

# CHAPTER I

## I. HISTORICAL BACKGROUND

Saint John Paul II Minor Seminary was built in 2007 prepare high school student for the Major Seminary, through the initiative of Most Reverend Gabriel V. Reyes, D.D. Diocesan Bishop of Antipolo from 2003 to 2016. In his letter dated July 15, 2006, he announced the construction of the minor seminary and urged each parish to bring in at least two candidates. The seminary board initially chose the name Our Lady of Antipolo Minor Seminary. The first building was blessed on August 3, 2007 by His Eminence Gaudencio Cardinal B. Rosales, D.D., Archbishop of Manila. The following year, the second building was blessed by His Eminence Ricardo Cardinal Vidal, D.D., Archbishop of Cebu. During the term of Rev. Fr. Mabini O. Cabildo as the first Rector from 2007-2010, the name became John Paul II Minor Seminary. The second seminary Rector from 2010-2011 was Rev. Fr. Joselito A. Santos. From 2011-2016, Rev. Fr. Jose C. Bautista served as the third seminary Rector. The current Rector, who began in 2016, Rev. Fr. Neil Vincent M. Tacbas. During his term, the namesake of the seminary was canonized, which was why our formation house became Saint John Paul II Minor Seminary.

## II. SEMINARY LOGO

The yellow and blue seal of the seminary is symbolic of its goals and backgrounds. The circular shape represents God as Alpha and Omega, beginning and end. It also symbolized that formation is a never-ending experience, from birth to the present. The yellow background and the papal seal represent the papacy of St. John Paul II. The blue background and the tipolo leaves are for Mary, Our Lady of Peace and Good Voyage, the Virgin of Antipolo. Totus Tuus, Totally Yours, is the motto of the seminary patron saint, a life offered to God and Mary. The Wheat and Grapes represent the Holy Eucharist, the priestly ministry to which we aspire. The Cross represents Christ, whose priesthood and life of self-donation we desire to follow. This seal was made in 2007 by the late Rev. Fr. Joel S. Victorino, one of the seminary's external spiritual directors and diocese's Vocation Director for many years.

### **III. PHILOSOPHY**

1. Priestly Vocation tends to show itself in the pre-adolescent years of in the earliest years of youth.
2. To provide for each necessary foundation, the whole work of priestly formation needs a suitable human formation. Future priests cultivate a series of human qualities that make them balanced people.
3. The educational process of a spiritual life, seen as a relationship and communication with, derives and develops from the fundamental and irrepressible need that man is open to the transcendent, the absolute. Man has a heart that is restless until it rests in God.
4. The whole training of students should have as its object to make the shepherds of souls after the example of our Lord Jesus Christ.
5. Intellectual formation has its own characteristics, but it is also deeply connected with both human and spiritual formation.
6. It is fundamental demand of human intelligence to acquire wisdom which opens to and is directed toward knowing and adhering to God.
7. Community life is at once the focus and the fruits of seminary formation. It is an experience of becoming Church.

### **IV. VISION**

Saint John Paul II Minor Seminary is a formative community animated by the spirit of Pope John Paul II that aims to nurture the seeds of priestly vocation in the persons of the adolescents by providing a model in living life worthy of the Gospel to build a Church as a true community of disciples

### **V. MISSION**

- A. Nurturing and protecting the seeds of vocation in adolescents.
- B. Providing timely human, socio-pastoral, cultural, academic, and spiritual formation which will lead the adolescent to embark on the path of the Major Seminary with an adequate foundation.
- C. Helping the seminarians develop an intimate relationship with God.

- D. Providing quality basic education to develop intellectual capacity necessary for Major Seminary studies.
- E. Providing a careful preliminary discernment and accompaniment among the seminarians.

## CHAPTER II

### I. ADMISSION POLICIES AND PROCEDURES

A. **Phase One: Application Process.** The applicant gives the following documents to the Office of the Seminary Secretary:

1. Letter of Intent to enter the Seminary (Appendix 1)
2. Recommendation from the Parish Priest
3. Form 138 (Report Card)
4. Certificate of Live Birth
5. Parent's Certificate of Marriage
6. Certificate of Baptism
7. Certificate of Confirmation
8. 1x1 and 2x2 recent ID Picture
9. 4R recent Picture (whole body)
10. Recent Medical Certificate of Good Health

B. **Phase Two: Entrance Test.** The applicant goes to Our Lady of Peace School Guidance Testing Center upon confirmation of his test schedule. He takes three exams;

1. RAVEN
2. Otis-Lennon
3. BarOn

He must pass the exam to be considered for next phase of application process.

### C. Phase Three: Interview

The applicant goes to Saint John Paul II Minor Seminary for the series of interview. If he passes, then he continues to Phase Four.

#### **D. Phase Four: Live-in Screening**

This is a 3-day and 2-night experience of seminary life for the applicants. While he is there, he will be evaluated according to his participation and involvement in the different activities. His over-all performance and behavior will be the basis for his admission or non-admission.

#### **E. Phase Five: Final Deliberation and Formal Acceptance**

On the last day of the Live-in Screening, the Rector will issue an official and final decision about an applicant's admission/non-admission through a letter addressed to the parents.

#### **F. ENROLLMENT PROCEDURE**

1. Give all requirements to the Secretary's Office.
2. Carry out Enrollment Form
3. Continue to the Finance Office for Assessment and Payment of Fees.
4. Continue to the Offices of the Prefect of Discipline and the Prefect of Studies for signature
5. Continue to Office of the Rector for approval and return the Enrollment Form to the Secretary.

#### **G. PAYMENT OF SEMINARY FEES**

The mode of payment for paying the Seminary Fees is annual, semestral, and monthly.

At the end of the school year, no record will be released to any seminarian who has not fully settled his financial obligations.

## CHAPTER III

### I. COMMUNITY LIFE FORMATION

**RATIONALE:** 'The human point of view, the minor seminary should strive to become 'a community built on deep friendship and Christian institution, the seminary should become – as the Synod Fathers continue- an 'ecclesial community', a 'community of the disciples of the Lord in which the one same liturgy (which imbues life with a spirit of prayer) is celebrated; a community molded daily in the reading and meditation of the word of God and with the sacrament of the Eucharist, and in the practice of fraternal charity and justice; an community in which, as its life and the life of each of its members progresses, there shine forth the Spirit of Christ and love for the Church.' (*Pastores Dei Vobis*, 60)

**CORE VALUES:** Community life is an experience of becoming a true Catholic Christian community. It is in this community that seminarians can foster good relationships with other persons. In the context of seminary life and formation, the vocation to the priesthood matures in faith, hope, and love.

- A. **COOPERATION:** a seminarian collaborates with his fellow seminarians, with his formators and with the personnel. Entrusted with responsibilities, he willingly performs the tasks attached to his office and the special tasks assigned to him. Likewise, his cooperation demands him to be sensitive to the needs of others and to be generous in sharing his time, talent, and treasure.
  
- B. **RESPECT:** a seminarian displays the utmost respect toward his formators, professors, seminary personnel, and his fellow seminarians. With his identity, he gives respect even to people outside the seminary like the clergy, his family members and relatives, and to every ordinary person he deals with. Likewise, respect requires him to recognize boundaries in dealing with his fellow seminarians such as material, emotional, and physical boundaries.

- C. **FRATERNAL CHARITY:** a seminarian recognizes with love that his brother is his brother in the eyes of Good, all being children of God. With this belief, a seminarian deals with his fellows, as in a family, by showing love, prudence, and politeness.
- D. **GENTEELNESS:** a seminarian manifests in his attitude and behavior, in his speech and thought, the signs of having a good upbringing. Proper to his identity as a seminarian, he joyfully shows civility, refined manners, and decency in his actions and words.

