our life as a catholic institution. We should put Him first in everything that we do; thus, reminding us that God is the source of all knowledge.

The Book

- Signifies wisdom and knowledge that tells us the importance of education, which is considered a lifetime process; therefore we should not lose the desire to learn.

The Ignited Lamp

- Constantly reminds us that we should always keep the flame of love burning in our hearts.

The Circular Lines

- Stands for the school's commitment to a continuous process of integral development as represented by the outer wavy lines.

Sixteen Rays

- Represents the institutional values that we need to inculcate for the holistic development of individuals to realize the school's flagship, "Pro Deo et Patria" which means: "For God and Country."

PROFILE OF AN IDEAL BCC STUDENT

A BCC student is one who:

- believes that God is the center and goal of his life;
- possesses sufficient knowledge of moral and religious truths and practices.
- realizes the value of service to others;
- shows refinement in bearing, language and manners befitting a young lady and a gentleman;
- manifests self-discipline and endurance in day-to-day living and is diligent and persevering in his work and studies;
- leads the community in an economically productive and effective manner;
- uses basic skills and academic preparation to gain employment for honest living;
- cultivates the art of research and scientific skills through inquiry; experiments and open-mindedness;
- contributes the best of what he is and what he can do for God and country.

PROGRAM OFFERINGS

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

Program Description

The program provides students with a combination of knowledge, hands-on experience, and application of theory to information issues. The program keeps pace with changing technology and related business practices by offering courses in areas such as systems analysis, Web applications, several programming languages, and graphical user interface design. The curriculum emphasizes quantitative and communications skills as well as providing a foundation in business environments. Upon graduation, students will receive the degree Bachelor of Science in Information Technology.

Graduates of this program will qualify for employment as entry-level computer software applications engineers, computer and information systems managers, computer systems analysts, network systems professionals and computer systems software engineers.

Course Description

This course enables students to combine an in-depth study of information technology (IT) with one of the following business specializations: economics, international business, business law, human resource management, or marketing. A limited number of industry-based learning scholarships are available in the later years of the degree.

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION

Program Description

This program prepares the students for administrative office positions which require abilities in researching and compiling data, composing internal and external communications, preparing documents for mailing via internet, and other administrative support duties which include typing various documents, scheduling appointments, proofreading, maintaining personnel files.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

Program Description:

The mission of the Bachelor of Science in Business Administration (BSBA) program is to educate students in the foundations of general business knowledge and to prepare individuals to apply ethical reasoning and discerning critical thought while presenting the strong communication and analytical skills needed to lead and manage corporate organizations.

The program offers a comprehensive curriculum designed to provide students with the requisite general education foundation and then present the skills needed to gain a competitive edge when pursuing or advancing in business management careers. Successful completion of the program will provide graduates with a recognized degree which will prove invaluable when pursuing growth and promotion opportunities into administration, management, or independent business ventures.

- Demonstrate a well-rounded and comprehensive knowledge of general education topics including psychology, sociology, American history, physical science, mathematics, communications, statistics and others.

- Evaluate the basic theories and contemporary issues

In business operations, administration and management.

- Demonstrate an understanding of the application of economics, accounting, human resource, project management, business and operations principles and best practices.
- Evaluate and implement methods of organizational assessment and development within a legal, ethical and strategic framework.
- Communicate effectively integrating a collaborative professional approach.
- Competently assess, interpret and communicate information using oral, written and electronic methods.

***BACHELOR OF
ELEMENTARY EDUCATION***

Program Description:

The program helps would-be pre-school teachers to enhance their knowledge of children's learning development. It provides an overview of the theories and methods used in teaching children. It emphasizes the important role of the family, the school, and the teachers in the children's cognitive, psychological, physical, behavioral and moral development.

Moreover, it provides students' opportunities to work on skills that children need to succeed in school and in day-to-day life experiences. Students may major in Early Childhood Education and Content Courses.

BACHELOR OF SECONDARY EDUCATION

Program Description:

This four-year program provides academic and clinical preparation for prospective teachers of secondary education through appropriate courses in general education, professional education, and field study/practice teaching. Students may major in English, Filipino and Mathematics.

ASSOCIATE IN COMPUTER TECHNOLOGY

Program Description:

This program aims to provide students with the basic computing skills necessary for professional work in information technology. The preparation for information technology work is acquired through its courses on programming, data structures, computer organization, database management systems, and systems analysis and design. Intensive hands-on programming projects are integrated into the major subjects to hone the analytical, programming, and critical thinking skills of the students.

ASSOCIATE IN COMPUTER SECRETARIAL

Program Description:

The Associate in Computer Science (ACS) degree is a general transfer degree. This degree indicates that the student has completed a course of study equivalent to the first two years of a bachelor degree. This degree does not officially include a major or minor course of study.

ARTICLE I

GENERAL POLICIES And REGULATIONS FOR STUDENTS

Section 1. ADMISSION POLICIES

Admission is a very important task of every school. It means granting an applicant admission to the school, with the definite understanding that the student and his parents or guardians, agree (in writing) to comply with the scholastic standards of the school, as well as the ideals of Christian education and its rules and regulations.

Registration is handled by the Registrar and Guidance Office under the direct supervision of the office of the Vice President.

1.1 Admission Requirements

1.1.1 Freshmen/Transferees

- a. Must pass the College Entrance test.
- b. Must pass the interview
- c. Must submit the following:
 1. Original F138/High School Report Card for freshmen
Transfer Credentials/
Honorable Dismissal for transferees
 2. NSO Issued Birth Certificate

3. Baptismal Certificate
4. Certificate of Good Moral Character
5. 2 Copies of 1X1 I.D. Pictures

1.1.2 Old Students

- a. Must submit the accomplished clearance slip.

1.1.3 Cross Enrollees

- a. Students from other Institutions may cross enroll in the school if properly recommended.
- b. The student should present a permit to cross enroll from the other school.

1.1.4 Second Coursers

Generally, college graduates applying for a second degree in another tertiary education are subject to the same requirements for transferees. General Education subjects would be credited. The remaining subjects that needed to be taken would be major subjects and those that are required by the institution.

1.1.5 CPE

Original Copy of F137/Transcript of Records with Special Order Number.

1.2 Screening and Selecting Procedures for New Students and Transferees

1.2.1The guidance office determines the status of the new students based on the score/ result of their college entrance tests and other screening requirements.

1.2.2New students should pass the interview with satisfactory rating. Interview grades should be at least above average to merit admission to any of the college programs.

1.2.3All Freshmen and Transferees are on probation status. They have to prove that they are academically and behaviorally qualified students of the college.

1.3 Enrollment/Registration Policies

1.3.1 Petitioned Subjects

Petitioned subjects, including tutorial/special classes are governed by the following policies:

- a. There are still enrollees in subjects that are already closed.

b. There are still students who are taking subjects no longer offered because of changes in the curriculum

c. There are subjects that cannot be cross-enrolled in as a matter of academic policy.

1.3.2 Subject Adjustments

Changing, dropping or adding of subjects after enrollment is allowed only for valid reasons two weeks after the start of classes. Valid reasons include changes in schedules of subjects resulting in conflicts, opening of petitioned subjects, failure in prerequisite subjects and other similar reasons.

a. A student who unofficially drops the subject shall be given a failing mark

b. A student is not allowed to drop a subject after he/she has exceeded the allowable number of absences. A failing grade due to excess absences is given.

1.3.3 Shifting of Courses

For purposes of evaluation, application to shift courses should be filed at least one week before enrollment. A letter of request must be duly signed by the petitioner noted by the Program Head and approved by the College Dean.

Section 2. SCHOOL FEES

The basic tuition fee, miscellaneous, and other charges are itemized and prescribed by the school, approved by CHED and are posted strategically on semestral basis. Payments are to be made either by cash or installment basis.

Section 3. REFUNDS

When a student registers, it is understood that he/she is enrolling for the entire course. A student who drops or withdraws is entitled to a refund of his/her tuition and other school fees, in accordance with the following rules:

- a. All refund checks pertaining to undergraduate students will be payable to the parent/guardian on record.

The release of student refund checks for those who dropped until the second week of classes will start on Week 5 of the semester. Refund checks for ineligible, complete withdrawals and other cases shall be made available ten (10) working days from receipt of the memo from the Office of the College Registrar.

- b. Claims for refund are made according to the following memorandum from the Commission on Higher Education:

When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. 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 school fees in full for any length longer than one month, may be charged 10 percent of the total amount due for the term if he withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws any time after the second week of classes. For summer classes, a student who transfers or otherwise withdraws may be given a full refund if he withdraws before the first day of class. Otherwise, he may be charged 10 percent of the total amount due for the term if he withdraws until the second day or 20 percent if he withdraws until the fourth day regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws any time after the fourth day of class.

Section 4. SCHOLARSHIPS AND INCENTIVES

4.1 Early Bird Discounts for BCC Graduates

Tuition fee discount for Binangonan Catholic College high school graduates who will enroll in the College Department (not for transferees).

- a. **20% Discount** for the first 50 graduates with a general weighted average of 85 and above.
- b. **10%Discount** for the first 50 graduates with a general weighted average of 84-83.
- c. **5% Discount** for the graduates with a weighted average below the mentioned range, subject to evaluation and approval of the College Dean.

*** No testing fee**

4.2 Academic Scholarship

- a. With highest honors – 100% discount on tuition fee
- b. Students with high honors and with honors have to take qualifying examinations.
Percentage of discount depends on the exam.

