

**PERSONAL
INFORMATION**

NAME

HOME ADDRESS

PHONE NO./MOBILE NO.

BIRTHDAY

St. Jerome's Academy

Turentigue St., San Jose Morong, Rizal

650-5239

GRADE & SECTION

NAME OF CLASS ADVISER

IN CASE OF EMERGENCY, PLEASE CONTACT:

NAME

PHONE NO./MOBILE NO.

NAME

PHONE NO./MOBILE NO.

PREFACE

“..Quality is never an accident; It is always the result of high intention, sincere effort, intelligent directions, and skillful execution. It represents the wise choice of many alternatives...”

The minds of the young students must be tuned in towards achievement within the available resources, and make them behave through the proper mind set. Efforts can be exerted towards the achievements of the goal of making each student self-propelled, God-loving, and nationalistic, and has the unconditional will to share and to serve others as a turning point of making himself/herself the beginning of a new generation in the third millennium.

This Student's DIARY serves as Manual of Regulations/Monitoring Tool, not only for Scholastic Performance, but also Guidelines for moral upbringing and self-discipline of every Jeromian, a manifesto of the ideals of a Transformative Education in a Catholic Institution. This is also a communication link between home and school, as we prepare ours for a competitive future.

REV. FR. GLENN WILLIAM Z. RELUCIO
School Director

St. Jerome's Academy Logo



The school LOGO is a Coat of Arms for every Jeromian, significantly designed with four distinct divine inspired emblems of:

- The remarkable **FAÇADE of SAINT JEROME PARISH** - a prominent landmark of Morong Catholic Church;
- The **BIBLE** - serves as the guiding principles in the teaching learning process in school;

- The **CRUCIFIX** - stands for Humility, Mercy & Compassion. It emphasizes Jesus' sacrifice. His death by crucifixion brought about the redemption of mankind;
- The image of **OUR LADY OF PEACE & GOOD VOYAGE** - the Protector, enshrined at the church in Antipolo City, its original and permanent sanctuary, where the office of Diocese of Antipolo, our operational, supervising and administering ministries is housed.

At the background is the **BLUE** color which symbolizes power, connected to God the Father, most closely related to the Virgin Mary the Queen of Heaven.

The **GOLDEN YELLOW** background of the text content represents generosity and elevation of the mind;

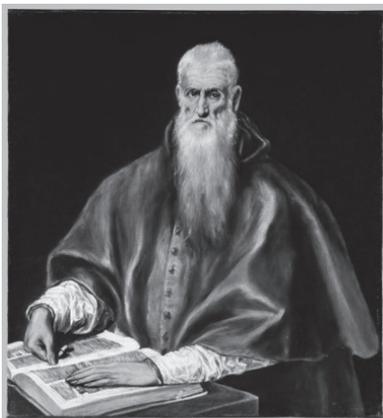
The **LAUREL LEAF** is an emblem of prosperity and fame. In Christianity it is said to symbolize the Resurrection of Christ and the triumph of Humanity. Today, Laurel is seen as a symbol of peace.

The **BLACK** color which engulfed the whole figure signifies class, elegance and wealth.

"EVERYDAY GOD @ SJA", the overall message conveyed in the Coat of Arms of the School's LOGO, an invitation to be part of God's great big Family!
We are the Jeromians!

ST. JEROME - PRIEST AND DOCTOR

Memorial (September 30) WHITE - Luke 10:1-12



“The harvest is abundant but the laborers are few; so ask the master of the harvest to send out laborers for his harvest.”

ST. JEROME (*Eusebius Sophronius Hieronymus*); the greatest translator of the Bible, was born in Dalmatia in 340 A.D. After spending a few years as a hermit in the Syrian Desert, he was ordained as priest and was called to Rome as a secretary of Pope Damasus. In 385 A.D., he retired in a cave of Bethlehem and began the **translation of the Bible into Latin**. The **VULGATA** - or the popular edition - which took him 40 years of passionate work is the only official translation of the Bible for the Catholic Church. In the commentary on Isaiah, he wrote: *The ignorance of Scripture is ignorance of Christ*. In 410 A.D., Jerome put aside his studies and began helping the refugees in Bethlehem. He said: *Today, we must translate the words of the Scriptures into deeds*.

SJA PROFILE

St. Jerome's Academy was founded by the Rev. Fr. John Kaiser of the Columban Society. Fr. Kaiser came to the Philippines shortly after the Second World War. He worked hard for the establishment of an institution that would give the youth of Morong a Catholic education.

By 1956, the school had attained full recognition by the government, and from 1959 to 1971, the management was in the hands of the Augustinian Sisters of St. Rita with the Rev. John Kaiser, its founder, as the director. Upon the death of Fr. Kaiser, the primary department was closed.

Since the withdrawal of the Augustinian Sisters in 1971, St. Jerome's Academy has been under the Management of lay teachers, until 1994 under the supervision of Miss Editha T.S. Matawaran. Due to financial constraints, the Elementary Department was phased out completely in 1973. The school maintained the high school department under the directorship of the Columban priest until 1994.

Rev. Fr. Arnold L. Layoc, the first Filipino Priest-Director of St. Jerome's Academy, initiated the restructuring, retooling, and reengineering almost the whole operation of the institution to keep abreast to the signs of time until mid year 1998. The Directorship then was turned over to the second Filipino priest Director, Rev. Fr. Felipe L. Pedraja with so short term only until SY 1998-1999, due to reshuffling order from the Diocese of Antipolo. Since then, it has been under the Directorship of Rev. Fr. Lawrence C. Paz, the third Filipino Priest-Director of St. Jerome's Academy, together with also a newly appointed principal during that time in the person of Mrs. Marivic N. Santiago.