## II. THE SEMINARY ADMINISTRATION AND COMMITTEES

### A. THE FORMATORS AND ADMINISTRATORS

1. **The BISHOP** as the chief pastor of the diocese takes responsibility for the formation of future priests. He shows concern to those who are preparing for the priesthood. He ensures stability of seminary formation, motivates seminarians in their pursuit of their calling. (*Updated Philippine Program for Priestly Formation, UPPPF, 186*).
2. **The RECTOR**, acts as the chief administrative officer and directs the overall government of the seminary. He has full powers over all matters in the seminary while observing the principle of collegiality. It is the task of the Rector, as the main overseer of the community and of the formation program, to build up the formation team as a true human community. On him also rests the responsibility of exercising authority that enhances the human qualities the seminary aims to foster among the seminarians. He is seen as the spiritual leader whose decisions, options, and leadership style depend to a significant extent the spiritual atmosphere of the seminary community (*UPPPF, 53, 89*). As the overseer of the formation program, the Rector strives to inject a healthy spirit of intellectual pursuit within the general seminary program and atmosphere. Since it falls on him to lead the whole seminary toward the fulfillment of a vision of formation, he must show a level intellectual maturity and a stimulating mind that invites others to embrace the vision (*UPPPF, 133*).

3. **PREFECT OF DISCIPLINE or PREFECT or DEAN OF SEMINARIANS**, takes care of the overall discipline in the seminary as well as the co-curricular program and daily life schedule of seminarians. He gives emphasis on the conduct of seminarians as befitting men preparing for the priesthood and contributing to the wholesome spirit of the community. He takes charge of handling proper initial interventions and observes due process in matters of disciplinary situations.
4. **PREFECT OF STUDIES or SCHOOL HEAD/PRINCIPAL**, helps seminarians get habits necessary for achieving intellectual growth. With the help of the seminary faculty and seminarians' organizations, he implements the curriculum and supervises academic endeavors in the seminary (UPPPF,134). He is primarily responsible for formulating a program of studies that is not just academically sound but is truly formative of seminarians in their quest for self-identity and a sense of mission. He should coordinate with the formation team and teaching staff so that the other aspects of seminary formation are coordinated with the intellectual formation (UPPPF, 254). The prefect of studies or principal, coordinates with the prefect of discipline, and teachers about the academic schedule and co-curricular program of the seminary. He also confers with teachers to be able to guide the intellectual and cultural progress of seminarians according to the mission and vision of the seminary. He is responsible in keeping academic records of the seminarians. He is also the liaison officer of the seminary with the other educational institutions.
5. **SPIRITUAL DIRECTOR**, takes care of the spiritual formation of each seminarian and the seminary community in general. Such spiritual programs consist of liturgical activities, spiritual exercises, retreats, conferences, recollections, personal guidance, and others. The spiritual director plays a privileged role in helping the seminarians towards their quest for genuine human and spiritual formation. He guides seminarians through spiritual conferences, from the sacredness and intimacy of the heart. Since basic human issues are shared by seminarians, the spiritual director has the precious

opportunity to guide seminarians to maturity (UPPPF, 54, 80).

6. **GUIDANCE COUNSELOR**, is concerned about the Internal dynamics of seminarians. The counselor accompanies the seminarians in their journey in the seminary, particularly in their affective maturity as adolescents. As such, the role of the counselor, is in the internal forum which means confidentiality is observed over personal matters a counselee may have opened to him/her.
7. **PROCURATOR**, manages the fiscal management of the seminary. The procurator, or house minister, is directly in-charge of checking the daily management of the seminary particularly in the proper rendering of general services namely in the community's fiscal management, dining services, and maintenance.

## **B. ADMINISTRATIVE COMMITTEES**

1. **FACULTY**, its members play a significant role in the integral formation of seminarians. They are in a privileged position to imbue the seminarians' formation with the vision of the Christian faith that they study in class. Teachers are not only providers of information or skills but also witnesses to the human values that the seminarians need to acquire. Teachers who exhibit humble erudition, critical fidelity, and gentle justice have lasting impact on their students (UPPPF,57).
2. **ACADEMIC COUNCIL** shall be composed of the Principal as its head and its members, the Rector, Class Advisers, and the members of the faculty. It is the deciding body on academic matters and other school concerns.
3. **GRIEVANCE COMMITTEE** shall be composed of the Prefect of Discipline, as head, together with the Principal, and the Class Advisers of the seminarians involved in a disciplinary case that happened during school hours. When the disciplinary case happened within the house of formation, the Grievance Committee shall be composed of the Prefect of Discipline, as the head, together with the Formation Team, namely, the Spiritual Director, Procurator, and Guidance Counselor. The Rector, upon recommendations of the Committee, does the

approval and recommendations, and makes the final decision.

4. **AWARDS COMMITTEE**, shall be composed of the Principal as the head with the members namely the Rector, Guidance Counselor, Class Adviser of the Graduating Class, and another teaching faculty. This committee is responsible not only as a deciding body on matters of determining qualified seminarians to a specific award but also helps in training, forming, and encouraging seminarians who have potentialities and excel in an aspect or area of learning or skill.
5. **PFTA**, the Parents-Formators-Teachers Association is an organization composed of persons who are directly in charge of the formation and education of the seminarians. It serves as the right arm and a partner of the Formation Team and the Academic Council about the planning and implementation of the programs, activities, guidelines, and policies of the seminary.
6. **SEMINARY PERSONNEL**, are non-teaching staff that manages the services for the seminarians. This is composed of the office staff, kitchen personnel, maintenance, gardeners' and drivers.

## **C. COUNCIL OF SEMINARIANS**

1. **GENERAL GUIDELINES**: the highest governing body in the seminarian's community is called Council. It is composed of qualified seminarians and chosen in election supervised by the Formation Team.
  - A. **TERM OF OFFICE AND ELECTIONS**, covers a semester period. Set of officers change every semester. Confirmation of election to an office shall be done through the seminarians' formal acceptance of duties and responsibilities in an Oath Taking Ceremony.
  - B. **MEETINGS** are held during the following times:
    1. Bukluran Meeting: 2<sup>nd</sup> Tuesday of the Month during Vespers
    2. Committee Meeting: 3<sup>rd</sup> Tuesday of the Month during Vespers
    3. Class Meeting: one RHGP session per Month, with Class Adviser.
    4. Council Meeting: 4<sup>th</sup> Tuesday of the Month,

during Study Period at the Audio-Visual Room, with Prefect of Discipline.

2. **GENERAL BEADLE**, is the supreme officer among the seminarians in the community. He shall oversee the entire community regardless of the presence or absence of the Formators. He shall function as the chairperson in the organization, coordination, integration and supervision of the community activities. He shall enforce discipline, following the Seminary Policies, Rules, and Regulations among his fellow seminarians always in any place inside and even outside the seminary, regardless of the presence and absence of the formators. He shall coordinate with the other beadle of the Council in the implementation of the rules and regulations, oversee their individual performance of duties and responsibilities and collaborate for the implementation of the different programs and activities concerning formation. He shall function as the liaison officer who serves as spokesperson on behalf of the community. He shall relay to the concerned formators the concerns, suggestions, plans, and proposals of the community. He shall promote brotherly correction among the members of the community, convenes dialogue to erring brothers and serve as the figure of unity, harmony, and understanding in the community. He shall keep the sense of brotherhood in the community. He shall settle by dialogue whenever conflicts and indifferences of seminarians arise. In serious cases of violations, he shall inform the Prefect of Discipline about the matter for due process of investigations and assessment of cases. He shall ensure cleanliness and orderliness in the formation house and shall secure peace and order in the community
3. **ASSISTANT BEADLE** shall help the General Beadle in his duties and responsibilities. He shall take over the supervisory responsibilities in the absence of the General Beadle. He shall serve as the overseer of the implementation of housework and groundwork in the community. He shall supervise the cleanliness and orderliness of the whole seminary building, its rooms, facilities, and properties.
4. **SECRETARY** shall be concerned in the management of the documents and seminary records. He shall take the Minutes of the Meeting every time the Council meets. He shall produce copies of the Minutes and supply the Seminary Formators. He

shall supervise the proper use of the Monthly Calendar of the Seminary, in the coordination with the formators.