RANGE	Raw Scores Corresponding to Performance Categories		
	Below Average	Average	Above Average
Total Scores	20-32	33-55	56-75
Percentage of Discounts	15%	25%	35%

Conditions to Maintain Academic Scholarship:

- a. For Full Scholars

100% Discount on Tuition Fee

General Average of 1.3 for the previous semester, with no grade lower than 2.0 in any subject.

- b. For Partial Scholars

- 1. 50% Discount on Tuition Fee

General average of 1.4 for the previous semester, with no grade lower than 2.5 in any subject.

- 2. 25% Discount on Tuition Fee

General Average of 1.5 for the previous semester, with no grade lower than 2.5 in any subject.

- c. No Records of violation of any school rules and regulation.

Note: All academic scholars should maintain their grades to avoid disqualification from the scholarship. In no case shall more than two favorable priveledges will be granted.

The following rules shall apply:

1. In the event that the scholar received a general average lower than 1.6 he/she will be automatically removed from the scholars' list effective the following semester.
2. Any student who has been removed from the scholars' list is automatically disqualified to re-apply for scholarship, regardless of a general average of 1.4 and above during the previous semester.
3. In the event that the scholar received a downgrade (e.g. from FULL to PARTIAL scholar) he/she is automatically disqualified to apply for an upgrade of scholarship on the following semester; therefore, the lower discount is granted.

Partial scholars with a general average of 1.4 and above may apply for full scholarship on the following year.

4.3 Student Assistant (SA) Program

This program is designed to defray tuition costs and other fees for a two or four year college education which will allow a student to work part-time in school.

4.3.1 Guidelines on the Selection of Student Assistants

- a. HS average grade of 80% and above.
- b. Pass the college entrance test (I.Q.) and Personality Tests to be given by the Guidance and Testing Center.
- c. Family income of not more than seven thousand pesos per month supported by BIR Certification or ITR.

4.3.2 Responsibilities of a Student Assistant

- a. Maintain academic excellence within a year and participate in any school activities.
- b. Must not be guilty of any violation of the school rules and regulations.
- c. Must be free from any criminal and moral charges in and out of the school.
- d. Failure to meet any of the requirements disqualifies the candidate for the scholarship.

4.3.3 Deployment

- a. Training before and during deployment
 - 1. Orientation of duties and responsibilities
 - 2. Computer training
 - 3. Work/office etiquette
 - 4. Orientation on specific department assignment (one week)

4.3.4 Performance Monitoring

- a. Immediate head evaluation
- b. Regular meeting with the SA
- c. Rotation of SA deployment if necessary
- d. Grantee must pass all the subjects he/she is enrolled in, no incomplete grades in any subject and does not drop a subject.

ARTICLE II

ACADEMIC POLICIES

Section 1. STUDENT LOAD

The subject load and the sequence of subjects shall be in accordance with the approved curriculum. All students, excluding candidates for graduation are allowed to have a maximum semestral load of 32 units only. Candidate for graduation may be allowed additional subject loads of not more than 6 units in excess of the normal load prescribed by the institution for the last school term.

Section 2. ADVANCED SUBJECTS and BACK SUBJECTS

As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in pre-requisite and advanced classes under the conditions as follows:

2.1 When the pre-requisite is a repeated subject.

2.2 When the student has superior scholastic standing.

2.3 When the student is graduating at the end of the school term, and

2.4 When it is approved by the Dean or any authorized academic officials.

The above restrictions will not apply where the student concerned has reduced or eliminated his back subjects during the summer terms.

Section 3. STUDENT EVALUATION

3.1 GRADING SYSTEM

Number Grade	Percent	Letter Grade	Descriptive Equivalent
1.0	100	A	Excellent
1.1	98-99	A	
1.2	96-97	A-	
1.3	94-95	A-	
1.4	92-93	B+	Very Good
1.5	90-91	B+	
1.6	89	B	
1.7	88	B	
1.8	87	B-	Good
1.9	86	B-	
2.0	85	B-	
2.1	84	C+	
2.2	83	C+	Fair
2.3	82	C+	
2.4	81	C+	
2.5	80	C+	
2.6	79	C	Passed
2.7	78	C	
2.8	77	C	
2.9	76	C	
3.0	75	C	Failed
5.0	74 and Below		
INC	Incomplete		
AW	Authorized Withdrawal		
UW	Unauthorized Withdrawal		

3.2 SOURCES OF GRADES

10%	Attendance
50%	Performance Rating (Hands-On Activities, Quizzes, Project, Recitation, Printed Output etc.)
<u>40%</u>	Examinations
100%	

Section 4. STUDENT WITH A GRADE OF INCOMPLETE (INC)

A student who failed to submit requirement such as projects/assignments etc. will incur a grade of incomplete (INC). He/she can apply for removal of the INC grade for a period of one year or two semesters, but after these periods, he/she will incur a grade of 5.0 and he/she needs to re-enroll the subjects.

Section 5. EXAMINATIONS

Students shall take the prescribed examinations scheduled during the term upon payment of their examination permits. A student who, because of justifiable reason, fails to take any examination may, however, be given a special examination

upon the discretion of the President/Vice President/College Head.

There shall be scheduled examinations during the semester: Preliminary, Midterm and Finals. Every student taking the examination shall present his/her examination permit.

- A. Permits for a particular examination are issued one week before the scheduled examination. No permit shall be issued on examination days.
- B. No one should leave his seat during the examinations. Students may be allowed to leave the room if they are through with their examinations and if their paper has been collected. They could go out one at a time only. There should be absolute silence during the whole length of the examinations.
- C. In case of special exam, students must secure special permit.
- D. No student may be allowed to take the examination if he/she is not in complete uniform.
- E. The term "cheating" means not only actual copying from something or someone, but also the possession of the examinee in his/her person or within his / her reach of any material related to the subject matter under examination. Giving of

answers in any manner shall be considered cheating.

Section 6. OTHER ACADEMIC REQUIREMENTS

- A.** Students are assigned to submit term papers, Narrative Reports, Feasibility Studies and Thesis. These requirements should be accomplished and submitted on time.

B. Theology Requirements

All students regardless of religious affiliations are required to complete twelve (12) units of Theology; attend and participate in all religious formation activities like: masses, processions, recollections, retreats and the like.

C. Physical Education

The College Department promotes a number of clubs and athletic activities in support of classroom instruction. The activities also serve as opportunities for fostering camaraderie among students.

Section 7. RETENTION AND PROMOTION

The student should be informed of the results of his examinations. A student, who for serious and just reasons, fails to take any examination may be given a special examination during the specified schedule at the discretion of the President or any other consideration for the benefit of the student.

Section 8. GRADUATION REQUIREMENTS

The requirements for graduation are determined by quantity and quality of the work completed. The quantity of work is measured by semester hours and expressed in units of credit. Each college course has definite minimum number of units required for graduation.

A research paper and/or practicum in the major field of concentration are prerequisites for graduation. Moreover, the practicum of internship must be completed and the research paper approved before graduation.

No student shall be allowed to graduate without an accomplished clearance. Any graduating student must be free of any academic or financial obligation at least a month before the date of graduation.

All graduating students are required to attend the Commencement Exercises unless for justifiable reasons, excused by the College Dean. The medals/certificate/trophies of students, who, for no valid reason, fail to attend the affair, will be forfeited.

Section 9. HONORS, DISTINCTIONS AND AWARDS

9.1 LOYALTY AWARD

The LOYALTY award is granted to the graduate who has continuously studied in Binangonan Catholic College since high school.

9.2 SPECIAL CITATIONS

- a. Catholic Leadership Award
- b. Servant Leadership Award
- c. St. John Paul the Great Leadership Award
- d. Blessed Teresa of Calcutta Community Service Award
- e. Best in Thesis
- f. Best In Demonstration Teaching
- g. Best Research Work
- h. Best Feasibility Study

- i. Best in Web Designing
- j. Best in Computer Animations
- k. Best in Computer Programming
- l. Outstanding Trainee

9.3 ACADEMIC AWARDS

The following honors and prescribed grade average for graduating students in the entire duration of program or course shall be:

President's Lister

Grade average of 1.0 – 1.5 with no grade lower than 1.75 in any subject.

Dean's Lister

Grade average of 1.51-1.75 with no grade lower than 2.5 in any subject

Summa Cum Laude

Grade average of 1.00 - 1.25 with no grade lower than 1.5 in any subject.

Magna Cum Laude

Grade average of 1.26 - 1.50 with no grade lower than 1.75 in any subject.

Cum Laude

Grade average of 1.51 - 1.75 with no grade lower than 2.00 in any subjects.

Special Academic Distinction. Grade average 1.70 or better with no grade lower than 2.5 in any subject.

Guidelines:

1. A candidate for honors who meets the academic requirements should not incur incomplete and dropped marks in any subjects included in the curricular program.
2. Grades in NSTP, P.E. and Theology are not included in the computation of the grade average. However, a candidate for honor should get at least a grade of 2.5 in those subjects.

9.4 SCHOOL REPRESENTATIVE/S

- a. Students who represent the school in any school-sanctioned contest will be recognized.
- b. Winners of First Place, Second Place and Third Place will be awarded.

ARTICLE III

SCHOOL RECORDS

Section 1. CONTENTS OF SCHOOL RECORDS

The school record of any transferring student sent by one school to another should contain the final rating in each subject with the corresponding credits or the action taken thereon.

Section 2. REQUEST FOR SCHOOL RECORDS

Upon submission and acceptance of the transfer credentials the school to which the student has transferred shall request in writing for the complete transcript of record (TOR) of the student from the school last attended. The latter shall forward such records directly to the requesting school within thirty days from receipt of request.