The joint effort of both the new addition to the school administration and supervision, paved the way to re-open the operation of the Preschool in 2000-2001 and the Grade School in 2001-2002 respectively amidst controversy of numbers of low-cost Private schools in town as established.

St. Jerome's Academy got back its recognition in the tradition of quality education and its students discipline with its gradual increase of enrollment annually inspite of the fact that it's the most expensive among the private school in Morong. Positive signs manifested that SJA will still be triumphantly existing in grandeur for the greater glory of God, during those years.

In 2006, St. Jerome's Academy welcome its new Director, Rev. Fr. Lopito P. Hiteroza as reshuffling in the Diocese again took place. A soft spoken and a real educator himself also, "Father Bembol" as he is fondly called by all people, pledged his total commitment and dedication publicly to take charge in the stewardship of St. Jerome's Academy to the best of his capabilities until July 18, 2012.

SY 2012-2013, the most challenging year for the incoming School Director in the person of Rev. Fr. Bienvenido M. Guevara. With the full support of the Bishop of the Diocese of Antipolo, Most Reverend Bishop Gabriel V. Reyes D.D., we are assured that all aspects of development continue in the only Catholic educational institution in the town of Morong.

As we begin the academic year 2017-2018 a young and dynamic new director entered the door of St. Jerome's Academy in the person of Rev. Fr. Glenn William Z. Relucio. Being a servant of God and an educator, he committed himself to continue the holistic development that the former director has started.

INSTITUTIONAL THRUSTS:

"...Whatever you may be in the Future is dependent upon whatever you are now and your Foundation."

The school believes that education should result in the betterment of man, national development, and progress. It is imperative that Teaching and Learning will be able to unify and synergize to function in harmony with the demands of globalization.

A major thrust of SJA is centered about changing and forming the lives of all the Jeromians into its productivity, and should be shaped that Christ be formed, and help in the building of God's kingdom.

The institution recognizes the uniqueness of the human person with potentials and talents that vary but have to be discovered and developed, thus the regular club month celebrations and a balanced curriculum.

The institution seeks to promote the highest standards to the threefold role of education: Teaching, Research, and Community Service. It dedicates its endeavors to the total development of the Filipino as a community leader and a co-worker in the task of nation building.

SJA VISION STATEMENT:

St. Jerome's Academy, the only Catholic educational institution in town, aims to develop productive & gospel-oriented youth, living out in humility and simplicity to bring about God-loving leaders and dignitaries of the society, advocating life of holiness.

SJA MISSION STATEMENT:

Through enhanced and Christ-centered curriculum, the institution will provide transformative education that will bring us closer to God, living exemplary to the fullest in a Christ-like Life.

PHILOSOPHY: "Catholic Education towards Christ-like Life"

MOTTO: "Ignorance of the Holy Bible, is ignorance of Christ"

CORE VALUES:

1. Culture of Excellence
2. Community Service
3. Lifestyle of Holiness
4. Respect for Human Dignity
5. Care for the Environment

GOAL: SJA sharing the evangelizing mission of the church, aims to strengthen spirituality for Transformative Education promoting nobility of character and sterling competence of an individual through Shepherd Leadership and Responsible Stewardship.

GENERAL OBJECTIVES:

1. To develop a virtuous, responsible and dignified person, toward a peaceful, progressive and better community;
2. To continually strive for personal growth and development to be of better service to the community in the spirit of human equality, loving relatedness and interdependence;
3. To achieve in every student a living and active faith through Values and Christian Living Subject incorporated into school's curriculum, and active participation in every Liturgical and para-Liturgical celebrations held.

SPECIFIC OBJECTIVES:

1. Provide a well-balanced and integrated preparatory training to early learners that he may be better prepared to adjust and cope with real life situation within the context of his/her experiences;
2. Maximize the child's potentials through a variety of carefully selected and developmentally appropriate curriculum, activities, materials, and experiences;
3. Train and equip students with healthy self-esteem and confidence to become self-propelled and contributing individual able to make decisions, which will prepare him/her to cope with the more complex changing demands of future life.

To realize the Vision-Mission of the school, it aims to:

1. Make the commitment to teach moral values and developing good character.
2. Model to every learner sound spiritual values rooted in faith in God manifested in their work and play.
3. Incorporate values into teaching programs across key learning areas.

CORE COMPETENCIES:

St. Jerome's Academy will be known for and distinguished by:

1. Empowered to provide Christ-centered Catholic Education;
2. Forming Christian Leaders committed to Christ-centered Catholic Education;
3. Collaborating meaningfully for the realization of the Vision- Mission;
4. Identifying alternative sources of revenues for institutional development.

PROFILE OF AN IDEAL STUDENT

- Is aware of God as the Center and Goal of his/her life;
- Possesses the basic knowledge of moral and religious truths he/she needs so that he/she may develop into a well-integrated Christian;
- 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/her work and studies;
- Is economically productive, effective, and a virtuous leader of the community;
- Has acquired the basic skills and academic preparation that will help him/her gain employment for an honest living;
- Is trained in the art of research and scientific skills through inquiry, experiments, and open-mindedness;
- Can translate into reality the preferential option for peace by working for charity, equality, and justice in all sectors of society;
- Can contribute the best of what he/she is and what he/she can do for God and Country.

GENERAL POLICIES FOR STUDENTS

ARTICLE I - ADMISSION

Admission is a very important task of every school. It means granting an applicant admission to the school, with the definite understanding that he/she, the student and his/her 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.

Section 1. Admission Policies

SJA accepts applicants on the basis of requirements presented, test results and interview. The Admission Committee gives the final decision.