## **D. BEADLES AND COMMISSIONS**

1. **LITURGIST** shall be the Chair of the Commission on Liturgy and Worship. He shall exercise his duties and responsibilities with direct and proper coordination with the Spiritual Director. He shall prepare the weekly Liturgy in consultation with the Formators, particularly the Spiritual Director. He shall enforce, together with the General Beadle, discipline, and pious attendance of seminarians to the different spiritual and liturgical activities. He shall always keep the orderliness and cleanliness of the chapel. He shall serve as custodian of the sacramentals, ceriales, and other materials in the chapel. He shall prepare the linens for the Mass and vestment of priests for the holy mass. He shall master the different mechanics and dynamics of the Liturgy of the Hours and the Liturgy of the Holy Eucharist, and devotional prayers. He shall make requests to the Procurator for supplies, repairs, and other necessities in the chapel. He shall assign seminarians for the following:
  - A. Prayer Leader and lector (daily)
  - B. Mass Servers
  - C. Servers for Benediction
  - D. Rosary Prayer Leader
  - E. Chapel Seating Arrangement
  - F. Pontifical Servers for Special Celebrations
2. **APOSTOLATE/SOCIAL BEADLE** coordinates with the formators for the planning, organizing, and implementing programs for the Apostolate Programs designed by the Formation Team. He shall coordinate, together with the Rector, Prefect of Discipline, and General Beadle, with the heads and officers concerned in the areas where Apostolate is to be conducted.
3. **INTELLECTUAL/ACADEMIC BEADLE** shall collaborate closely with the Principal on academic matters. He shall implement, together with the General Beadle, the proper observance of Study Period by the community. He shall create academic programs and activities that encourages intellectual improvement and promotes healthy competition among seminarians, such as quiz bees, oration, declamation, etc.
4. **PROGRAM BEADLE** shall coordinate with the Prefect of Discipline on the planning and implementation of social activities like community fellowships, agape night, etc.

5. **SPORTS BEADLE** shall coordinate with the Prefect of Discipline on the planning and implementation of sports activities such as Intramurals, Sangkan etc.

## E. OFFICES

1. **REFECTORY BEADLE** oversees the cleanliness and regularity of the community dining hall. He shall be custodian of the kitchen and other dining paraphernalia. He shall confer with the Prefect of Discipline for the table and seating arrangements of seminarians in the dining hall. He shall oversee the preparation and restoration of the dining hall every meal period. He shall check kitchen personnel or to the Procurator. In case of loss or damages, he shall report the incident to the Procurator for immediate action.
2. **MUSIC BEADLE** prepares the songs to be sung during Mass and in the Liturgy of the Hours. He shall make a regular schedule for community music practices. He shall manage keeping and securing the musical instruments. In coordination with the Liturgist, he shall make a schedule of musicians for the daily Mass and prayers.
3. **DORM BEADLE** shall oversee the whole dormitory's needs and the observation of cleanliness, order, and discipline by the seminarians. He shall schedule his members in cleaning the dorm and, if he thinks necessary, schedules a general cleaning of the dorm.
4. **BELL RINGER** is the timekeeper responsible for the observance of punctuality in the daily routine of the community. He shall coordinate with the other beadles for the order of the day, changes of schedules.
5. **INFIRMARY BEADLE** shall serve as caretaker to the sick members of the community by preparing medicine and food for them. He shall do regular check-ups on the patients and, if the sick is not able to do so, shall wash plates and utensils used by them. He shall serve as custodian of all medicines and medical equipment of the seminary. He shall make requests of medical supplies to the Procurator. He shall keep an inventory of the medical supplies.
6. **CLASS BEADLE/PRESIDENT** serve as head of the class. He shall take responsibility over his classmates and shall start activities that promote unity and brotherhood in class. He shall enforce discipline in the classroom and remind his classmates in cases

of minor and major violations. He shall oversee the orderliness and cleanliness of the classroom. He shall assign daily cleaners and garbage collectors of the day.

7. **SENTINEL** shall handle turning off the lights in the seminary right before lights off.

## **CHAPTER FOUR**

### **I. INTELLECTUAL FORMATION**

It is deeply connected with, and can be seen as a necessary expression of both human and spiritual formation; it is a fundamental demand of the human intelligence by which one “participates in the light of God’s mind” and seeks to acquire a wisdom which opens to and is directed toward knowing and adhering to God.

#### **A. CURRICULUM**

1. Grade 7, 8, 9, 10, 11 and 12 follows the K to 12 Curriculum which aims to create a functional basic education system that will produce productive and responsible citizens equipped with the essential competencies and skills for both life-long learning and employment.

#### **B. GRADING SYSTEM**

##### **1. POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K to 12 BASIC EDUCATION PROGRAM (BEP)**

- a. **Classroom Assessment** is a joint process that involves both teachers and learners. It is an integral part of learning. Teachers provide appropriate assessment when they aim to holistically measure learners’ current and developing abilities while enabling them to take responsibility in the process. This view recognizes the diversity of learners inside the classroom, the need for multiple ways of measuring their varying abilities and learning potentials, and the role of learners as co-participants in the assessment process.

Table 10. Descriptors, Grading Scale, and Remarks

DESCRIPTOR	GRADING SCALE	REMARKS
Outstanding	90-100	Passed
Very Satisfactory	85-89	Passed
Satisfactory	80-84	Passed
Fairly Satisfactory	75-79	Passed
Did Not Meet Expectations	Below 75	Failed

For Grades 4 to 10 learners	1. Final Grade of at least 75 in all learning areas	Promoted to the next grade level
	2. Did not Meet Expectations is not more than two learning areas	Must pass remedial classes for learning areas with failing mark to be promoted to the next grade level. Otherwise the learner is retained in the same grade level.
	3. Did not Meet Expectations is three or more learning areas	Retained in the same grade level
	<b>REQUIREMENTS</b>	<b>DECISION</b>
	4. Must pass all learning areas in the Elementary	1. Earn the Elementary Certificate 2. Promoted to Junior High School
	5. Must pass all learning areas in the Junior High School	1. Earn the Junior High School Certificate 2. Promoted to Senior High School
For Grades 11 to 12 Learners	1. Final Grade at least 75 in all learning areas in a semester	Can proceed to the next semester
	2. Did not Meet Expectations in a prerequisite subject in a learning area.	Must pass remedial classes for failed competencies in the subject before being allowed to enroll in the higher-level subject.
	3. Did not meet Expectations in any subject or learning area at	Must pass remedial classes for failed competencies in the subjects

	the end of the semester	or learning areas to be allowed to enroll in the next semester. Otherwise, the learner must retake the subjects failed.
	4. Must pass all subjects or learning areas in Senior High School	Earn the Senior High School Certificate

INITIAL GRADE	TRANSMUTATION TABLE	INITIAL GRADE	TRANSMUTED GRADE
100	100		
98.40 - 99.99	99	66.40 – 67.99	79
96.80 – 98.39	98	64.80 – 66.39	78
95.20 – 96.79	97	63.20 – 64.79	77
93.60 – 95.16	96	61.60 – 63.19	76
92.00 – 93.59	95	60.00 – 61.59	75
90.40 – 91.99	94	56.00 – 59.99	74
88.80 – 90.39	93	52.00 – 55.99	73
87.20 – 88.79	92	48.00 – 51.99	72
85.60 – 87.19	91	44.00 – 47.99	71
84.00 – 85.59	90	40.00 – 43.90	70
82.40 – 83.99	89	36.00 – 39.99	69
80.80 – 82.39	88	32.00 – 35.99	68
79.20 – 80.79	87	28.00 – 31.99	67
77.60 – 79.19	86	24.00 – 27.99	66
76.00 – 77.59	85	20.00 – 23.99	65
74.40 – 75.99	84	16.00 – 19.99	64
72.80 – 74.39	83	12.00 – 15.99	63
71.20 – 72.79	82	8.00 – 11.99	62
69.60 – 71.19	81	4.00 – 7.99	61
68.00 – 69.59	80	0 – 3.99	60

### C. HONORS AND AWARDS

1. A seminarian from any level is qualified for quarterly honors if he obtains the required grades but with no grades below 85% in all quarters in any subject, including Department and RHGP.
2. A non-honor seminarian is given a Subject Proficiency Award in Science, Math, and English at the end of the year provided he has obtained the highest marks in class of at least 90.00%

## **D. SPECIAL AWARDS**

### **1. Deportment**

A. The deportment grade is computed by the seminary formators based on the conduct and attitude of the seminarian.

### **2. Leadership Award**

A. This award is given to a graduating seminarian who has a record of exemplary and responsible leadership and is dedicated to service.