Once the TOR has been released to a school, no other copy should be released to another for transfer purposes.

The school records should not be given to the student unless authorized in writing by the school requesting for said records.

Section 3. RELEASE OF RECORDS

The school records of a student under a penalty of suspension or expulsion shall not be released until the lapse of penalty of the discretion of the school in case of suspension or approval by the Secretary in the case of expulsion. (MRPS Sec.59).

ARTICLE IV

STUDENT FACILITIES AND SERVICES

Section 1. OFFICE OF THE REGISTRAR

This office provides information on admission and course requirements, maintains students' academic records keeping them systematically arranged, determines the subject load of the students, and issues transcripts of records, certificates, diplomas, and certifications pertaining to academic records.

Section 2. GUIDANCE, COUNSELING AND TESTING CENTER

Counseling and the administration of entrance and other tests are in this center. It is staffed by trained personnel who help the student in academic and behavior problems.

Section 3. PREFECT OF STUDENT FORMATION OFFICE

The PD Office attends to students' disciplinary problems, grievances and imposes corresponding actions and sanctions as stated on the Student's Handbook.

Section 4. LEARNING RESOURCE CENTER

The School Library has adequate books, magazines in English and Filipino and selected current news periodicals. Students are encouraged to use facilities of the library for their intellectual growth and development.

Section 5. FINANCE OFFICE

Takes charge of receiving, collecting, recording and discharging school accounts and fees.

Section 6. CAMPUS AND PASTORAL MINISTRY OFFICE

In light of the Pastoral Program of the Church, this department assists the individual to attain quality formation through the designed integrative programs that will facilitate global communion.

Section 7. HEALTH SERVICES

Medical and Dental clinics are provided for and are open during class hours from Monday through Friday and during official school activities.

Section 8. STATISTICAL CENTER

The Statistical Center will offer assistance to students with research subject.

Section 9. RESEARCH, PLANNING AND DEVELOPMENT OFFICE

This serves as a springboard in the development of a genuine research culture, extending itself from being an academic arm, towards promoting the maximum development and empowerment of individuals and concerned communities. It attends to the formal and factual training of students when it comes to data collection, analysis and interpretation with the application of the acquired computer and technical skills.

Section 10. MIS OFFICE

The MIS Office attends to the implementation of ICT-related efforts of the school. It also attends to hardware/software related technical problems of the students and employees.

Section 11. SCHOOL CANTEEN

Meals and snacks are served at reasonable prices. The canteen is conveniently located within the school premises. Every student is expected to help keep the canteen clean and sanitary and to observe the standards of behavior.

Section 12. BOOKSTORE/SCHOOL SUPPLIES STORE

The store caters to students in need of books and other school supplies at reasonable prices. School uniforms, PE t-shirts and jogging pants are also sold here.

Section 13. SECURITY DEPARTMENT

The safety and protection of the student's life as well as his property is entrusted to this office.

Section 14. COMPUTER LABORATORY

This laboratory room houses computer units. This is fully air-conditioned for lectures and hands-on.

Section 15. SCIENCE LABORATORY

This laboratory provides the facilities for the experimental aspects in Science, Biology, Chemistry and Physics.

Section 16. SPEECH LABORATORY

This laboratory is responsible for the training of students in oral communications and personality development.

Section 17. TECHNICAL WORK AREA

This serves as a training ground for PC assembly and disassembly, networking and other technical subjects for IT students of the college department.

ARTICLE V

SAFETY RULES

Section 1. LIABILITY TO INJURIES TO PERSON AND DAMAGE TO PROPERTY

The school shall exercise due to diligence in the selection and supervision of its academic and non-academic staff, but beyond this duty, it shall not be liable for injuries to persons and damage to property arising from negligence or willful acts of its students and employees. In no case shall the school be liable from injuries to persons or damage to property on the occasion of activities not sanctioned in writing by the school authorities.

Section 2. LOITERING

Loitering along corridors or hallways while classes are going on is prohibited. When classes are not in session, students should keep away from laboratories, shops or similar places, especially where flammable or dangerous substances are stored or electrical devices are set up and form objects which may be dangerous/harmful.

Section 3. EMERGENCY MEASURES

In case of emergencies such as fire or earthquake, students should maintain their presence of mind. They should keep away from falling objects or debris or from live electric wires in case of fire or earthquake and from open spaces in case of bomb explosions on campus. In case of earthquake, it is safer to stay under the table or similar equipment whenever available.

To prepare and acquaint the student and personnel on safety rules during fires or earthquake, fire or emergency drills must be conducted in the school (a "must" for buildings with three floors/storeys).

Section 4. FLOODS AND TYPHOONS

According to *CHED Memorandum Order No. 15, series of 2012*, the guidelines for suspension of classes in higher education institutions are as follows:

- 4.1** Classes at the collegiate level, including graduate school, in the affected area automatically cancelled or suspended when signal No. 3 is raised by the Physical Atmospheric, Geophysical and Astronomical Services Administration (PAG-ASA) and announced through various media outlets.

- 4.2** Classes at the collegiate level, including graduate school, maybe cancelled or suspended at the discretion of local chief executives of Local Government Units and/or heads of Higher Educational Institutions if special circumstances in their area such as flooding, road damage, etc, warrant it.
- 4.3** Even without the cancellation of classes, students who are not able to report to class or participate in scheduled activities such as exams due to inclement weather shall be given consideration and be allowed to make up for the missed class or activity.

Section 5. AID AND ASSISTANCE

In case of imminent danger to life or property due to any cause, any student may ask for aid and assistance from any school personnel or use the school facilities. No school personnel shall deny or cause to deny any such assistance, unless by so doing he unduly exposes himself to an equal or greater danger.

In case of illness or accident, the teacher/instructor should notify the School Clinic, the President or Vice President as well as the

child's parents, if they can be contacted. The student should be taken immediately to the clinic or hospital whenever treatment other than first aid is needed. It is necessary to have on file the complete and accurate address and phone number of the parents or guardian or a Student's Directory.

ARTICLE VI

POLICIES ON DISCIPLINE

Section 1. MAINTENANCE

Every school is required by government regulation to maintain discipline and to follow disciplinary rules for strict compliance. They are designed to develop among the students the highest standards of decency, morality and integrity.

Any student who, after due investigation, has been found guilty of violating any disciplinary rule shall be punished in accordance with the provisions as specified in the Student Handbook.

A record of the investigation and the action taken by the school Authorities shall be kept by the school.

Section 2. RULES AND REGULATIONS

Students are expected to be subject to the general disciplinary rules of the school contained in the Student's Handbook.

A student who has a number of disciplinary cases as stated in the logbook and reported to the disciplinary officer is also placed under probation.

A student who has been suspended 3 times will not be readmitted the following semester/collegiate year.

Students should follow and observe the No ID - No Entry Policy. Entrance to the campus shall be denied to any student without the official I.D. Card.

The loss of an I.D. card should be reported immediately to the Guidance Office for the application of new I.D. card.

Any student who uses the I.D. of another or lends his/her I.D. for somebody else's use or who tampers his/her I.D. is considered to have committed serious offense.

Students should allow their bags to be inspected by the guards-on-duty upon entry or by their instructor in the room or in the school campus.

Section 3. ATTENDANCE IN CLASSES And SCHOOL ACTIVITIES

A student has the responsibility to attend to his classes regularly and punctually starting from the first day of classes. If it is necessary for him to miss his classes he should inform or make arrangements with his teacher for make-up work.

A student who incurs absences of more than 20% of the prescribed number of class or laboratory periods during the school year or term should be given a failing grade and given no credit for the course or subject.

Suspension from classes shall be computed as absences.

Semester Subject Weight	Maximum Absences Hours Tolerated	Automatic Dropped (Dropped Effective)
3 units	10 hours	11th hour of absence
2 units	7 hours	8th hour of absence

Section 4. CHEATING

There have been occasions when both the faculty and students have been disturbed by evidence of cheating during examinations. It is the obligation of a faculty member to help honest students receive what is due them by making it extremely difficult for the dishonest students to get away with cheating. Such incidents shall be reported to proper authorities of the school. The school will implement the **“Zero Tolerance Policy on Cheating”**.

If cheating is discovered, a faculty member should handle the situation as he sees fit, taking care that the student does not suffer from embarrassment, insult or ridicule.

- a. 1st offense - The student fails in the subject concerned.
- b. 2nd offense - The student will be dismissed from the school.

Section 5. SOCIAL NORMS/CONDUCT FOR COLLEGE STUDENTS

- a. All students must be familiarized with the provisions of this handbook and should strictly comply and observe them.
- b. The cleanliness, neatness of the campus and of the building should be everybody's concern. Orderliness including arrangement of seats/chairs should be maintained before, during and after classes.
- c. Students should follow the usual classroom policies and procedures as well as those pre-set by the teacher. These policies and procedures should be communicated and accepted by the students. Students who violate the policies and procedures may be sent out of class. Such students must then report to the Office of the Prefect of Discipline. A student sent out of the class must carry a written note from the PD Office authorizing him/her to re-enter class the next meeting. Persistent occurrences of this type of behavior and situation render the student liable to being asked by the PD to discontinue attending classes with a grade of 5.0 or fail for that particular course.
- d. Students should not stay in the corridor or nearby classroom while classes are going on.