Section 2. Admission Committee

Registration is handled by the Principal assisted by the Registrar, Department Coordinators and other faculty members.

Section 3. Admission Requirements

A student-applicant must comply with the following requirements prior to clearance for Entrance Test:

3.a. PRE-SCHOOL

Personal Interview

Birth Certificate (Photocopy only)

Baptismal Certificate (Photocopy only)

Age qualification as follows:

Nursery - 4 years old

Kinder - 5 years old

3.b. GRADE SCHOOL

Kindergarten completers will be accepted in Grade 1. The pupil should be at least 6 years old by June.

- Personal Interview

- Pre-school Card (original)

- Birth Certificate (Photocopy only)

- Baptismal Certificate (Photocopy only)
- Certificate of Good Moral Character

3.c. HIGH SCHOOL (INCOMING GRADE 7)

May be admitted upon presentation of the following credentials:

- Grade 6 Card (Form 138) original copy
- Baptismal Certificate (Photocopy only)
- Birth Certificate (Photocopy only)
- Certificate of Good Moral Character from the school last attended, duly signed by the principal or school head
- Interview and Entrance IQ Test

3.d. TRANSFEREES

Same as the requirements for the incoming G7 plus Academic Record reflected on the Student's Form 137.

3.e. OLD STUDENTS

- Form 138
- For students with subject deficiencies, must undergo make up or remedial classes/summer class
- Clearance from the Registrar's office and Guidance office
- For students with disciplinary problems, permit to enroll issued by the Guidance Office or the Principal

3.f. FOREIGN STUDENTS

Additional requirements for foreign students and Filipino students returning from abroad:

- Certificate/proof of compliance with the requirements of Commission on Immigration and Department of Foreign Affairs
- Certificate of eligibility for admission from DepEd
- Photocopy of Alien Certificate of Registration (ACR) the Original and signed by the officer from the Foreign Students Division, DepEd and evaluation papers included.
- Birth and Baptismal Certificates
- Report Card (See DepEd Guidelines for determining grade/year placement of students from foreign countries seeking admission to Philippine school)
- Should have passed the Entrance Exam
- Interview with the Guidance Counselor/Principal
- Health certificate for Aids and Drug Free Test submission of the following credentials from the DepEd.

3.g. TRANSIENT STUDENTS

- Make local arrangement with the Principal
- Submit required credentials if not available a compromise agreement.

RE-ADMISSION

Re-Admission of the following students is discretionary on the part of the administration and is subject to the availability of the accommodations:

1. Repeaters
2. Those who have to take summer classes or remedial classes in order to be promoted.
3. Unsatisfactory performance and/or behavior at any time and students who are habitual latecomer and who have been placed on special probation prior to their enrollment.
4. Those who have been subjects of complaints of the teachers and/or other students.

BASIS FOR NON-ADMISSION

1. Habitual Gross Misconduct for two (2) years.
2. Consecutive failure in 2 or more academic and non-academic subjects.
3. Membership in any organization, fraternity and sorority not approved or recognized by the school, and/or involvement in any of their activities.
4. Non-attendance of the school activities (camping, recollection, retreat, educational tour, et.al.) Non-compliance with the school rules and regulations.
5. Enrolling in/taking summer classes in another school without permission from the principal.
6. Retention/failure for the 2nd time of the same curriculum level.

Parents of the student-applicants are required to attend the PARENTS' ORIENTATION DAY and sign the AGREEMENT WITH THE SCHOOL PRIOR TO ENROLLMENT.

Student-applicants who do not fully satisfy the academic requirements will be required to attend the summer remedial removal class at the end of the school year or whenever time available/or to undergo intensive tutorial lessons prior to enrollment.

Reinforcement classes and tutorial lessons are arranged by the Principal and department coordinators.

Section 4. Scholarships and Benefits

To encourage students to excel in the field of academics and to help needy but deserving students, the school grants scholarships.

Section 5. Subject Load Sequence

The subject load and the sequence of subjects shall be in accordance with the approved curriculum from the DepEd and from the workshop output of innovations of the school.

Section 6. Advance Subjects and Back Subjects (for Foreign students)

As a general rule, a student shall not be permitted to take any advance subject until he/she has satisfactorily passed the prerequisite subject or subjects. The following rules shall be observed:

1. A student who has failed in any subject must enroll in the subject again, either during summer or in succeeding school years. A student who has passed a subject need not repeat the subject.
2. A student may enroll in not more than two (2) subjects during summer for the purpose of making up for previously failed subject.
3. A student shall not be allowed to take any new subject without having taken its prerequisite, but may be allowed to take both at the same time.
4. A student will be permitted an overload of not more than one (1) subject during the regular school years, inclusive of subjects previously failed.

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

Section 7. Excess Load for Graduating Students

A graduating student may be permitted at the discretion of the school authority to take additional subject load of not more than two (2) subjects, in excess of the normal load specified by the school for the school year or term. (MRPS Sec. 69)

Section 8. Tuition Fees/Policies on Refund

Payment of fees may be made in two schemes - in cash and full payment upon enrollment or by installment either on a monthly or a quarterly basis. Tuition and Miscellaneous fees should be paid to authorized personnel only at the Cashier's Office.

Official receipts which are issued upon payment is made should be kept by the student for record and reference purposes.

All fees must be paid on or before payable date to avoid inconveniences.

Payments by check are accepted. However, it is the responsibility of the drawer to see to it that it is properly made out.

Every student is expected to pay his/her full matriculation fee and the first monthly tuition upon enrollment.