1. Led the planning and execution of all seminary activities.
2. Taken responsibility in modeling and implementing the policies and rules in the absence of teachers and seminary formators.
3. Empowered fellow seminarians to help them develop leadership skills.
4. Volunteered to take responsibility for any activity and ensured its competition with or without supervision.
5. Sacrificed willingly for the good of others.
6. Contributed and shared his resources without counting the cost and gave up his comfort for others.
7. Raised the morale of fellow seminarians and inspired them to grow in faith, to strive for excellence, and to be selfless in their service.

### **3. Saint John Paul II Award**

This is awarded to a graduating seminarian;

1. He should be of good moral character.
2. He should have no disciplinary cases.
3. He should embody the virtues of Saint John Paul II in his joyful disposition towards study, charity in serving his fellow seminarians, and the community.
4. He shows great dedication, love, and concern for the welfare of the Seminary Community.

### **4. Sportsmanship Award**

A. This is given to a seminarian who is moving up after Grade 10 or is graduating from the Seminary and has proven consistently his prowess in sports.

1. Garnered awards and recognitions from on and off-seminary competitions.

2. Promoted love for sports and values such as sportsmanship, fair play, discipline, respect, determination, dedication, and commitment.
3. Took responsibility for the training, practices, and discipline of the team in the absence of the coach or trainer.
4. Showed exemplary behavior worthy of emulation.

**5. Bishop Protacio G. Gungon, D.D. Award. (Service Award)**

- A. This is awarded to a seminarian who at the end of the formation year.
1. Accomplishes his Chairmanship (e.g.: General Beadle, Dorm Beadle, etc.) or responsibility (e.g.; organist, bell ringer, sentinel, Class Beadle etc.) with excellence and distinction.
  2. Has no disciplinary action/case against him.
  3. Upon the recommendation of the formation team.
  4. Therefore, several awardees per year is possible.

**6. Best Thesis Award**

- A. The seminarian who garners the highest grade in both the written and oral part of the thesis will receive this award. The components are as follows:

Content	50 pts.
Coherence/Organization	20 pts.
Creativity	15 pts.
Speaking skills	<u>15 pts.</u>
Total	100 pts.

**7. St. Lorenzo Ruiz De Manila Award (Catechist of the Year)**

- A. The graduating student who receives this award will be upon the recommendation of the Supervising Catechist and the Formation Team, upon approval of the Rector.

**8. Academic Excellence Awards (given every Quarter and End of Academic Year)**

With Highest Honors	Average Grade of	98-100
With High Honors		95-97
With Honors		90-94

**E. ACADEMIC PROBATION**

1. Seminarians with a final rating of 79% or below in any subject will be readmitted to the next level on a

probationary basis.

2. If a seminarian received 75-79% in the same three (3) subjects within two (2) consecutive quarters then he is placed in probationary status, regardless of average grade.
3. The parents are encouraged to enroll their son in enhancement program/s pertinent to his area/s of deficiency.

## **F. LIFTING OF ACADEMIC PROBATION STATUS**

The probation status of a seminarian shall be lifted upon gaining a mark of at least 80% in all academic subjects. However, the Principal may keep a student's academic probation status as he thinks necessary.

## **G. ACADEMIC INTERVENTION**

If a seminarian needs special academic instruction, the Principal, upon interview and evaluation of the seminarian, will inform his subject teacher to provide academic intervention.

## **H. GRADUATION REQUIREMENTS**

1. Graduating seminarians must settle all accounts, such as Clearance and Financial Accounts, four (4) weeks before date of Graduation.
2. Graduating seminarians with a failing grade will not be allowed to join the graduation exercises.
3. Any graduating seminarian who is found guilty of any grave misconduct will not be allowed to join the graduation exercises.

## **I. ISSUANCE OF REPORT CARDS**

1. The parents must settle their financial accounts before being qualified to receive the Report Cards:

settle June to August account	1 <sup>st</sup> Quarter Report Card
settle September to November	2 <sup>nd</sup> Quarter Report Card
settle December to February	3 <sup>rd</sup> Quarter Report Card
settle March account	4 <sup>th</sup> Quarter Report Card

## CHAPTER FIVE

1. **SPIRITUAL FORMATION** program emphasizes spirituality as integral to the formation of future priests.

### A. DAILY ACTIVITIES

1. **PRAYER** is an intimate conversation with God. The seminary must be a school of prayer, a place of prayer, and a community of prayer.
2. **COMMUNAL PRAYER** is a way of communicating with God as a community. Specific periods of the day are appointed for prayers in the Chapel
  - A. Morning Prayer / Lauds
  - B. Midday Prayer
  - C. Evening Prayer / Vespers
  - D. Night Prayer
3. **HOLY EUCHARIST** is the source, center, and summit of all Christian life, and the heart of the seminary formation. Every seminarian must actively take part in the Eucharistic celebration with utmost devotion.
4. **SACRED SCRIPTURE** is the Word of God. Seminarians are to read the Bible daily.
5. **MARIAN DEVOTION** by putting into practice her virtues, particularly humility and chastity in our daily lives. Our devotion to Mary is rooted in our following Christ.
6. **EUCHARISTIC DEVOTION** either by visiting Christ in the tabernacle or through Eucharistic Adoration. After the last prayer of the day, *Magnum Silentium* must be observed until breakfast.

### B. WEEKLY ACTIVITIES

1. **HOLY HOUR AND BENEDICTION** aims to inculcate adoration and devotion to the Real Presence of Christ in the Blessed Sacrament.
2. **SPIRITUAL READING** strengthens the spiritual life of the seminarian by introducing him to the varied works and writings on Christian Spirituality.

**C. MONTHLY ACTIVITIES**

1. **RECOLLECTION** is a period of taking time out to renew our spiritual journey in the seminary.
2. **SPIRITUAL DIRECTION** helps the development of personal and communal life of faith.
3. **CONFESSION** renews our relations with Christ and reminds us to do good and avoid evil.

**D. ANNUAL ACTIVITIES**

1. RETREAT is a longer type of recollection.

**E. OCCASIONAL ACTIVITIES**

1. Triduum Celebrations and Solemnities

**F. OTHER PROVISIONS**

1. The tabernacle is the heart and center of the seminary. Upon entering the chapel, everyone should genuflect before sitting in the pews, or upon passing in front of the tabernacle.
2. Proper bodily posture must be observed in the chapel. Yawning, stretching, or foot dragging must be avoided.
3. Silence must always be kept in the chapel.
4. Seminarians must be punctual and take part actively in all spiritual activities.
5. Seminarians must remain in their respective seats in the chapel.
6. When leaving the chapel, silence and orderliness must be kept.
7. During Home Weekends, or Vacations, seminarians must be faithful to all spiritual activities.
8. Seminarians should express their gratitude to their benefactors and include them in his prayers.

## CHAPTER SIX

### 1. SOCIAL FORMATION

Community life in the seminary is geared towards the establishment of closer ties and relationships among the formators, faculty, personnel, seminarians, and their families through openness and dialogue, sincerity and respect, love and friendship.

#### A. Having a good relationship with each other

1. Love as between brothers should always be present among seminarians, as well as holiness.
2. One should always be at the right time and at the right place in keeping with the activities of the day.
3. Officers are to serve selflessly for the good of the community.
4. Seminarians must cooperate and support the officers.
5. The *Bukluran* system is to show teamwork and to educate the seminarians in candid and sincere dialogue; it teaches the art of cooperation and fosters a spirit of service and encouragement among them.
6. Each one should acknowledge and appreciate the other as a gift to the community.
7. Communication must always be open. Corrections, criticisms and suggestions must be prudently and constructively and be received objectively and rationally.
8. Exclusive friendships are a danger to fraternal charity and spiritual growth of the persons involved in such relationships. One must be open and befriend all in the community.

#### B. Having a good relationship with families

1. Home visit begins at 5:00pm Friday and ends at 5:00pm Sunday. Before leaving the seminary, the seminarians must sign the logbook before the leave on Friday and upon their arrival on Sunday. All

seminarians must be back in the seminary at 4:00pm on Sunday and parents/guardians are to leave the seminary grounds by that time. Unless for emergency reasons, only the express permission of the Rector allows a seminarian to arrive later than 4:00pm.

2. Seminarians are expected to serve in their respective parishes during Home Weekends. They are also to help with household chores, as well as spend quality time with their own families.
3. Only express permission from the Rector allows a seminarian to be absent or late for seminary activities because of family affairs.