- e. No student is allowed to stay in the campus after 9:00 p.m. which is the curfew for the college students.
- f. Students are not allowed to use any offices as lounging or waiting areas. Neither should they use the computers, supplies, or any other equipment of any office without permission to proper authorities.
- g. All students are required to attend all curricular and co-curricular activities sponsored by the college.
- h. In dealing with all the members of the College, students are expected to observe the usual norms of politeness, etiquette and courtesy. Faculty members, administrators, or staff members may call the attention of the students who display unbecoming behavior in campus patio or during activities done inside and outside the school.
- i. Boisterous conduct such as whistling, shouting, running or any action by the students which tends to disrupt classes or orderliness is to be avoided.
- j. The school recognizes the hazards of smoking to health and thus adopts a ban on smoking inside the campus and patio, retreat and recollection houses.

- k. Curricular and co-curricular activities held outside the school sponsored by a class or organization should require parents' permit to be submitted by the subject teacher. The program Head, College Dean's Office, Student Affairs Office should be informed of such activities by the subject teacher.

- l. Both students and faculty have the freedom to express themselves freely during dialogue session, but respect for each other's rights must be observed at all times. Both should refrain from using offensive and indecent words for such acts do not speak well of one's self.

- m. It is considered unethical for any student to make any unfavorable remarks toward another, including sexist remarks.

- n. Areas exclusively used by men/women who are marked accordingly (ladies' and men's rooms) are off limits to the opposite sex.

- o. Students who conceive outside of wedlock must take a leave of absence. Such case shall be referred for deliberation to the PD Office.

Section 6. CAUSES FOR DISCIPLINARY ACTION

A. MINOR OFFENSES

1. Littering and spitting.
2. Frequent absences.
3. Refusal without just and valid reason to appear before any duly constituted body when duly summoned to do so.
4. Wearing of improper uniform, No ID., indecent attire.
5. Violation of school uniform and haircut regulations.
6. Outrageous coloring of hair
7. Cutting classes
8. Disruptive or inappropriate use of technological and electronic devices in the classroom such as cell phones, laptops and tablets.
9. Misuse or unauthorized use of IT equipment and systems, including but not limited to:
 - theft or abuse of computer facilities
 - unauthorized access to a computer system;modifying or attempting to modify computer programs or data, for any purpose without authorization.

10. Hiding library books in other shelves, not returning books in demand and book borrowed for photocopying, thus depriving other students of its use
11. Wearing cap inside the offices and classrooms
12. Male wearing earrings; Female wearing more than two earrings.

B. SERIOUS OFFENSES

1. Dishonesty
2. Gross misconduct resulting to damage in the school's image and reputation
3. Unauthorized carrying, use, and/or possession of weapons or firearms on the school premises. The term weapon/firearms include but not limited to: lead pipes, ice picks, blades which are more than 1 ½ inches long, fire crackers, pyrotechnics, bomb, grenade, gun, rifle, pistol, dynamite, dagger, num-chucks, sling-shot, metallic knuckles and chemical containers such as "pepper spray" or "tear gas", whether or not loaded, filled, or active
4. Immorality and/or commission of acts which lead to public scandal.

The following acts shall constitute immorality and shall be punishable hereunder:

- Abortion;
- Acts of lasciviousness/offensive public display of affection (necking etc.);
- Sexual act, indecent conduct/behavior such as kissing, or touching sensitive parts of another person's body with a sexual connotation as perceived by third parties, whether or not with actual malice on the parties involved.
- Live-in arrangement whether in the form of heterosexual or homosexual relationships;
- Rape, sexual assault and the like;
- Illicit pregnancy outside of wedlock/male impregnated a woman and any act resulting to damage in the school's name and reputation;

The following penalties/actions may be adopted depending on the gravity of the case:

- If graduating, the student concerned will not be allowed to join the graduation rites;

- The student concerned will not be allowed to finish the semester. He/she may be further suspended for the next semester.
5. Viewing of pornographic and subversive materials (on the internet, print media, video, compact disc).
 6. Assaulting a teacher or any other school authority or his/her agent or student.
 7. Preventing or threatening students or faculty members or school authorities from discharging their duties or from attending classes or entering school premises.
 8. Using, possessing, and/or trafficking prohibited/ regulated drugs, marijuana, opium, or their derivatives.
 9. Stealing property belonging to the school, employees and students.
 10. Malversation of any funds intended for class, organization, council or publication, whether offender is member/staff or not.
 11. Using fake records or making interpretation of facts during enrolment and/or during the school year.
 12. Forging or falsifying and/or tampering with academic or official records or school documents of any kind and possession of falsified or tampered documents. Forging

signatures of school authorities or faculty members for any purpose.

13. Marking or defacing walls or premises of the school, destroying school facilities or other acts of vandalism.
14. Hazing or any act of initiation that causes injury to an individual for the reason of admission, continuance, or retention of membership in any organizations, associations, societies, or groups. This is regardless of whether or not such acts result in the demise, physical disability, insanity, or psychological suffering of the individual.
15. Instigating or engaging in activities intended to or resulting in damage to campus or school facilities/properties or causing injury to persons.
16. Taking part in brawls and/ or inflicting injuries to persons.
17. Bringing, passing, possessing, taking or being under the influence of intoxicating liquor or alcohol within the campus at any time, with or without classes as well as during retreats and recollection.
18. Cheating
19. Vandalism
20. Hooliganism
21. Smoking within the premises of the College. Usage of electronic cigarette is likewise prohibited.

22. Gambling of any form on campus or in any College sanctioned activity or function.
23. Tattoos on any part of the body.

Section 7. PENALTIES

7.1 SUPPLEMENTAL GUIDE ON THE IMPOSITION OF SANCTIONS

Legend:

Suspension Minimum	:	One day
Maximum	:	Three Weeks

Range of Suspension

- A** 1 day
- B** 2 days
- C** ½ week : equivalent to 2 days if 4x a week;
3 days if 5-6 days a week
- D** 1 full week
- E** 1 week and 1 day
- F** 1 week and 2 days
- G** 1 and ½ weeks
- H** 2 full weeks
- I** 2 weeks and 1 day
- J** 2 weeks and 2 days
- K** 3 full weeks

7.2 TYPES OF EXCLUSION

Exclusion A The student's enrollment with the College is terminated immediately after the decision and is not allowed to re-enroll at the college.

Exclusion B The student is not allowed to finish the semester but is allowed to re-enroll at the college.

Exclusion C The student is allowed to finish the semester and is allowed for readmission after at least one year.

Exclusion D The student is allowed to finish the semester and is allowed to apply for admission after one semester is over.

Expulsion The student's enrollment is immediately terminated and is declared persona non grata in the college.

7.3 FOR MINOR OFFENSES

OCCURRENCE	PENALTY
1 st Offense	Warning
2 nd Offense	Reprimand: Parents have to see the adviser and PD Officer
3 rd Offense	Suspension: Parents have to see the adviser and PD Officer. 2% in the total grade will be deducted in the subject concerned.

7.3 FOR SERIOUS OFFENSES

OCCURRENCE	PENALTY
1 st Offense	Suspension: Parents have to see the adviser and PSF Officer. Two percent (2%) in the total grade will be deducted in the subject concerned.
2 nd Offense	Failing grade in the subject concerned.
3 rd Offense	Dismissal of the student from the school roll.

(At every instance, counseling and parent's conference will be done. In cases where the student has to be dismissed from the roll, an investigation of the case should be conducted by the Committee on Discipline, and College Dean/Chairperson with the Guidance Counselor, Vice President, and President as consultants.)

Section 8. CATEGORIES OF ADMINISTRATIVE PENALTIES

The three (3) categories of disciplinary administrative sanctions for serious offenses or violations of school rules and the regulations which may be applied upon erring students are:

- a. Community Service.** The erring students have to render service to any office assigned to him/her.

- b. Suspension.** Suspension is 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 or term.
 - 1. Preventive Suspension.** A student, under investigation of a case involving the penalty of expulsion, may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the students during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or

danger to the life of persons and property of the school.

c. Exclusion or Dismissal. Exclusion or dismissal is a penalty in which the school is allowed to exclude or drop the name of erring student. A summary investigation shall have been conducted and no prior approval by the CHED is required in the imposition of the penalty.

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

d. Expulsion. Expulsion is an extreme penalty on an erring student consisting of exclusion from admission to any public or private school in the Philippines and which requires the approval of the Secretary of Education. The penalty may be imposed for acts or offenses constituting gross misconducts, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of

prohibited drugs such as marijuana, drug dependency. Drunkenness, hooliganism, vandalism and other serious school offenses such as assaulting a student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records, forms and documents.

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

Section 9. SCHOOL UNIFORMS

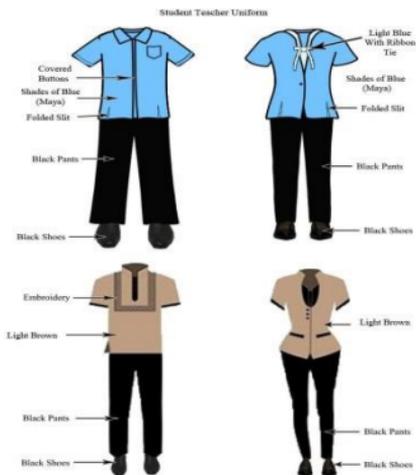
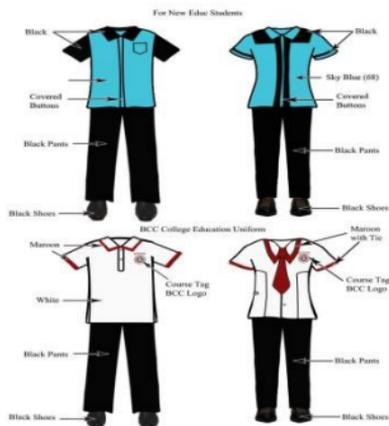
- a. Wearing of the prescribed uniform in attending classes and other academic functions is compulsory. In the event of Saturday class wearing decent attire should be strictly observed.