REFUNDS

Registration in a school means enrollment for the entire course as well as for the entire school year. Refunds on tuition fees may be made to the students in accordance with the following conditions:

- A. A student who transfers or otherwise withdraws in writing for any reason whatsoever and who has already paid the pertinent tuition and other school fees in full or for any length longer than one (1) month may be charged:

- The whole tuition fee minus 10%, if the request for the refund is made before the beginning of the school year.
 - One-half or fifty percent (50%) of the total annual fee, if the request is made within seven days (7) after the beginning of classes.
 - The entire annual tuition fee is charged for the year, if the student withdraws or is withdrawn, for any reason whatsoever after the first week of the school year. **NO REFUND ON ANY TUITION PAYMENT** will be made. If payments have not been made in full, withdrawn or withdrawing student should settle their accounts in full before clearance for TRANSFER can be given.
- B.** A student who withdraws voluntarily or otherwise anytime after the first week of classes shall be charged full payment of all school fees. If payments have not been made in full withdrawn or withdrawing student should settle their accounts in full before clearance for transfer can be issued.
- C.** A student is considered dropped after his/her parent/guardians have informed the principal and after he is cleared of all liabilities to the school. No refund for overload or back subjects of irregular students have been issued by the Registrar's Office. In case of conflicts, the students concerned and their parents should inform the registrar immediately.

Section 9. *Withdrawal/Dropping from Enrollment*

1. Fill up an application form for withdrawal.
2. Pay tuition fees covered by the whole semester of his/she official withdrawal.
3. Settle all financial obligations.

Section 10. *Transfer of Students and Transfer credentials*

A student enrolled in one school is entitled to transfer to another school, provided he/she has no unsettled obligations with the school he/she was enrolled in.

Every student who applies for and is eligible to transfer should be provided by the school he/she is enrolled in with the appropriate transfer credentials which will entitle him/her to admission in another school of his/her choice, subject to the latter's policies and regulations on the admission of transfer students. Such credentials to be issued are as follows:

- The uncanceled report card (Form 138) with the certificate of eligibility to transfer duly accomplished and signed by the school head which shall be issued to the student within two weeks after filing of the application or after the close of the school year as the case may be.

Section 11. *Withholding of Credentials*

The release of the transfer credentials of any student may be withheld for reasons of suspension, expulsion, or non-payment of financial obligations or property responsibility of student to the school. The credentials shall be released as soon his/her obligation shall have been settled or the penalty of suspension or expulsion has been lifted.

Section 12. Promotion/Retention Policy

- **PROMOTED**
 - **Final Grade of at least 75% in ALL learning areas**
- **RETAINED**
 - **Did not meet expectations in three (3) or more learning areas**
- **CONDITIONALLY PROMOTED**
 - **Did not meet expectations in not more than two (2) learning areas**

Section 13. Scholastic Deficiency

Various measures are employed by the school in order to get the best out of the students whose scholastic performance is below the passing mark:

1. Tutorial class as per request of the parents/guardian with prior approval of the principal.
2. Warning the student and informing his/her parents/guardian of his/her failing grades.
3. Placing the student on scholastic/academic probation for failing for two consecutive grading periods. Students who fail for the first time in the same curriculum level will also be on academic probation.
4. Removal and/or Completion exams are given for students who receive a condition grade in one or two subjects.
5. A student who has failed in any subject must enroll in the subject again, either during summer or in succeeding school years. A student who has passed a subject need not repeat the subject.
6. A student may enroll in not more than two (2) subjects during summer for the purpose of making up for previously failed subject.
7. A student shall not be allowed to take any new subject without having taken its prerequisite, but may be allowed to take both at the same time.
8. A student will be permitted an overload of not more than one subject during the regular school years, inclusive of subjects previously failed.

ARTICLE II - GENERAL REGULATIONS

1. The student's registration in the school is an expression of his/her and his/her parent's willingness to participate in the pursuit of the school's Philosophy, Vision, Mission, and Objectives and to abide by all its curriculum, programs, activities, policies, rules and regulations.
2. **CELLPHONES, IPODS, AND OTHER ELECTRONIC GADGETS ARE STRICTLY PROHIBITED INSIDE THE SCHOOL CAMPUS EVEN DURING PROGRAMS.**
3. After due process, the school reserves the right to dismiss at any time any student who fails to profit satisfactorily from the instruction or to give satisfactory evidence of earnestness of purpose and active cooperation in all the requirements of conduct and academic work.

4. The school also reserves the right to deny re-enrollment of students whose parents do not attend school meetings, show cooperation nor observe courtesy towards all school administrators, teachers, and personnel.
5. St. Jerome's Academy is a Catholic school, therefore all students must respectfully take Christian Living subject prescribed in the curriculum; attend and participate in all school's activities, including those with a religious content.
6. Students of other faith shall not attempt to proselyte among other students.
7. Students may not affiliate with organizations and groups whose objectives and/or activities are contrary to the school's philosophy and objectives. Groups which are secret in nature and foster indiscriminate loyalty fall under this regulation.
8. The name, the seal, and the uniform of SJA may be used only with proper and explicit authorization from the school. Delegates to functions and activities must secure permission from the principal.
9. The prescribed uniform, ID card, and Diary are requirements for admission to class.
10. The school uniform represents the school and the ideals it upholds, therefore, it should be treated with utmost respect. The girls and boys who are authorized to wear it take care that their behavior is in consonance with what it stands for. It is intended for school wear and consonance with what it stands for. It is intended for school wear and for authorized representations only. It should not be given to non-Jeromian students.
11. Proms, balls, mixed year-level parties, dances, and unauthorized activities using the name of the school are not allowed. By exception a Prom Night, (& Victory Ball perhaps) may be held in the school premises with the approval of the Administrative Team.
12. The Flag Ceremony with its Morning Devotion sets the tone of the day. Students should be present during this time, and are expected to behave accordingly in the formation and be responsible whatever announcements and reminders given by the class advisers.
13. DIARY is an important tool for communication with parents; students should always bring it to school. In case of loss, students must secure a new one.
14. Parents who wish to consult with teachers outside of the given schedule may request for appointments through the Class Adviser.
15. Students are responsible for contributing to a climate of tranquility and order in the campus. They shall follow the guidelines promoting order and discipline in the school.