#### **C. Having a good relationship with various relations**

1. All should show the respect due to the Diocesan Bishop and to all bishops.
2. Respect must be given to the Formators, Faculty and Personnel of the Seminary.
3. Only express permission from the Formators allows the seminarian to ask for help from the Seminary Personnel.
4. Only a formal declaration of open house from the Rector allows non-seminarians to roam freely around the Seminary Compound. Otherwise, the only areas permissible to guests are the Front Parking Area near the covered court, the covered court itself, the lobby and the Multi-Purpose Hall, the Refectory, and the Chapel. All other areas are off limits. The driveway to Domus Christi is always off limits including the rear parking area, which is reserved for Seminary and Formators Vehicles.
5. Seminarians must always wear long pants and at least shirts whenever guests are around. Shorts and sleeveless shirts are only allowed during sports period.

#### **D. Having a good relationship with the opposite sex**

1. Healthy relationships with women are encouraged to become mature men.

2. Seminarians are not allowed to engage in romantic relationships. Those who are caught dating will be subject to a disciplinary investigation.

## **CHAPTER SEVEN**

### **1. ROUTINE PROCEDURES AND POLICIES**

#### **A. Grooming**

1. Sunday Mass, Benediction, and other formal occasions require Gala Uniform: white long sleeve polo for junior and beige long sleeve polo for senior, white undershirts, black pants, black socks, black leather shoes.
2. Daily Mass, Classes and going home require seminarian to wear their uniform/gala with seminary logo.
3. Returning from Home Visit: collared shirt, black pants, shoes.
4. PE Uniform, to be bought from the Seminary, will be used for PE Classes, Educational Trip and Community Outing.
5. For Class Retreats, seminarians wear their Seminary Uniform, with ID, going to the Retreat and coming home to the Seminary
6. Clothes with designs showing un-Christian values are prohibited.
7. Two schedules for Showers: after Rising bell and before Evening Mass/Prayers.
8. Hair and nails must always be cut short and clean.
9. Accessories, tattoos, and piercings are prohibited.

#### **B. ID**

1. Saint John Paul II Minor Seminary ID must always be worn with ID lace the entire day, without any accessories or necessary attachments, such as pictures, stickers, etc.
2. Lending or borrowing ID is prohibited.
3. A lost ID must be reported at once to the Formators.

A replacement fee will be charged to the seminarian.

### **C. Flag Ceremony**

1. Inspection will be done after a Home Visit.
2. The recommended haircut is called the Barber's Cut 2 by 2. The bangs must not go past the eyebrows. All other forms of fashionable haircut, i.e. undercut, skinhead, or hair dye is prohibited. Hair grooming products are allowed only if they serve to keep a neat style.

## **CHAPTER EIGHT**

### **1. POLICIES AND RULES ON DISCIPLINE**

#### **A. SILENCE** is ALWAYS seen in the following places:

1. Lobby and Administration Offices
2. Chapel and Sacristy
3. Dormitories
4. Bathrooms and Toilets
5. Study Hall
6. Classrooms
7. Ramps
8. Corridors
9. Library and Computer Lab

#### **B. SCHOOL DAYS**

1. Punctuality is observed.
2. Silence is observed before, during and after class Hours.
3. Respect for teachers, formators, and guests is shown by standing and greeting them when they enter and leave the classroom.
4. If the teacher is absent for class and there are no assignments specified, the seminarians may either study at the library or rest at their desks.
5. Classes begin and end with a short prayer.
6. In cases of absences the seminarian must give an Excuse Letter to the Principal signed by his parents/guardians. If his absence is due to illness, an added

Medical Certificate signed by a doctor needs to be given.

7. A seminarian sent out of the classroom by his teacher will not be allowed to return to class for the rest of the day without a signed letter from Principal.
8. The ID must be worn the entire day.
9. The teacher must give permission to leave the classroom.
10. The Class Beadle/President manages his classmates when the teacher is absent. He is also responsible for the cleanliness and orderliness of the classroom.
11. English is to be the medium of communication during School Days.

### **C. STUDY HALL**

1. Each seminarian is assigned a table in the study hall. Transferring seats is prohibited.
2. Study period starts and ends with a prayer.
3. Permission must be given by the Formator or, in his absence, the intellectual/Academic Beadle, before leaving the Study Hall.
4. Silence is always to be observed.
5. Study Period is to be used solely for studying unless express permission is given by the Formators.
6. All seminarians handle the cleanliness and orderliness of the Study Hall.
7. After the Study Period, seminarians go ahead to their Dormitory in silence and in an orderly way.

### **D. LIBRARY**

1. Each seminarian is given a Library Card by the Librarian.
2. Each Library Card had the owner's picture.
3. Silence is always observed.
4. General Reference Materials stay inside the Library.
5. Mutilating or defacing library materials is prohibited.
6. Delinquent borrowers will be banned from borrowing library materials until the Principal allows him.
7. Only the Librarian may allow Library Materials to be brought out of the Library.
8. The Library Card must be returned to the Librarian at the end of the Formation Year as part of Clearance.

## **E. RESEARCH AREA**

1. Only the Principal may sign the Computer Slip that allows use of the Library Computers
2. Seminarians must log in and out when using the computers.
3. Computers must be shut down properly.

## **F. REFECTORY**

1. All seminarians must be present for the meals, which begin with a prayer.
2. Food must be equally divided among those seated at table.
3. Wasting food is prohibited.
4. Proper table manners include conversing at a moderate tone of voice.
5. Walking around during meals and transferring to other tables is prohibited.
6. After eating, each seminarian is responsible for cleaning his own dining ware.
7. Express permission from the Formators must be given before leaving the Refectory.
8. Kitchen is OFF LIMITS to seminarians.
9. Personnel deserve our respect, especially during mealtimes.

## **G. DORMITORY**

1. Silence is always observed.
2. Each seminarian stays in his own bed during siesta and lights off.
3. Sitting or lying on another's bed is prohibited.
4. No one can stay in the dormitory except during permitted hours.
5. Each seminarian is responsible for his own bed, cabinet, and the immediate area surrounding his bed.
6. No seminarian can open another person's cabinet or go through another person's possessions.
7. Only the Prefect of Discipline can conduct Spot Inspections to ensure that seminarians follow the Seminary Rules and Regulations. He may ask for the help of other Formators or seminarians.
8. Each seminarian must use a bath robe and towel when taking a shower or dressing up. No one is

allowed to roam around naked or even partially naked.

9. Food, money, books, and gadgets are PROHIBITED in the Dormitories.
10. Report damaged equipment to the Formators as soon as possible.

#### **H. BATHROOM AND TOILETS**

1. Toilets must be used properly.
2. Switch off the lights and faucets when not in use.
3. Only underwear and socks may be washed during free time.
4. Report damaged equipment to the Formators as soon as possible.

#### **I. PHONE CALLS**

1. Seminarians can use the telephone only at certain days of the week and at certain times. Express permission must be obtained from the Formators.
2. Mobile phones and other communication devices are not allowed to be kept and used by seminarians. These must be surrendered to the Office of the Secretary upon entering the Seminary Building. If these gadgets are not surrendered right away, the seminarian will be assumed to be hiding them as contraband materials, included in gadgets are cameras, USB flash drives, computers, laptop speakers, and other devices not specifically expressed as necessary materials for the seminary.

#### **J. CORRIDORS**

1. Silence is always observed along corridors.
2. Loitering and lounging in corridors is not allowed.
3. Corridors, stairwells, and other passageways must always be free from litter and obstruction.

#### **K. INFIRMARY**

1. The Infirmary Beadle must be informed of seminarians who are sick before bringing them to the infirmary.
2. In case of absence or tardiness due to being in the infirmary, permission must be given by the Principal before returning to class.
3. Only the Bukluran Head, Infirmary Beadle, and Formators can visit those confined in the infirmary.

**L. MUSIC INSTRUMENTS**

1. The Music Beadle oversees the maintenance and upkeep of seminary musical instruments.
2. Musical Instruments are not allowed to be brought to other areas of the seminary except by express permission of the Formators, they may only be kept in the Music Room, near the Oratory, or in the Seminary Chapel.