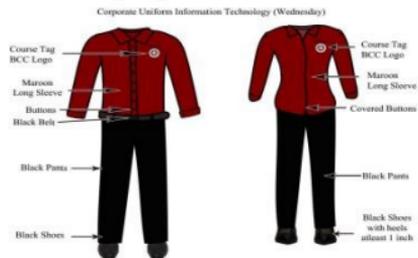
- b. Accessories should never be worn with the uniform. No heavy make-up, choker and big earrings.

- c. Wednesday is considered as "corporate attire day", wearing of other prescribed uniform is not allowed.

Students who do not follow the prescribed cut and style and appropriate manner of wearing the school uniform and decent attire will not be allowed to enter the school premises.

SAMPLE DRAWING FOR UNIFORM





ARTICLE VII

POLICIES ON STUDENT ORGANIZATIONS

Section 1. STUDENT ORGANIZATION

A student organization is any association, society or group of students organized for purposes not contrary to law. No student organization shall exist, hold, manage, or promote any activity, directly or indirectly, within the school or use its name unless such student organization has been duly organized in accordance with the rules of the school and CHED.

Section 2. RIGHT TO ORGANIZE

Every student shall have the rights to form, establish, join and participate in organizations and societies recognized by the school to foster his intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.

Section 3. GRANT OF RECOGNITION

Recognition shall be extended to any student organization upon approval of its application by the President. The application shall be accompanied by two copies of its constitution and by-laws containing the purpose, the organizers, and the name of the faculty adviser. The organization shall promote educational, scientific, civic, moral and cultural values.

Any application for the use of any school facilities shall be filed in writing by the President or Secretary of the recognized student organization with the recommending approval of the Student Affairs Coordinator and Final Approval of the College President/Vice President.

IMPLEMENTING/OPERATIONAL GUIDELINES for STUDENT ACTIVITIES/CLUBS/ORGANIZATIONS

1. Every student is encouraged to form or join clubs/ organizations whose purposes are not contrary to law or to any school rules and regulation. However, students' membership is limited to just two clubs/ organization, if a student gets elected as officer, he may only be elected once for a major position such as President/Chairman, Vice President/Vice Chairman, Secretary, Treasurer or Year level Coordinator.
2. The school may ask a student to withdraw even temporarily from any organizations or activities if involvement in such results to poor academic performance.
3. No organizations can be established without statement of general principles and policies.
4. Only field trips, excursion, parties, etc, duly approved by the President/Vice President are considered school sponsored.

5. Activities organized by students inside/ outside the school without proper approval or authorization of the President/Vice President shall be deemed invalid or illegal.
6. Off-campus activities during class days shall require the approval of the President/Vice President. Off-campus overnight/week-end activities shall require both the President/Vice President approval and parental consent.
7. The expenditure of funds should always be based on the principle of judiciousness or sensible spending.
8. All club organizations and activities should be anchored on the school's Vision-Mission.
9. All student organizations should have their constitution and by-laws.
10. All proposals to conduct/ launch projects shall be submitted in writing to the Student Affairs Coordinator's Office and should include specifications.

Section 4. LIABILITY FOR USE OF FACILITIES

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

Section 5. POSTING OF ANNOUNCEMENTS

The posting, distribution or circulation within the school premises of any literature, posters, handbill, and the like, whether commercial or otherwise, shall be approved by the Student Affairs Coordinator. Such materials shall indicate clearly the name of the sponsoring person or student organization.

ARTICLE VIII

GENERAL POLICIES

Section 1. DUTIES OF PARENTS

As provided for in the Education Act of 1982, parents shall have the following duties and obligations, in addition to those provided for under existing laws:

- a. To help carry out the attainment of the declared education objectives and national goals through the school system.
- b. To strive to enable their children an elementary education and further to enable them to obtain secondary and higher education towards the national objectives of the right formation of the youth.
- c. To support and cooperate with the school administration in the proper implementation of all school curricular and co - curricular programs.

Section 2. ALUMNI ASSOCIATION

The school administration shall provide opportunities for the school alumni/alumnae to organize themselves as well as develop formation/enrichment program for them.

Section 3. 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 potentialities 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 academic excellence 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 on discipline, and by exerting efforts to attain harmonious relationship 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, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society.
5. Exercise the rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others.

Section 4. RIGHTS OF STUDENTS IN SCHOOL (Education Act of 1982)

In addition to the rights, and subject to the limitations prescribed by law and regulations, students in all schools shall enjoy the following rights:

1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as prescribed as persons with human dignity.
2. The right to freely choose their field of study subject to existing curricular and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
3. The right to school guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his potentials.
4. The right to access to his/her own records, the confidentiality of which the school shall maintain and preserve.
5. The right to the issuance of official certificates, diplomas, transcript of records, grades , transfer credentials and other similar documents within thirty (30) days from request.

6. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school and institution.
7. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.
8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law.
9. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

ARTICLE IX

RELIGIOUS FORMATION

Section 1. HOLY MASS

- a. Sunday Mass - All Catholic students are obliged to attend the Holy Mass every Sunday and Holy Days of Obligation with their adviser.

- b. Araw ng Pananagutan - All students are enjoined to offer a devotional Holy Mass once a month to be arranged and supervised by the class adviser with the help of the Theology Instructor. The advisers are responsible for strict compliance.

- c. Formation/Curriculum Mass - All students together with their instructors and advisers are enjoined to offer a devotional Holy Mass once a month wearing the prescribed uniform.

Section 2. PRAYERS

The Morning Offering is to be prayed before the flag ceremony and the Prayer to the Holy Spirit and the Thanksgiving Prayer every time classes commence and terminate respectively, except during the dismissal where the Angelus must be recited.

Section 3. GAWARASAL/BIBLIARASAL

Every week, during the Theology subject, students are encouraged to share their insights and reflection regarding the message of the Gospel. This will help them to be real witness of the Lord since they would be able to know and to live according to His teachings.

Section 4. CLASS PATRON SAINT

Each course is given a Patron Saint who would serve as an inspiration for all members of the class. On the Saint's Feast day, the class spends the day with more time being given for spiritual exercise, such as participation in the Holy Mass, recitation of the Holy Rosary, making the Way of the Cross, and reflection on the life of the Patron Saint and outreach program.

Section 5. PARISH ORGANIZATION

All students are urged to be involved in their Parish by joining a religious organization which one sees fit to his/her charism (abilities and capabilities) and actively participating in all its functions and activities.

Section 6. OTHER RELIGIOUS SERVICES

All students are encouraged to attend other religious activities such as popular devotions and novenas, retreats, penitential services, processions and religious rallies, but always bearing in mind that they are carrying the good name of the school.

ARTICLE X

RESEARCH POLICIES and PROGRAM FOR STUDENTS

The conduct of student researches should be in accordance with the existing research policies approved by the College's Presidents Council or Board of Trustees. Researches to be conducted should reflect academic excellence, social and environmental concerns, technology advancement and other significant developments in the respective areas of Information Technology, Office Administration, Management and Education.

SUBMISSION OF RESEARCH PROPOSALS/ FINAL COPY OR OUTPUT FOR STUDENTS

- a. Students of Bachelor's Degree Courses are required to accomplish six (6) units of credited research subject under the supervision of qualified research instructors and advisers in their respective fields of specialization.
- b. They are required to undergo the procedures of title, research proposal and final defense in the presence of a panel before the end of the Academic Year.

- c. Institutional Research Fees should be paid by students during the Semester they have enrolled for research subject/s. Professional fees subject to the approval of the Board of Trustees or College President should also be paid on the day of their proposal and of the final defense.

- d. Completed researches should be presented according to the standard College research proposal/thesis format. Hard bound (3 copies) and a cd to be submitted in the following offices: Library, College Dean's Office and Research and Planning Development Office must be in color codes; black for Information and Technology, green for Office Administration/Management and Royal Blue for Education.

- e. The Research Instructor/Research Adviser/ Chairperson or Dean of the Department should submit a report of their on-going student research activities to the RPDO Coordinator for Monitoring and Evaluation. Proper forms for each stage (from title defense, colloquium to final defense) should be filled out and duly signed by the persons concerned. A copy should be submitted to the office of Research Planning and Development Office for filing.

APPENDICES

APPENDIX A

POLICY ON ANTI-BULLYING

DEFINITION OF BULLYING

“Bullying” refers to any severe, or any repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process of the orderly operation of a school.

TYPES

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim’s psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name calling,

tormenting and commenting negatively on victim's looks, clothes and body;

4. "*Cyber-bullying*" or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No 40, s. 2012.

THE ANTI-BULLYING COMMITTEE

The School's existing Child Protection Committee (CPC) shall also be designated as the School's Anti-Bullying Committee as required under DepEd Order No. 40, series of 2012.

Composition. The Committee shall be composed of the following;

- a. College – Chairperson
- b. Guidance Counselor – Vice Chairperson
- c. Representative of the Teachers
- d. Representative of the Parents
- e. Representative of student council; and
- f. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC) .(ad.hoc)

Functions. The Anti-Bullying Committee shall perform the following tasks.