GUIDELINES FOR GROUP ACTIVITIES, PROJECTS, ASSIGNMENTS, RESEARCH AND REHEARSALS.

As much as possible, group activities such as projects, assignments, research, and rehearsals should be completed within the regular class periods or club time. However, for unfinished group activities the following guidelines must be observed:

1. Each group must submit to the subject teacher or club moderator a work plan for accomplishing the activity.
2. As a rule, overnight and overtime stay on Saturdays and other non-class days to work on group activities are not allowed. By exception, these may be allowed under a certain terms and condition arranged by the administrative team

BULLETIN OF INFORMATION

SJA implement rules and policies as follows for smooth flow of works and safety nets of both the students and parents, as well as the teachers respectively:

For Parents/Watchers/Yayas:

- The presence of watchers, whether parents or yayas, is not conducive to the development of independence and self-confidence among children.

ARTICLE III - Evaluation of Student's Achievements

Section 1. Grading System (DepEd Order No. 8 s. 2015)

The K to 12 Basic Education Program uses a standards and competency-based grading system. These are found in the curriculum guides. All grades will be based on the weighted raw score of the learners' summative assessments. The minimum grade needed to pass a specific learning area is 60, which is transmuted to 75 in the report card. The lowest mark that can appear on the report card is 60 for Quarterly Grades and Final Grades.

Learners from Grades 1 to 12 are graded on Written Work, Performance Tasks, and Quarterly Assessment every quarter. These three are given specific percentage weights that vary according to the nature of the learning area.

Section 2. A. How is Learner progress recorded and computed?

For Pre-school

Checklist and anecdotal records are used instead of numerical grades. These are based on learning standards in the Kindergarten curriculum guide. It is important for teachers to keep a portfolio, which is a record or compilation of the learner's output, such as writing samples, accomplished activity sheets and artwork. The portfolio can provide concrete evidence of how much or how well the learner is able to accomplish the skills and competencies. Through checklists, the teacher will be able to indicate whether or not the child is able to demonstrate knowledge and/or perform the tasks expected of Kindergarten learners. Through anecdotal records or narrative reports, teachers will be able to describe learner's behaviour, attitude and effort in school work.

For Grades 1 to 12

In a grading period, there is one Quarterly Assessment but there should be instances for students to produce Written Work and to demonstrate what they know and can do through Performance Tasks. There is no required number of Written Work and Performance Tasks, but these must be spread out over the quarter and used to assess the learner's skills after each unit has been taught.

The following are the steps in computing for the Final Grades.

Step 1. Grades from all student work are added up. This results in the total score for each component, namely Written Work, Performance Tasks, and Quarterly Assessment.

Raw scores from each component have to be converted to a Percentage Score. This is to ensure that values are parallel to each other.

Step 2. The sum for each component is converted to the Percentage Score. To compute the Percentage Score (PS), divide the raw score by the highest possible score then multiply the quotient by 100. This is shown below:

$$\text{Percentage Score (PS)} = \left[\frac{\text{Learner's total raw score}}{\text{Highest possible score}} \right] \times 100$$

Step 3. Percentage Scores are then converted to Weighted Scores to show the importance of each component in promoting learning in the different subjects.

Percentage Score is multiplied by the weight of the component for Grades 1 to 10. The product is known as the Weighted Score (WS).

Weighted Score (WS) = Percentage Score x Weight of Component
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Weight of the Components for Grades 1-10

G1 to G10	Components	Languages	AP	EsP	Science	Math	MAPEH	EPP/TLE
	Written Work	30%			40%		20%	
	Performance Task	50%			40%		60%	
	Quarterly Assessment	20%			20%		20%	

Weight of the Components for Grades 11-12

G11 to G12	COMPONENTS	CORE SUBJECTS	ALL OTHER SUBJECTS	WORK IMMERSION/ RESEARCH/BUSINESS ENTERPRISE/ SIMULATION/EXHIBIT/ PERFORMANCE
	Written Work	25%	25%	35%
	Performance Task	50%	45%	40%
	Quarterly Assessment	25%	30%	25%

Step 4. The sum of the Weighted Scores in each component is the Initial Grade. This Initial Grade will be transmuted using the given transmutation table to get the Quarterly Grade (QG).

Step 5. The Quarterly Grade for each learning area is written in the report card of the student.

Transmutation Table

Following is the range of Initial Grades and their equivalent Transmuted Grades that will be reflected in the report card.

Initial Grade	Transmuted Grade	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 - 95.19	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 - 43.99	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

A. How are grades computed at the end of the school year?

For Pre-school

There are no numerical grades in Kindergarten. Descriptions of the learners' progress in the various learning areas are represented using checklists and student portfolios. These are presented to the parents at the end of each quarter for discussion.

For Grades 1 - 10

The average of the Quarterly Grades (QG) produces the Final Grade.

For Grades 11 to 12

The two quarters determine the Final Grade in a semester

Final Grade by =	$\frac{1\text{st QG} + 2\text{nd QG} + 3\text{rd QG} + 4\text{th QG}}{4}$
Learning Area	

The General Average is computed by dividing the sum of all final grades by the total number of learning areas. Each learning area has equal weight.