**M. LAUNDRY**

1. Fresh Laundry is picked up on Sundays only
2. Clothes must be clearly marked with the owner's name.
3. Used clothes must be put inside a laundry bag, which is kept near the bed of the owner.

**N. OFF LIMITS AREAS**

1. Seminararians may enter ONLY THE DORMITORY to which they are assigned, other Dorms are off limits.
2. Seminary Personnel Quarters and Faculty Room are off limits to seminararians.
3. Formators' Quarters, including the Formators' Common Room near the TLE Room, are off limits to seminararians.
4. Areas that are reserved for Authorized Personnel, such as Fire Exits, Roof Top, Water Tanks, etc. are off limits to seminararians.
5. Areas that are to be used only at times of the day or only on occasions, are, AT OTHER TIMES, off limits to seminararians, e.g. Study Hall is not off limits except during Study Period, Dorms are off limit except during siesta, lights off, etc...

**O. BRINGING OF MONEY**

1. Seminararians are discouraged from bringing unnecessary money from home weekend. However, all money must be deposited to the Secretary of the Office or to the Class Adviser upon arrival from home weekend. This is to avoid loss of money or theft.

## CHAPTER NINE

### 1. **POLICY AND GUIDELINES ON IMPLEMENTING DISCIPLINARY ACTIONS/SANCTIONS ON ERRING SEMINARIANS**

(Taken from the Sacred Heart of Jesus Pre-Major Seminary Seminarian's Handbook)

#### **A. RATIONALE AND OBJECTIVES**

The purpose and scope of this manual is to the seminarians, their parents, and all Seminary Formators an understanding of the norms of conduct necessary for the Seminary to maintain a cordial atmosphere. This contains the policies and praxes on order and discipline, which all seminarians are expected to read and understand, and abide with so that proper conduct in the seminary is maintained. The parents are also expected to be familiar with this to have a clear and uniform understanding of what the seminary formation is all about.

#### **B. ROLE OF SEMINARIANS**

Seminarians are called to seminary discipline to form “strength of character and in general they are to learn to esteem those virtues which are held in high regard by men and which are recommended to the ministers of Christ. Such virtues are sincerity of mind, a constant concern for justice, fidelity to one's promises, refinement in manners, modesty in speech coupled with charity (Optatam Totius, 11).” They are expected to value obedience and to recognize the seminary authority figures by the Priests, Formators, and Teachers, including Non-Teaching Personnel.

#### **C. ROLE OF PARENTS**

Parents have the foremost responsibility and obligation in the upbringing, rearing and education of their sons. Therefore, cooperation and collaboration between Formators and the parents are essential in the implementation of these disciplinary measures. It is paramount that the Parents should fully cooperate and collaborate with the Formators as to fully understand the psychology to be applied to the discipline of the seminarians.

#### **D. PURPOSE**

This seminary manual aids the Formators, priests, teachers including non-teaching personnel who are called to collaborate in the discipline of the seminarians based on standard and acceptable procedures in accordance with the law.

#### **E. APPLICATIONS**

The Seminary is aware of its rights, duties, and obligations in implementing these disciplinary measures as provided by law. It acts with "special authority and responsibility over the seminarians while under its supervision" (Article 218, Family Code of the Philippines). The policies and praxes outlined in this handbook apply to all pre-major seminarians.

- a. At all times while enrolled as a seminarian
- b. At anytime within the seminary premises.
- c. While attending or participating in a seminary-sanctioned event whether inside or outside the campus.
- d. While representing the seminary in an activity or competition
- e. Anywhere else his conduct may be considered damaging to the good name and reputation of the seminary.

### **II. DEFINITION OF TERMS**

- A. FORMATORS** include all priests, religious, or laity assigned to the seminary either as Rector, Prefect of Discipline, Spiritual Director, Counselor, Principal, or Procurator whose designation has been deemed by the Diocesan Bishop as Formator.
- B. ACADEMIC PERSONNEL** include all seminary personnel who are formally engaged in actual teaching service either on full or part time basis, as well as of teaching, such as principals, registrars, librarians, guidance counselors, and other similar designation.
- B. SEMINARIANS** refer to bona fide students enrolled in the seminary who regularly attend classes at any level of the K to 12 Program and stay in the seminary under the supervision, care, guidance, tutelage, and special

parental authority and responsibility of the Formators and Academic Personnel.

- C. **PARENTS** refer to biological parents, stepparents, adoptive parents, and common law spouse or partner of the parent.
- D. **OFFENSE** is a violation of the rules contradicting the values, norms, and principles of seminary formation.
- E. **SANCTION** is action that is taken to reform the erring seminarians and enforce the standard of seminary formation.
- F. **DUE PROCESS** is a course of formal proceedings carried out regularly and in accordance with established rules and principles.

### III. **OFFENSES** (taken from the Rule of Life of Pope John XXIII Seminary)

- A. **ASSAULT** is moral and physical attack against a person in authority, a seminarian, or any seminary personnel. Assaults can be aggravated or simple. An assault is aggravated when it involves the use of weapons that could cause serious physical injury with the intent of doing grave harm. Simple assault includes all assaults, which do not involve the use of weapons and do not cause any severe injury. The gravity of the offense may vary depending upon the circumstances.
- B. **THREAT** is a verbal or written assault against a person in authority, or against a seminarian, or any seminary personnel which causes mental anxiety and stress. The possession of any dangerous weapon is also considered a cause of mental anxiety and stress and thus would be considered a threat to any person or the community.
- C. **VANDALISM** is willful destruction or alteration of seminary property. The gravity of the offense depends upon the damage done.
- D. **LYING** is an act of disclosing inaccurate information or withholding vital information for the common good or carriage of justice.
- E. **ESCAPING** is going out of premises of the seminary with express permission from the Formators. Unauthorized extension of permitted outing and going to places other than what is specified in the permission are also

considered formal disobedience and thus can be considered as a more serious case of escaping.

- G. FRATERNITY MEMBERSHIP AND RECRUITMENT.** Joining any fraternity, recognized or unrecognized, and recruiting anybody to join such fraternity.
- H. SEXUALLY IMMORAL ACTS** is indulging in any sexual activity with the same or opposite sex. This applies to lewd conduct and acts manifesting sexual perversion.
- I. STEALING** is using, hiding, and disposing of other people's possessions with permission from the owner, whether attempted, frustrated, or consummated. The gravity depends on the value of the object and the circumstances and the consequences of the act.
- J. SMOKING AND DRINKING LIQUOR** is engaging, condoning, joining in acts of smoking and alcohol drinking sessions. These include all acts done while enrolled in the seminary, whether inside or outside seminary premises, or whether done during school days or vacation. The gravity depends on the circumstances and the consequences. This includes bringing and possession of cigarettes, related paraphernalia such as matchboxes or lighters, and alcoholic drinks.
- K. ILLEGAL SUBSTANCE** includes possession, sale, or use of prohibited/illegal drugs.
- K. ABUSE OF SUBSTANCE** includes possession, sale or use of medicines without proper prescriptions and other addictive substances.
- L. DESECRATION** is the act of depriving something of its sacred character, or the disrespectful, contemptuous, or destructive treatment of that which is held to be sacred or holy the Roman Catholic Church.
- M. CHEATING** in any form during an examination, test, or written reports including reaction papers or required assignments. The act of cheating includes, but is not limited to:
  - 1. Unauthorized possession of notes or any materials relative to the examination or test whether the seminarian uses the or not.

2. Copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable.

3. Communicating with another seminarian or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions/answers to other seminarians.

4. Having somebody else take an examination or test for one's self or prepares a required report or assignment. If both parties are seminarians, both are liable.

5. Plagiarism, claiming somebody else's work as one's own, and other forms of academic dishonesty.

**N. HABITUAL VIOLATION** is repeated disregard or willful violation of established policies, rules, or regulations consisting in the commission of Three (3) Minor Offenses of the SAME KIND or nature, or Five (5) Minor Offenses of DIFFERENT KINDS or nature.

**O. UNLAWFUL ENTRY INTO RESTRICTED AREAS** is entering any OFF LIMITS AREA within the seminary without express permission from the Formators.