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this Policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

HANDLING BULLYING INCIDENTS IN THE SCHOOL

Exclusive Jurisdiction. Complaints of bullying and other acts under this Policy shall be within the exclusive jurisdiction of this School or jointly by Schools whenever the incident involves students from different schools. Bullying incidents shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

Effect of Institution of Criminal Action. The filing of criminal complaint by either or both the bully and the bullied before the law enforcement agencies, prosecutor's office , or courts of law shall not operate to divest this school of its authority to conduct its own investigation, fact-finding, and or disciplinary proceeding on the students involved.

Immediate Responses. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel who was notified of a bullying incident or retaliation shall intervene, by:

- a. Stopping the bullying or retaliation immediately;
- b. Separating students involved;
- c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
- d. Ensuring the victim's safety, by;
 1. Determining and addressing the victim's immediately safety needs; and
 2. Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
- e. Bringing the bully to the Prefect of Discipline/Chairperson/College Dean.

SECTION 22. REPORTING THE BULLYING INCIDENT OR RETALIATION

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher in charge, or the Prefect of Discipline/Chairperson who shall immediately report the matter to the College Dean.
2. The School shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from another school during a school authorized or school-sponsored activity on or off-campus, the School shall promptly notify the appropriate administrator or school head of the other school so that appropriate action may be taken.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.
5. Teachers shall make sure that no bullying incident should be kept unreported or unnoticed. For this purpose, a Record of Bullying Incidents Form is designed and developed classroom or off-campus activities. The same shall be kept in strictest confidence in a central file with the Guidance Office.

FACT-FINDING AND DOCUMENTATION

The Prefect of Discipline/Chairperson/College Dean.
shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation;
and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

Referral to Experts Outside of the School. The School may, upon evaluation, refer the victim and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologist, or child protection specialist, for further assessment and appropriate intervention measures, as may be necessary. The School also undertakes to notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, in appropriate cases involving the bully or offending student.

DISCIPLINARY MEASURES

Where students resist or refuse to respond to intervention or preventative strategies to address bullying, the School will resort to stringent actions to deal with persistent and violent bullying. Disciplinary actions may or may not be resorted to by the School depending on the circumstances of each case with due consideration to the age of the students or pupils involved.

DUE PROCESS

A. Bullying cases may be initiated either through:

1. Complaint; or
2. *Amotuproprio*; Charge from the Prefect of Discipline/Chairperson/College Dean on the basis of a report of the teacher, school personnel or bystanders.

B. The complaint should be duly executed by:

1. the complaining student with the assistance of his or her parents;
2. or solely by the parents on the basis of their child statements.

C. In both instances, the complaint must be duly sworn to by the executing student and/or parent stating clearly how the act/s of bullying was/were committed and other attendant circumstances. The complaining party may attach sworn statements of witnesses and other proofs to substantiate the complaint.

D. The complaint or charge for bullying shall be filed with the

Prefect of Discipline/Chairperson/College Dean.

- E. The Prefect of Discipline/Chairperson/College Dean shall furnish the parents of the respondent student/s a copy of the complaint or charge and direct the student/s concerned with the assistance of the parents to file a Sworn Answer within a period of forty-eight hours (48) hours or within a reasonable period from receipt of the complaint or charge as may be allowed under the circumstances.
- F. Upon receipt of the Sworn Answer, the Prefect of Discipline/Chairperson/College Dean may schedule a conference with the complainant and/or the respondent separately to clarify the allegations in the complaint and the sworn answer. The Prefect of Discipline/Chairperson/College Dean may also interview witnesses, bystanders and others who may have knowledge of the circumstances surrounding the incident.
- G. The Prefect of Discipline/Chairperson/College Dean shall then issue a resolution on the complaint or charge stating clearly its basis. A resolution finding the commission of bullying shall state the appropriate sanction. The resolution shall be deemed a recommendation to the Principal, which the latter may either disapprove or modify.

The decision of the College Dean may be subject to reconsideration, or appeal to the Schools Division, within a period of (10) calendar days from receipt of the decision.

SANCTIONS

1. If the act of bullying committed does not fall under any offense defined in the Student Manual, the following sanctions shall apply:
 - 1.1. First Offense: Reprimand and Summon of Parents
 - 1.2. Second Offense: Suspension from Classes for three (3) to five (5) school days, or Community Service for three (3) to five (5) school days, or both. The duration of the suspension and/or community service may be further reduced or lengthened by the School depending on the nature, gravity or severity of the bullying act.
 - 1.3. Third or Subsequent Offense: Non-Readmission to Exclusion.
2. If the act of bullying committed falls under an offense already defined and prohibited in the Student Manual, the higher the penalty or sanction shall apply.
3. Depending on the seriousness or gravity of the offense committed and/or the extent of injuries suffered by the victim, the School reserves the right to impose the extreme penalty of expulsion subject to approval of the Department of Education.
4. In addition to the disciplinary sanction imposed, the School

may, after careful evaluation, likewise refer the alleged bully and/or the alleged victim for counseling School's Guidance Counselor or to a private counselor of their choice, or to other intervention programs of the School should it become necessary.

PREVENTIVE SUSPENSION

The School may at its discretion and during the pendency of the investigation, put any student on preventive suspension for a period not longer than three (3) school days, if there is reason to believe that the presence of said student might put him/her at risk of more harm, or will jeopardize the general peace and order of the campus. Such preventive suspension may extend to the parents or guardians of the students involved in the incident. In such case, the parents are barred from entering the School's premises or attend School activities during the said suspension.

FALSE ACCUSATION OF BULLYING

If a student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to the same disciplinary actions or to appropriate interventions for "bullies" under this Policy.

CONFIDENTIALITY

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Anti-Bullying Committee, teacher concerned, and the Prefect of Discipline/Chairperson/College Dean, provided that the names may be made available to the parents or guardians of students who are or have been victims of bullying or retaliation.

Any school personnel who commits a breach of confidentiality shall be subject to appropriate sanctions including termination of employment as may be provided in the School's Employee's Handbook.

APPENDIX B

**AN ACT REGULATING HAZING AND OTHER
FORMS OF INITIATION RITES IN FRATERNITIES
AND SORORITIES, AND OTHER ORGANIZATIONS
AND PROVIDING PENALTIES THEREFORE
(REPUBLIC ACT NO. 8049)**

SECTION 1. Hazing as used in this act is an initiation rite, or practice undertaken as a pre-requisite for admission into membership in a fraternity, sorority, or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish, and similar tasks or activities; or otherwise subjecting him to physical or psychological suffering or injury.

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

SECTION 2. No hazing or initiation rites in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the school authorities or head of the organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities, which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be will employed by anybody during such initiation rites.

SECTION 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school organization, as the case may be, to be present during the initiation. It is the duty of such representative to ensure that no physical harm of any kind shall be inflicted upon a recruit, neophyte, or applicant.

SECTION 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority, or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer the penalty of:

1. *Reclusion Perpetua* if death, rape, sodomy, or mutilation results from the hazing.
2. *Reclusion temporal* in its maximum period if, as consequence of the hazing, the victim shall become insane, mentally retarded, impotent, or blind.

3. *Reclusion temporal* in its medium period if, as consequence of the hazing, the victim shall have lost the ability to speak, hear, or smell; lost an eye, a hand, a foot, an arm, or a leg or the use of any such member; or becomes incapacitated for the activity or work in which he is habitually engaged.
4. *Reclusion temporal* in its minimum period if, as consequence of the hazing, the victim shall be deformed or unable to use a limb; or, for more than 90 days, become ill or incapacitated for the activity or work in which he is habitually engaged.
5. *Prison mayor* in its maximum period if, as consequence of the hazing, the victim shall, for more than 30 days, be ill or incapacitated for the activity or work in which he is habitually engaged.
6. *Prison mayor* in its medium period if, as consequence of the hazing, the victim shall, for ten 10 days or more, be ill or incapacitated for the activity or work in which he is habitually engaged; or if the injury sustained shall require medical attention for the same period.
7. *Prison mayor* in its minimum period if, as consequence of the hazing, the victim shall, for one
(1) to nine (9) days, be ill or incapacitated for

(2) the activity or work in which he is habitually engaged; or if the injury sustained shall require medical attention for the same period.

8. *Prison correctional* in its maximum period if, as consequence of the hazing, the victim sustained physical injuries that neither prevent him from engaging in his habitual activity or work nor require medical attention. The officials of the school, police, military, or citizen's army training organization may impose appropriate sanctions on the person or persons charged under this provision even before a conviction. The maximum penalty herein provided shall be imposed in any of the following instances:
- a. When the recruitment is accompanied by force, violence, threat, intimidation, or deceit on the Person of the recruit whose fuses to join.
 - b. When the recruit, neophyte, or applicant initially consents to join but, upon learning that hazing will be committed on his person, is prevented from quitting.
 - c. When the recruit, neophyte, or applicant, having undergone hazing, is prevented through force, violence, threat or intimidation from reporting the unlawful act to his parents or guardians, proper school authorities, or police.

- d. When the hazing is committed outside of the school or institution.
- e. When the victim is below 12 years of age at the time of hazing

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

School authorities, including faculty members who consent to the hazing or have actual knowledge thereof but failed to take any action to prevent it, shall be punished as accomplices of the perpetrators. The present and officers, or alumni of the organization, group, fraternity, or sorority who actually planned the hazing but were not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity, or sorority who knowingly cooperated in carrying out a hazing session by inducing the victim to be present thereat shall be liable as principals.