General Average =	$\frac{\text{Sum of Final Grades of All Learning Areas}}{\text{Total number of Learning Areas in a grade level}}$
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Section 3. Selection of Honor Pupils/Students

ACADEMIC EXCELLENCE AWARD:

1. With Highest Honors	98-100
2. With High Honors	95-97
3. With Honors	90-94

Section 4. Special Awards

- Leadership Award** - given to the pupil/student who showed exemplary example in leadership and character. Must be an officer of a club and other organizations sanctioned by the school and other community activities.
- Best in Department** - given to the pupil/student who could meet the following criteria:
 - With a perfect attendance in Mass every First Friday and every First Sunday.
 - A manifestation of a true Jeronian in attitude and behaviour in and out of school campus.
- Specialization Awards** - (Best in English, Math, Science, CL and Computer) given to G6 & G10 students with the highest average of the above-mentioned subjects.
- Loyalty Award** - is given to G6 & G10 students who studied at SJA continuously for:
10-12 years ⇒ for G10
7-9 years ⇒ for G6

5. **Athlete of the Year** - is given to pupil/student who manifested the highest degree of athletic prowess and sportsmanship.
6. **Responsible Lector/Commentator/Catechist**
Responsible Knight of the Altar
 - The awards are given to graduating students who actively and religiously participated in Mass as Lector, Commentator, Catechist, and Responsible Knight of the Altar.

Section 5. Co-Curricular Award

Contests & Competitions (CC)				
	First	Second	Third	Participant
School	2	1	.75	.5
District	4	2	1	.75
Division	6	4	2	1

Sportsfest (MVP)	2
Camping (Leadership)	2

Student Leadership (SL)		Campus Journalism (CJ)	
Position		Position	
Chairman	6	Editor-In-Chief	6
Vice-Chairman	4	Associate Editor	5
Secretary/Treasurer	2	Managing Editor	5
Auditor, Peace Officer, Business Manager	2	Section Editor	4
Rep/Muse/Escor	1	Contributor	3
Class President	1	Others	2
Other Officers	0.75		

Officership & Membership (OM) Lector/Commentator Catechist - Knights		Attendance (A)	
Position			
President	4	Retreat/Recollection	10
Vice-President	3	Educational Tour	5
Secretary/Treasurer/ Other Officers	2	Workshop/Seminar	5
		School Activities (Club Programs, Sportsfest, Camping Prom, etc.)	3
Members	1		

Performing Arts (PA)	(Membership)	3
Glee Club, Dance Troupe	(Performance)	0.5
Drum & Lyre (DL)	(Membership)	2
	(Performance)	0.5

Section 6. Change in Grades

Grades once officially submitted shall not be changed by any faculty member or any other school personnel without the prior approval of the Principal. DepEd Form 18-A submitted to the Principal within after the close of each term, is the final authority on the official standing of the pupils/students. Any approved change or alteration made in any official documents prescribed by the school and the Department of Education shall be initialled by the school personnel making the alteration.

Section 7. Periodical Examination

Evaluation of student's performance in school is dependent on academic standing and on the child's department rating (conduct, homework, regularity and application). No academic awards will be given to those who do not uphold school policies on discipline.

To determine the mastery of learning tasks, unit tests such as pencil-paper tests, performance tests and other means of non-cognitive behaviour like checklist, observation techniques, et.al., are given during each grading period.

- a. The Periodical Examinations are given in every grading period. There are four (4) grading periods in an academic school year.
- b. Absences from Periodical Tests should be only due to illness on the part of the student or to some very serious reason in which case, the parent/guardian must notify the class adviser or the Principal immediately. No special examination be given provided in case of illness, a medical certificate must be presented.
- c. For any kind of dishonesty in examination, the office will give necessary action. The student will be given a failing mark of 70% in the subject and character education/deportment if proven guilty.
- d. Permit Signature from the Accounting Office shall be obtained 2-3 days before the examination days for subject requirement accomplishment. No signing of permits during the actual examination days.
- e. Special Examination will be given after the scheduled examination days.

Section 8. Graduation Requirements

Every graduating pupil/student is required to attend the graduation exercise scheduled by the school unless excused for valid reasons by the Principal.

Section 9. Circulars/Announcements/Student Diary

Important announcements and notices are made and posted on various bulletin boards. It is the responsibility of pupils/students to read these notices daily. Tampering these notices therefore would merit disciplinary sanctions. In order to ensure that effective communication has reached the home, the circulars are attached in the diary. Return slip (if any) will always be asked of the pupils/students.

Student Diary:

- a. The diary is an important link of communication between the school and the home. It serves as daily anecdotal records of student's activity in school. It is to be signed duly by the parents to keep them informed about the student's performance in school.
- b. It is used as the daily official record on the child's activities in school. It is also used to record various forms of requests, parent's and teacher's information, etc.
- c. Students are held responsible for the up keep and care of the diary. It should be kept clean, covered with plastic, and with no other unnecessary drawings, stickers, etc.
- d. In the case of the lost diary, replacement can be allowed upon recommendations of the investigation/disciplinary committee and approval of the Principal.
- e. Cases such as lost pages with remarks or excuse slips, forged signatures and remarks erased are considered serious offense.
- f. A student found guilty of any serious offense in the use of Diary or even neglectful by the investigation committee will be subjected to strict disciplinary action.

What to write in the Diary?