#### **IV. MINOR OFFENSES**

- A. Habitual or repeated tardiness in seminary activities.
- B. Violation of dormitory, study hall, chapel, classroom, library, laboratories, Internet and Computer rules and regulations.
- C. Indecency and immodesty, includes not observing proper dress code, improper haircut, use of earrings, hair dye, etc.
- D. Unauthorized entry into off limits areas
- E. Using profane and indecent language or foul words
- F. Deliberate failure to perform the assigned task or responsibility
- G. Cutting of classes
- H. Failure to return on time to the Seminary from Home Visits, free days, and long vacation without prior written notice and express permission from the Rector

## V. MAJOR OFFENSES

- A. Vandalism/Destruction of seminary or seminarian's private property
- B. Copying or cheating during examinations either as an accomplice/accessory or main actor. Tampering with test scores.
- C. Any form of gambling while enrolled in the seminary
- D. Leaving the seminary without express permission from the Rector
- E. Willful subordination against Formators, Faculty, Seminary Personnel.
- F. Possession of cigarettes and smoking while enrolled in the seminary
- G. Engaging and drinking alcoholic beverages while enrolled in the seminary
- H. Possession of pornographic materials, whether print or digital; indecent materials and acts of lewdness. Browsing pornographic materials on the Internet
- I. Assaulting and/or showing disrespect, whether verbal, through gestures, or written, to persons in authority such as Formators, Faculty, and Seminary Personnel.
- J. Bullying, as covered by the Anti-Bullying Act of 2013, RA 10627
- K. Using or bringing of mobile phones and other electronic gadgets inside the Seminary without express permission from the Formators.
- L. Forging of signature of parents, guardians, teachers, and persons in authority in seminary/school requirements or documents.
- M. Deception and deliberate telling of lies to Seminary Formators and to those in authority
- N. Peeping
- O. Repeated commissions of 3 Minor Offenses of the same nature or 5 Minor Offenses of different natures despite warnings or admonitions.
- P. Stealing from the seminary property or from private property of seminarians, Formators, Faculty and Personnel
- Q. Bringing and using of vehicles inside the seminary during Home Visits or Vacations, unless with a proper Driver's License.
- R. Blasphemy

- S. Leaving the seminary without express permission from the Rector or prolonging vacation without express permission from the Rector.
- T. Computer Security Breach: accessing a seminary computer or network without authority or beyond authorized access and consent. This includes, but is not limited to:
  - 1. Altering information, such as somebody else's passwords; damaging or destroying information, such as deleting somebody else's files; obtaining, using, and distributing of seminary Wi-Fi password.
- U. Lying under oath, testifying falsely in any administrative proceeding, or knowingly making untruthful statements on documents under oath when such oath is required.
- V. Posting statements, photos, or videos online which are injurious or damaging to the reputation and good name of the Seminary or any of its members
- W. Roughhousing or brawling
- X. Playing with the fire alarm or security cameras
- Y. Other grounds considered as enough motives to expulsion/dismissal:
  - 1. Lack of interest in the formation to the priesthood and external manifestation of dislike to the priesthood.
  - 2. Habitual indolence; lack of diligence and application to his studies and unable to maintain required academic average requirements.
  - 3. Persistent disregard of seminary rules and regulations
  - 4. Incurability, those who, despite repeated admonitions and corrections, do not make any effort to change their ways
  - 5. Certain defects of character which if not overcome or corrected, would make the candidate unfit for the priesthood.
  - 6. Concealing of Offenses included knowledge of a major or grave offense committed by anyone in the seminary community without making the necessary notification to the Procurator, Principal, Prefect, or Rector.

## VI. GRAVE OFFENSES

- A. Assaulting/threatening fellow seminarians, teachers and staff, and/or persons in authority with deadly weapons or with deadly weapons or with verbal assault.
- B. Tampering/damaging with Seminary or Formator Vehicles.
- C. Possession, sale, or use of prohibited drugs.
- D. Enlisting, recruiting, and engaging in activities with fraternities and similar groups.
- E. Organizing and participating in hazing and other forms of initiation rituals.
- F. Engaging in Immoral sexual activities.
- G. Any acts against chastity as defined by the Revised Penal Code Act No. 3815 of December 8, 1930
- H. Willful and full knowledge of desecrating the Chapel and other Sacred Objects.
- I. Attempted suicide
- J. Other acts which may constitute as a criminal act and punishable by civil/criminal law
- K. Forging, falsifying, or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact or practicing fraud or deception in connection with anything that pertains to the seminary.
- L. Impregnating a woman outside of wedlock
- M. Direct or Indirect participation in abortion
- N. Verbal or written terroristic threats or assault to the Seminary, tis Formators, Faculty, and Personnel through telephone, printed media, television or cable networks, radio programs, mobile phone, SMS, online communication, social media platforms.
- O. Starting a fire in the seminary, whether the intent is in jest, malicious, damaging, or deliberate.
- P. Committing a Major Offense while on Disciplinary Probation.
- Q. UNWRITTEN RULES are not included in this manual but are implemented in the daily life of seminarians as part of the seminary custom and tradition and have the same weight of the expressed rules contained herein. Any violation of unwritten rules is subject to corresponding sanction determined and given by seminary formators or those in authority.

- R. Although all offenses committed by the seminarian would have its consequences, this manual cannot anticipate every situation that may arise despite its attempt to be as comprehensive as possible. In instances when offense is not listed, the Formators will exercise their right to render judgment and impose sanctions following due process.

## **VII. SANCTIONS**

### **A. PRINCIPLE AND CHARACTERISTICS OF SANCTIONS**

1. If an offense, violation of the rules of life or any attitude contradictory to the norms and principles of the seminary is committed by a seminarian, all possible means of reconciliation and restitution of justice should first be exhausted following Gospel principles (Mt 5, 20-26) before imposing any penalty or sanction. The purpose to which sanctions and penalties are needed is primarily to make a reform out of the erring seminarian, to restore justice, repair the harm done, and to reconcile the offender with the community.

### **B. TYPE OF SANCTION**

1. The sanction to be imposed is progressive in nature and is determined by the type and gravity of the offense and the attendant circumstances surrounding its commission. This means that two separate, but similar offenses may be given different sanctions as deemed necessary by the Formators.
2. Also, corporal punishment is not allowed (Department of Education Order No. 40) e.g.: striking smacking, spanking; physical punishments such as squats, push-ups, taps, and others is likewise avoided. The following institutional sanctions are applied for minor, major, or grave offenses.

### **C. WARNING AND REPRIMAND**

1. This is a verbal or written warning or reprimand given to a seminarian to correct unacceptable behavior, it is ordinarily done by the Prefect of Discipline but is also the duty of all seminary personnel (1987 Philippine Constitution Article XIV Section 3 No. 2).

- D. GROUNDS IMPROVEMENT** includes picking up trash, mopping floors, cleaning rooms, weeding grass, or any other specific tasks in the seminary.
- E. COMMUNITY SERVICE** includes:
1. Washing dishes, cleaning toilets, cleaning rooms, etc.
  2. Jug: writing lines or copying a sentence on a piece of paper as many times as the Principal, Faculty, or Prefect of Discipline deems necessary.
  3. Essay: writing an original composition, which might be a letter of apology to the class or community for the seminarian offender's disruptive behavior, or it might be a "reflection" on whatever type of misconduct the seminarian has committed.
- F. SUSPENSION** calls for the temporary debarment of a seminarian from school and all its activities. The length of suspension may be from a minimum of one (1) school day to a maximum of 20% of the total number of school days, depending on the gravity of the offense committed. "Out of Seminary Suspension calls for the temporary barring of a seminarian from entering the seminary compound. If he misses quizzes or exams, it depends upon the Faculty or Formator to allow him to make up for it. A seminarian who is given this sanction is required to comply with the following, with the attendant proofs, during his period of suspension:
1. Visit to his parish priest and attend and serve at Mass
  2. Accomplish academic and community requirements
  3. If necessary, seek professional counseling regarding his behavior
- G. DISMISSAL/EXCLUSION**
1. Involves the dropping or removal of an undesirable seminarian from the seminary rolls with transfer credential issued as soon as possible. A seminarian is dismissed during the same year he is found guilty of a serious breach of school rules.