A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent it shall be liable as a principal. The presence of any person during the hazing is prima facie evidence of

participation therein as a principal unless he prevented the commission of the act punishable herein.

Any person charged under this provision shall be entitled to the mitigating circumstances that there was no intention to commit such grave wrong.

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

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SECTION 6. All laws, orders, rules, or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect 15 days after its publication in at least two (2) national newspapers of general circulation.

APPENDIX C

PREVENTIVE MEASURES AGAINST VIOLENCE and SANCTIONS ON FRATERNITIES AND SORORITIES

COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

January 25, 1998

CHED Order No. 4, 1995

PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS
ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

TO: CHED Regional Directors
Head of Private Schools, Colleges and Universities
Presidents of State Colleges and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God given talents for self-development and, collectively, for nation- building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students

in colleges and universities. Fraternities and other student organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.

3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future.

The following preventive measures are therefore suggested:

- 4.1. Monthly meetings of heads of fraternities in Council of Equal.;

- 4.2. Regular gatherings of fraternities' members through sports, cultural events and joint community projects where there are cross membership.
- 4.3. Reporting a potential conflict to the Head of the fraternity as a standard procedure; the head in turn will patch it up with his counterpart.
- 4.4. Internal policing by the fraternities themselves.
- 4.5. Long-term re-orientation of the role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood.
- 4.6. More interaction between the School Administration and the fraternities.
- 4.7. Informing parents about the participation of their children in fraternities.
- 4.8. Use of the fraternity alumni members to counsel resident members.
- 4.9. Oblige fraternities to observe ethical code in their organizational vision and objectives

which should include a commitment to solve problems in a peaceful and friendly way.

5. In order to deter violence among fraternities, the following sanctions shall be strictly carried out:

- 5.1. Automatic expulsion of any fraternity member for:

- a. starting or taking the offensive action that clearly provokes violence.

- b. carrying of knives, sticks, pipes, guns, and Other deadly weapons in schools.

- c. extortion.

- 5.2. Sixty (60) days suspension of all officers of a fraternity found guilty of starting action that will provoke violence.

- 5.3. Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.

6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other

students' aggrupation. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.

7. Immediate dissemination for this order is desired.

(SGD.) RICARDO T. GLORIA
Chairman

APPENDIX D

TREASURY OF PRAYERS

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, reparation for my sins, the reunion of all Christians. I offer them for the intentions of our Bishops and all the Apostles of Prayers (Our Father, Hail Mary, Glory Be)

Come Holy Spirit

AT THE BEGINNING OF THE CLASS

In the name of the Father

ALL : Come O Holy Spirit, fill the hearts of the faithful and enkindle in them the fire of Thy love.

TEACHER : Send forth thy Spirit, and Thou shalt be created

ALL : And Thou shalt renew the face of the earth.

LET US PRAY.

O God, who, by the light of the Holy Spirit, didst instruct the hearts of the faithful, grant that in the same Spirit we may be truly wise, and ever rejoice in his consolation through the same Christ, our Lord, Amen.

AT THE END OF THE CLASS

In the name of the Father....

ALL : We give Thee thanks, o Almighty God, for Your universal benefit who lived and reigneth world without end. Amen.

Panalangin Para sa Mga Bokasyon

Panginoon, sinabi Mo, "Anong sagana ng aanihin ngunit iilan lamang ang manggagapas. Idalangin ninyo sa May-ari ng bukid na magpadala sa Siya ng marami pang manggagapas."

Tumatawag kami ngayon sa Iyo, Panginoon, na magpadala Ka pa ng mga manggagapas. Pukawin Mo sa puso n gaming mga kababataan ang masidhing pagnanais na maihandog sa Iyo at sa kanilang kapwa- tao, ang kanilang buhay sa pamamagitan ng pagiging pari, madre, relihiyoso, misyonero o laykong-lingkod.

Panginoon, mangyari nawa ang kalooban Mo lalung-lalo na dito sa aming Parokya ng Sta. Ursula. O Maria, Ina ng Bokasyon. Ipanalangin Mo Kami.

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.

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.

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 will be forever. Amen.

The 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, 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.

Hail Holy Queen

Hail! Holy Queen Mother of Mercy, Hail! Our life, our sweetness and our hope! To You do we cry poor banished children, of Eve, to you do we send up our sighs, mourning and weeping in this valley of tears. Turn, then your most gracious advocate, your eyes of mercy towards us, and after this our exile show us the blessed Fruit of your womb, Jesus. O Clement, O loving, O sweet Virgin Mary.

L : Queen of the Most Holy Rosary, pray for us.

A: That we may be made worthy of the promises of Christ.
(When praying the rosary)

L: Pray for us, O Holy Mother of God.

A: That we may be made worthy of the promises of Christ.

Let us pray.

O God, who's only begotten Son, by His life death and resurrection has purchased for us the rewards of eternal life,

grant, we beseech thee that meditating upon these mysteries of the most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain, what they promised through the same Christ our Lord. Amen.

The Memorare

Remember, O Most Gracious Virgin Mary that never was it known that anyone who fled to your protection, implored your help and sought your intercession, was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, my Mother. To you, I come, before you I stand, sinful and sorrowful, O Mother of the word incarnate, despise not my petitions, but in your mercy, hear and answer me, Amen.

Act of Contrition

O my God, I am heartily sorry for having offended you, and I detest all my sins, because I dread the loss of heaven and the pains of hell. But most of all because I have offended You, my God who are so good and deserving of all my love, I firmly resolve with the help of Your grace, to confess my sins, to do penance and to amend my life, Amen.

Angelus

V: The Angel of the Lord declared unto Mary.

R: And she was conceived by the power of the Holy Spirit.
(Hail Mary... Holy Mary...)

V: Behold, the handmaid of the Lord.

R: Be it done unto me according to Your word.
(Hail Mary. Holy Mary.)

V: And the Word was made flesh.

R: And dwelt among us. (Hail Mary, Holy Mary)

V: Pray for us, O Holy Mother of God.

R: That we may be worthy of the promises of Christ.

Let us pray.

Pour forth we beseech You, O Lord, Your grace into your 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.

Regina Coeli

V. Queen of Heaven, rejoice, alleluia!

R. For He whom you deserved to bear, alleluia!

V. Has risen as he said, alleluia!

R. Pray for us to God, alleluia!

V. Rejoice and be glad, O Virgin Mary, alleluia!

R. Because the Lord is truly risen, alleluia!

Let us pray.

O God you mercifully brought joy to world by the resurrection of your Son, our Lord Jesus Christ. Grant that we may come to the joy of everlasting life through the prayers of His mother, the Virgin Mary. Through the same Christ, our Lord. Amen.

Glory to the Father (3x)

APPENDIX E

MYSTERIES OF THE HOLY ROSARY

The Joyful Mysteries (Mondays and Saturdays)

1. The Annunciation of the Archangel Gabriel to the Blessed Virgin Mary
2. The Visitation of the Blessed Virgin Mary to St. Elizabeth
3. The Birth of Christ in Bethlehem
4. The Presentation of Jesus in the Temple
5. The Finding of Child Jesus in the Temple

The Sorrowful Mysteries (Tuesdays and Fridays)

1. The Agony in the Garden of Gethsemane
2. The Scourging of Jesus at the Pillar
3. The Crowning of Jesus with Thorns
4. The Carrying of the Cross to Mount Calvary
5. The Crucifixion and Death of Jesus on Mount Calvary

The Glorious Mysteries (Wednesdays and Sundays)

1. The Resurrection of Jesus
2. The Ascension of Jesus
3. The Descent of the Holy Spirit Upon the Apostles
4. The Assumption of the Blessed Virgin Mary in Heaven
5. The Coronation of Mary as Queen of Heaven and Earth

The Luminous Mysteries (Thursdays)

1. The Baptism in the Jordan River.
2. The Self Manifestation at the Wedding Feast at Cana
3. The Proclamation of the Coming of the Kingdom of God with the Call of Conversion.
4. The Transfiguration of our Lord.
5. The Institution of the Holy Eucharist as the Sacramental Expression of the Paschal Mystery

APPENDIX F

HOLY MASS

INTRODUCTORY RITES

[stand]

Entrance Procession:



Liturgical Greeting:

[All together make the sign of the cross.]

Priest: In the name of the Father, and of the Son, and of the Holy Spirit.

All: Amen.

Priest: The grace of our Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all.

All: And with your spirit.

Penitential Act:

Priest: Brethren (brothers and sisters), let us acknowledge our sins, and so prepare ourselves to celebrate the sacred mysteries.

All:

I confess to almighty God and to you, my brothers and sisters, that I have greatly sinned, in my thoughts and in my words, in what I have done and in what I have failed to do, through my fault, through my fault, through my most grievous fault; therefore I ask blessed Mary ever-Virgin, all the Angels and Saints, and you, my brothers and sisters, to pray for me to the Lord our God.

Priest: May almighty God have mercy on us, forgive us our sins, and bring us to everlasting life.

All: Amen.

Kyrie:

Priest: Lord, have mercy.
mercy.

All: Lord, have

Priest: Christ, have mercy.
mercy.

All: Christ, have

Priest: Lord, have mercy.
mercy.

All: Lord, have

Rite for the Blessing and Sprinkling of Water:

Priest: Dear brothers and sisters, let us humbly beseech the Lord our God to bless this water he has created, which will be sprinkled on us as a memorial of our Baptism. May he help us by his grace to remain faithful to the Spirit we have received.