- a. Assignment - Subject assignments can be written in the diary. For long assignments, teachers can make use of the subject notebooks.
- b. Remarks - Comments that need parent's attention essential for follow-up of students behaviour in school maybe written in the Diary by any teacher or school authority.
- c. Excuse Slips - Parents or guardians, teachers and students shall make use of the form provided for in the diary. A note of explanation is requires when:
 - c.1. A student returns to school after an absence;
 - c.2. A student arrives late in coming to school.
 - c.3. Various permissions are requested.
 - c.4. A student cannot wear the prescribed uniform.
- d. Tardiness - Tardiness in attending classes, school programs, flag ceremonies are all recorded in the diary. Habitual tardiness warrants the teacher's refusal to accept the student in the class or can cause department deductions.
- e. Letter of Information to Parents - Any information, remarks or comments that need to reach parents should all be written in the diary. Parents or guardians should sign the diary to acknowledge receipt the letter of information sent to them.
- f. Checking and Signing of the Diary - Any remark written by the subject teacher should be signed. The adviser should make the follow-up the following day for parent's signature.

ARTICLE IV – STUDENT’S SERVICES

Section 1. Registrar’s Office

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 the transcripts of records, certificates, diplomas, and certifications pertaining to academic records.

- A. **Contents of School Record.** 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.
- B. **Request for School Records.** Upon submission and acceptance of the transfer credential, the school to which the student has transferred shall request in writing for the complete school records (Form 137) of the student from the school last attended. The latter shall forward such records directly to the requesting school within fifteen (15) days from the receipt of request.
Once the Form 137 has been released to a school, no other copy should be released to another for transfer except for travel abroad purposes. The school record shall not be given to the student unless authorized in writing by the school requesting for said records.
- C. **Release of School Records.** The school record of a student under a penalty or suspension or expulsion shall not be released until the lapse of the penalty of the discretion of the school in the case of suspension or approval by Principal in the case of expulsion.

Section 2. Guidance 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 students in academic and behaviour problems.

Section 3. Security Department.

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

Section 4. Student Affairs Office.

Student Affairs Office is also known as the Supreme Student Government (SSG). It is the highest governing body among students. This office aims to develop students’ leadership, potentials and capabilities.

Section 5. Campus Ministry Office/CIE Office.

SJA, the only Catholic school in town, aims to participate in the call of Christ on matters of Education and Evangelization to the young. The CIE seeks to carry out this task. Its foremost goal is to present Christ and the Good News to the school and the community as a whole. It aims also to foster the total personal and spiritual growth of each student. The program expects maturity from the students on matters of attitudes and behaviour.

A. Services Offered:

1. Retreat and Recollection
2. Faculty Recollections and Retreat
3. Mass and Confession
4. First Holy Communion
5. Confirmation
6. Community Outreach Ministry
7. BIBLIA-RASAL

B. Liturgical Celebration:

As we participate in the celebration, students need to be in their best behaviour shown in the following:

1. Observe proper decorum before, during and after every celebration.
2. There must be silence during line formation in going in and out of the church.
3. Show reverence by listening attentively to the on-going celebration.
4. Unnecessary noise like talking to seatmates, stomping of feet, tickling other pupils/students, making funny faces and the like.
5. Students with assigned tasks must prepare beforehand.

C. In Praying the Angelus

1. Upon hearing the bell, everybody is expected to stand.
2. Be in their prayer posture.
3. Pray aloud and fervently.

D. Prayer before and after class period

1. Prayer leader assigned will lead the prayer.
2. Everyone should be in their prayer posture.
3. Pray properly.

Section 6. Library Facilities

The school library is a place to study. Everyone is expected to observe silence while inside the library. Students are encouraged to use the facilities of the library for their intellectual growth and development.

Section 7. Health Services

The primary responsibility of the school clinic is to give first aid in case of emergency and to treat minor injuries and illness in school.

Section 8. Canteen/Cafeteria

Meals and snacks are served at reasonable prices in the canteen located within the school premises. Every pupil/student is expected to help keep the canteen clean and sanitary and to observe the standard behaviour.

Section 9. Bookstore

The bookstore caters to student's need of books and other school supplies at reasonable prices. School uniform, P.E. T-shirt, jogging pants, patches and logos are available in the bookstore.

Section 10. Tutorial Service

- A. Tutorial service is available to students who need closer observation.
- B. Request for tutoring must be coursed through the Principal
- C. Teachers may not tutor students from the grade level they teach.
- D. This service is not in any way compulsory. This is done only after agreement between parents and tutor.

Section 11. P.T.C.A. Assistance Fund (to be provided by the P.T.C.A. Officers)

ARTICLE V – POLICIES ON STUDENT ORGANIZATIONS

Section 1. Student Organization.

A student organization in any affiliation, association, or group of students organized for the purposes of realizing the schools' ultimate goals. Such student organization has been duly organized in accordance with the rules of the school and DepEd. The organization shall promote educational, scientific, civic, moral, and cultural values.

Section 2. Right to Organize.

Every student shall have the right to form, establish, join, and participate in organizations recognize by the school to foster his personality growth and development.

Section 3. Accreditation of the Student Organization.

Accreditation or approval shall be extended to any student organization upon approval of its application by the school Director/Principal. Three copies of its on-line activities containing the purposes, the names of the officers, and the name of the faculty adviser shall accompany the application.

Section 4. Use of Facilities.

All facilities in the campus are for the use of the academic community in line with the school rules,policies, and objectives.

Section 5. Liability for Use.

Student organization in charge of the activity is held responsible for the use, order, and cleanliness of any school facility.

Section 6. Posting of Announcements.

Only recognized student organizations are allowed to post, circulate, or disseminate materials in the campus. All posting and announcement must be approved by the school Director/Principal.

ARTICLE VI – SAFETY RULES

Section 1. Know the Rules.

All school rules and regulations shall be known clearly by the students for the purpose of complying with the school standard.

Section 2. Liability to Injuries to Person and Damage to Property.

The school shall not be liable for any injury to person/s and damage to property arising from negligence or willful acts of its students and employees.