**H. EXPULSION** (Department of Education Order No. 88)

1. Expulsion is an extreme penalty that requires approval of the Education Secretary because it bars a student from admission to any other public and private school in the Philippines.
2. Expulsion may be imposed for offenses such as gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality selling and or possession of prohibited drugs.
3. The decision of the school in every case involving expulsion must be forwarded to the DepEd regional office concerned within 10 days from the end of the investigation of each case.
4. DepEd also explained that the Certificate of Eligibility to Transfer may not be issued to a student undergoing a penalty of suspension or expulsion.
5. The certificate should, however, be released to the student if he finishes serving the suspension or if his expulsion has been lifted.

**I. SPECIAL SANCTIONS**

1. **CONFISCATION** applies to electronic gadgets such as cellphones, laptops, etc. confiscated items are promptly turned over to the Prefect of Discipline's Office and kept there for a specific period according to local regulations.
2. **RESTITUTION** applies only if property damage or loss arises because of the seminarian's misbehavior. It calls for the replacement or reimbursement for the properties or items that were damaged or lost, the value of which shall be determined by the Procurator.
3. **REMOVAL AND/OR SUSPENSION OF PRIVILEGES** such as those relating to participation in co- and extra-curricular activities, use of seminary equipment and facilities, home visits, games, outings, etc.
4. **EXTERN**
  - A. For cases where the offender may find it impossible to look for a new school to transfer into after DISMISSAL, the Formators may allow him to have the status of Extern. This allows the student to complete the academic year

but without all the privileges of seminarians, such as, but not limited to, entering the dormitories, community refectory, and chapel. Even with this possibility, the primary sanction is still DISMISSAL.

**5. AUTOMATIC FAILURE/ZERO GRADE** will be given for any act of cheating or misbehavior during a test. A ZERO GRADE is given for plagiarized work. Likewise, a ZERO GRADE will be given for homework, projects, and other requirements that were not submitted at all.

**J. DISCIPLINARY PROBATION** is a warning for dismissal/exclusion that may be given to a suspended seminarian. Together with suspension, disciplinary probation may be imposed on a seminarian guilty of a single or repeated major offense. The conditions of Disciplinary Probation are:

1. It is imposed for a minimum of one (1) academic quarter to a maximum of (1) academic year.
2. A seminarian placed on disciplinary probation in the 4<sup>th</sup> quarter of the school year may continue to be on probation up to the following school year.
3. A seminarian is IMMEDIATELY DISMISSED if he commits at least two (2) minor offenses or commits a major or grave offense while on Disciplinary Probation
4. All offenses and all decisions made, and sanctions meted out to seminarians shall be placed on record and will be taken into consideration should he be involved in a similar or analogous offense after his probationary period.

## **VIII SANCTIONS FOR MINOR OFFENSES**

- A. 1<sup>ST</sup> OFFENSE
  1. Verbal warning and written incident report
- B. 2<sup>nd</sup> OFFENSE
  1. Community service and other appropriate activities
  2. Written warning and incident report

- C. 3<sup>RD</sup> OFFENSE
  - 1. Conference with parents
  - 2. Community service and other appropriate activities
  - 3. Written warning and incident report
  - 4. Habitual Disregard or Willful Violation of established policies, rules or regulations is a MAJOR OFFENSE. This consists of the commission of Three (3) Minor Offenses of the SAME KIND or NATURE, OR Five (5) Minor Offenses of DIFFERENT KINDS OF NATURE.

## **IX SANCTIONS FOR MAJOR OFFENSE**

- A. 1<sup>ST</sup> OFFENSE
  - 1. Conference with Parents
  - 2. Suspension of 3 School Days
  - 3. Five (5) points demerits of Conduct
  - 4. Written incident report
  - 5. Community service and other appropriate activities
- B. 2<sup>ND</sup> OFFENSE
  - 1. Conference with Parents
  - 2. Suspension of 5 School Days
  - 3. Conduct of 75
  - 4. Written incident report
  - 5. Community service and other appropriate activities
- C. 3<sup>rd</sup> OFFENSE
  - 1. Conference with Parents
  - 2. Dismissal or Exclusion from the Seminary
  - 3. Conduct of 70
  - 4. Written report
  - 5. No Issuance of Good Moral Character

## **X SANCTIONS FOR GRAVE OFFENSES**

- A. 1<sup>ST</sup> OFFENSE
  - 1. Conference with Parents
  - 2. Dismissal or Exclusion from Seminary
  - 3. Conduct of 70
  - 4. Written report
  - 5. No issuance of Good Moral Character

## **XI DUE PROCESS**

### **A. PRINCIPLES FOR MAJOR AND GRAVE OFFENSES**

- 1. Because these may endanger the status of the seminarian, the attention and cooperation of the parents or guardians shall be sought in resolving the

matter. All activities should be properly recorded and in writing

**B. INITIAL INTERVENTION**

1. The basic due process of law shall be applied whenever violations or infringements of the rules of life is alleged or happens.
2. This means calling the attention or notifying the alleged offender or violator informing him of the violation or infringement.
3. He shall be given an opportunity to be heard and shall be given the right to defend or explain his side.

**C. INVESTIGATION PROCESS**

1. For cases of Bullying, the Committee that should hand the case is in accordance with the Anti-Bullying Act of 2013 (RA 10627)
2. Ordinarily, the Prefect of Discipline oversees the investigation and implementation of due process in the seminary.
3. Investigate cases which involve Major or Grave Offenses and to recommend appropriate sanctions for these offenses.
4. Recommend to the Rector a course of action based on the finding.
5. Record and prepare the incident report

**D. PROCEDURE FOR MINOR OFFENSES**

1. Formators talk with the seminarian to ascertain and process the misbehavior before applying the appropriate sanction.

**D. PROCEDURE FOR MAJOR AND GRAVE OFFENSES** takes the following steps

**1. INCIDENT REPORT FROM SEMINARIANS INVOLVED**

- A. The Prefect of Discipline of Class Adviser conducts a preliminary investigation of the incident. During this time, he will ask for written accounts from the seminarians involved and witnesses to the incident

**2. INCIDENT REPORT FROM THE PREFECT OF DISCIPLINE OR CLASS ADVISER**

- A. The Prefect of Adviser accomplishes an incident report and brings the matter to the attention of the Rector. The Prefect shall

inform the parents or guardians of the incident and invites them for a conference.

3. **HEARING PROCESS** shall be followed in all cases.
  - A. The seminarian must be informed in writing of the nature and cause of the accusation against him.
  - B. The Seminarian shall be given the opportunity to answer the allegation in writing, with the help of the parents/guardians.
  - C. The seminarian shall be informed of the evidence against him.
  - D. The seminarian has the right to present evidence in his own behalf.
  - E. The Prefect, in hearing the case, must duly consider evidence from both sides.
  - F. Once all accounts are gathered the Prefect determines if there is enough basis to give a sanction against the seminarian/s involved.
  - G. If after due process, the Prefect sees that a case exists, he will then inform the seminarian and his parents in writing of the nature and cause of the accusation against their son. They will likewise be informed of the evidence against their son.

#### **4. RELEASE OF DECISION**

- A. The Decision of the Prefect of Discipline must be in writing, stating the facts and reasons for the decision.
- B. Once approved, the decision is personally communicated to the seminarian and his parents or guardians in a meeting with Prefect.
- C. In case of Admission of Guilt, reflecting Honesty and Accountability by the seminarian, the Prefect may recommend a lesser sanction to the Rector.
- D. A copy of the decision will be given to the parents.

E. The decision may be appealed to the record according to the existing rules of the DepEd

5. **JUVENILE DELINQUENCY / CHILDREN IN CONFLICT WITH THE LAW**

A. Grave offenses committed in the seminary which constitute as criminal and punishable acts by law shall be dealt with accordingly, following guidelines stipulated in the Republic Act No. 9344 or known as the Juvenile Justice and Welfare Act of 2006.

## **AGREEMENT FORM (own copy)**

I, whose name and signature appears below, a parent/guardian of a seminarian enrolled at Saint John Paul II Minor Seminary, have read and understood **the SAINT JOHN PAUL II MINOR SEMINARY MANUAL OF FORMATION 2019 EDITION.**

I hereby agree to all the provisions contained in this Manual, which is a pre-requisite to my son's continued study at this seminary.

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NAME OF PARENT/GUARDIAN  
(Signature above name)

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Date

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