Priest: Almighty ever-living God, who willed that through water, the fountain of life and the source of purification, even souls should be cleansed and receive the gift of eternal life; be pleased, we pray, to bless + this water, by which we seek protection on this your day, O Lord.

Renew the living spring of your grace within us and grant that by this water we may be defended from all ills of spirit and body, and so approach you with hearts made clean and worthily receive your salvation.

Through Christ our Lord.

All: Amen.

Priest: May almighty God cleanse us of our sins, and through the celebration of this Eucharist make us worthy to share at the table of his Kingdom.

All: Amen.

Gloria:

All: Glory to God in the highest, and on earth peace to people of good will. We praise you, we bless you, we adore you, we glorify you, we give you thanks for your great glory. Lord God, heavenly King, O God, almighty Father. Lord Jesus Christ, Only Begotten Son, Lord God, Lamb of God, Son of the Father, you take away the sins of the world, have mercy on us; you take away the sins of the world, receive our prayer; you are seated at the right hand of the Father, have mercy on us.

For you alone are the Holy One, you alone are the Lord, you alone are the Most High, Jesus Christ, with the Holy Spirit, in the glory of God the Father. Amen.

Collect:

Priest: Let us pray.

[After a time of silent prayer, the priest sings or says the Collect, which is different for each Mass. At the end, the

people proclaim their consent.]

All: Amen.

[sit]

LITURGY OF THE WORD



First Reading:

Lector: A reading from the Book of...

(or the Letter of...; or the Acts of the Apostles).

[Different readings are prescribed for each day. At the end of the reading, the lector proclaims, and the people respond:]

Lector: The Word of the Lord.

All: Thanks be to God!

Responsorial Psalm:

[The choir and/or cantor sing or recite the psalm; the people join in the repeated response.]

Second Reading:

[A second reading is prescribed for all Sundays and major feasts, but not for most weekdays or minor feasts.]

The lector's introduction and conclusion and the people's response are the same as in the First Reading, above.]

[stand]

Alleluia or Gospel Acclamation:

Choir or Cantor: Alleluia! **All repeat: Alleluia!**

Choir or Cantor: [verse] **All repeat: Alleluia!**

Gospel:

Before the Gospel Proclamation:

Priest: The Lord be with you. **All: And with your spirit.**

Priest: A reading from the Holy Gospel according to...

[*Matthew, Mark, Luke, or John*]

All: Glory to you, O Lord!

After the Gospel Proclamation:

Deacon (or Priest): The Gospel of the Lord.

All: Praise to you, Lord

Jesus Christ!

[sit]

Homily:

[stand]

Creed (Profession of Faith):

[On Sundays and Solemnities, the Niceno-Constantinopolitan Creed is normally recited by everyone after the homily. The Apostles' Creed may also be used, esp. in celebrations of Masses with children.]

**NICENO-CONSTANTINOPOLITAN
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,**

**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 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.

**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.

Universal Prayer (Prayer of the Faithful, or General Intercessions):

Lector: ...let us pray to the Lord.

All: Lord, hear our prayer. [*or a similar response, repeated after each petition*]

[sit]

LITURGY OF THE EUCHARIST



Presentation and Preparation of the Gifts:

Priest: Blessed are you, Lord God of all creation, for through your goodness we have received the bread we offer you: fruit of the earth and work of human hands, it will become for us the bread of life.

All: Blessed be God for ever.

Priest: Blessed are you, Lord God of all creation, for through your goodness we have received the wine we offer you: fruit of the vine and work of human hands it will become our spiritual drink.

All: Blessed be God for ever.

[stand]

Priest: Pray, brethren (brothers and sisters), that my sacrifice and yours may be acceptable to God, the almighty Father.

**All: May the Lord accept the sacrifice at your hands,
for the praise and glory of his name, for our good,
and the good of all his holy Church.**

Prayer over the Offerings:

*[The priest sings or says this prayer, which is different for each
Mass. At the end, the people sing or say in response:]*

All: Amen.

Eucharistic Prayer:

Preface Dialogue:

Priest: The Lord be with you.

All: And with your spirit.

Priest: Lift up your hearts.

All: We lift them up to the Lord.

Priest: Let us give thanks to the Lord, our God.

All: It is right and just.

Sanctus:

**All: Holy, holy, holy Lord God of hosts,
Heaven and earth are full of your glory.**

**Hosanna in the highest.
Blessed is he who comes in the name of the Lord.
Hosanna in the highest.**

[kneel]

Mystery of Faith (Memorial Acclamation):

Priest: The mystery of faith:

***All:* We proclaim your death, O Lord, and profess your Resurrection until you come again.**

Doxology and Great Amen:

Priest: Through him, and with him, and in him, O God, almighty Father, in the unity of the Holy Spirit, all glory and honor is yours, for ever and ever.

***All:* Amen!** [*may be sung more than once*][stand]

COMMUNION RITE

Lord's Prayer:

Priest: At the Savior's command and formed by divine teaching, we dare to say:

***All:* 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.**

Priest: Deliver us, Lord, we pray, from every evil, graciously grant peace in our days, that, by the help of your mercy, we may be always free from sin and safe from all distress, as we await the blessed hope and the coming of our Savior, Jesus Christ.

***All:* For the kingdom, the power, and the glory
are yours, now and forever.**

Sign of Peace:

Priest: Lord Jesus Christ, who said to your Apostles, Peace I leave you, my peace I give you, look not on our sins, but on the faith of your Church, and graciously grant her peace and unity in accordance with your will. Who live and reign for ever and ever.

***All:* Amen.**

Priest: The Peace of the Lord be with you always.

***All:* And with your spirit.**

Priest: Let us offer each other a sign of peace.



[The ministers and all the people exchange an embrace, handshake, or other appropriate gesture of peace with those near them, according to local custom.]

Fraction of the Bread:

**All: Lamb of God, you take away the sins of the world:
have mercy on us.**

**Lamb of God, you take away the sins of the world:
have mercy on us.**

**Lamb of God, you take away the sins of the world:
grant us peace.**

[kneel]

Communion:

Priest: Behold the Lamb of God, behold him who takes away the sins of the world. Blessed are those called to the supper of the Lamb.

**All: Lord, I am not worthy that you should enter
under my roof, but only say the word and my
soul shall be healed.**

[Announcements, etc.]:

[stand]

Final Blessing:

Priest: The Lord be with you.

All: And with your spirit.

Priest: May almighty God bless you, the Father, and the
Son and the Holy Spirit.

All: Amen.

Dismissal:

Priest: Go forth, the Mass is ended.

All: Thanks be to God!

[Recessional and Closing Song]



LUPANG HINIRANG

Bayang magiliw
Perlas ng silanganan
Alab ng puso
Sa dibdib mo'y buhay

Lupang Hinirang
Duyan ka nang magiting
Sa manlulupig
Di ka pasisiil

Sa Dagat at bundok sa simoy At
sa langit mo'y bughaw
May dilag ang tula
At awit sa paglayang minamahal
Ang kislap ng watawat mo'y tagumpay na nagniningning
Ang bituin at araw niya'y kailanpama'y di magdidilim

Lupa ng araw ng luwalhati't pagsinta
Buhay ay langit sa piling mo
Aming ligaya nang pag
May mang-aapi
Ang mamatay ng dahil sayo

PANATANG MAKABAYAN

Iniiibig ko ang Pilipinas,
Aking lupang 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 aking paaralan
Tutuparin ko ang mga tungkulin ng
isang mamayang makabayan;
Naglilingkod, nag-aaral at nagdarasal
Nang buong katapatan
Ilaalay ko ang aking buhay,
Pangarap, pagsisikap
sa bansang Pilipinas

DepEd REGION IV-A CALABARZON MARCH

- a. Dito sa Timog Katagalugan Sumibol
ang bagong pangalan
Ang kaunlaran, kay bilis at masagana
Lahat kami'y may pagkakaisa
Sa mithiin ay sama-sama Mabuhay!
Ang CALABARZON CALABARZON sa
habang panahon

INTERLUDE:

- b. Lalawigang Rizal, Cavite, Laguna, Batangas,
Quezon at mga lungsod pa Antipolo, San Pablo, Cavite,
Lucena, Batangas, Calamba, Tanauan at Lipa...
Hey! Hey!

- c. Mga Kawani at tanging-tangi
Maglingkod ay laging gawi
Kaylan pa man, sa Diyos ang aming lahi

Kabataan ay paunlarin Ito ang
unang layunin
Mabuhay ang CALABARZON CALABARZON sa
habang panahon

Repeat Interlude (B), to (A) then Coda:

Mabuhay ang CALABARZON
CALABARZON.....
Sa Habang panahon.....
MABUHAY!!!!!!!!!!!!!!!

Music and Lyrics by: **AGAPITO M. CARITATIVO**

BINANGONAN CATHOLIC COLLEGE

Binangonan, Rizal

PARENTS/STUDENTS - SCHOOL AGREEMENT

Date _____

To The ADMINISTRATION:

I have read carefully the BCC STUDENT HANDBOOK and agreed to abide by all its contents and all other policies therein.

STUDENT'S NAME : _____

STUDENT'S SIGNATURE : _____

YEAR and COURSE : _____

=====

(FOR STUDENTS UNDER 18 YEARS OLD)

We have read the BCC STUDENT HANDBOOK and agreed to abide by all its contents and all other policies therein.

FATHER'S NAME : _____
Signature Over Printed Name

MOTHER'S NAME : _____
Signature Over Printed Name

GUARDIAN'S NAME : _____
Signature Over Printed Name

SCHOOL COPY