Section 3. Emergency Measures.

In case of emergencies, like fire or earthquake, students should maintain their presence of mind. They should keep away from falling objects or debris or from live electric wires. They should keep themselves from open spaces in case of bomb explosions on campus. In case of earthquake, it is safer for them to stay under the table or similar equipment whenever available. To prepare and acquaint the students and school personnel on safety during fire or earthquake, drills on fire and earthquake must be conducted in the school once or twice a year.

Section 4. Floods and Typhoons.

Suspension of classes due to natural calamities shall be made by competent authorities of the school – the school Director/Principal. The suspension shall govern the DepEd guidelines:

Typhoon Signal # 1	-	No Classes (PS/GS) Classes as usual (JHS)
Typhoon Signal # 2	-	Classes suspended (All Levels)

The automatic suspension of classes does not apply to school personnel, including teachers. However, in case of private schools, the suspension of work by the school personnel shall be at the direction of the school head. Regardless of, or in the absence of typhoon signal warnings, localized cancellation or suspension of classes may be implemented by the local government. The school head may only cancel or suspend classes in cases where urgent action is needed to prevent loss of life or bodily harm.

The DepEd maintains that parents have the ultimate responsibility to determine if their children should go to school or not in the absence of an order of cancellation/suspension of classes.

Section 5. Aids Assistance.

In case of impending danger to life or property due to any cause, any student may ask for aid and assistance from any school personnel. No school personnel shall deny such assistance for it will result to a graver, equal or greater danger. In case of illness or accident, the child should be given immediate treatment or first aid. For graver case, the child should be taken immediately to the clinic or hospital. The teacher should inform the Director/Principal as well as the parents, if they can be contacted. It is necessary to have on file the complete and accurate address and phone number of the parents or guardian on a Student's Directory in the Principal's Office.

ARTICLE VII – POLICIES ON DISCIPLINE

Section 1. Policy Statement on Discipline.

It is the school's strict compliance to issue disciplinary rules to maintain discipline among students. These rules are designed to develop in the students the highest standards of decency, morality, and good behavior.

Section 2. Maintenance on Discipline.

Any student who violates any disciplinary rule shall be punished in accordance with the provisions specified in the Student's Diary.

In major offenses, a record of the investigation and the action taken by the school authorities shall be kept by the school.

Section 3. Rules and Regulations.

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

Section 4. Attendance in Class and School Activities.

Punctuality and regular attendance in classes, flag rites, curricular and co-curricular activities, and liturgical celebrations are required to all students.

A student who is absent from class is responsible to inform or make arrangements with his teacher for make-up work.

Section 5. Absences.

Absences are counted starting from the first day of classes.

- a. A student who incurs absences more than 20% of the total number of school days should be given a failing grade and no credit for the subject or course.
- b. Successive absences for 10 days automatically drop a student from the school unless authorities have been properly notified.
- c. Absence due to suspension from classes due to sanctions shall be computed as absences.
- d. For any form of absences, the student must present an excuse slip signed by his parent/guardian, addressed to the class adviser or Principal. Student without the said slip will not be admitted to class.
- e. A student who has been successively absent for more than a week has to be accompanied by a parent/guardian to explain the reason of his/her absence.
- f. Only the Principal may grant a student a leave of absence from class.
- g. No student may be allowed to leave the school premises during class hours and recess time without a written permit from the Adviser notified by the Principal.

Section 6. Tardiness.

Punctuality and regularity of attendance are strictly required and must be strictly observed. Tardiness in attending classes, school programs, and flag ceremonies are all recorded in the Student's Diary. Habitual tardiness warrants the teacher's refusal to accept the student in class or can cause department deductions. Those who arrived late will be given disciplinary actions adopted by the school to minimize the bad habit of being late or tardy.

- a. A student is considered late if he/she fails to join his class during the flag ceremony, particularly when the patriotic hymn is sang already.
- b. All cases of tardiness are considered unjustified unless a letter signed by the parent/guardian is presented.
- c. Three tardiness during the week and/or six (6) tardiness within the grading period will merit a suspension of one (1) day.

Section 7. School Uniform.

Students are expected to wear the prescribed uniform of the school. Students not properly attired will be given sanctions.

A. Pre-school (Monday-Thursday)

- Boys:**
- Black shorts
 - White Polo with school logo and patch
 - Plain white “sando”
 - Black leather shoes, white socks

Girls: (Monday-Thursday)

- White dress with light brown ribbon & belt, school logo & patch
- Black leather shoes, white socks

B. Grade School/Junior High School

Boys: (Monday-Thursday)

- Black slacks
- White Polo with school logo and patch
- Plain white “sando”
- Black leather shoes, white socks
- Haircut: clean haircut (2"x 3")

(Note: Inspection is held monthly by the adviser)

Girls: (Tuesday-Thursday)

- Light brown skirt
- White blouse with light brown ribbon, school logo & patch
- Black leather shoes, white socks

GALA UNIFORM (GS-JHS GIRLS)

- Worn every Monday and during First Sunday Mass, and Paraliturgical celebrations.
- White dress with light brown ribbon & belt, school logo & patch
- Black leather shoes, white socks

P.E. UNIFORM (PS/GS/JHS)

- Worn during MAPEH class (Friday) or the day prescribed.
- White T-shirt with school logo
- Light brown jogging pants with printed SJA at the left
- White/black socks
- Rubber shoes

Section 8. Identification Card.

All students are required to wear their ID at all times while they are within the school premises. A lost or damaged ID should be reported to the class adviser or Principal. A replacement is required. Any sign of tampering the ID invalidates it, hence will be subject for confiscation by the school authorities.

Section 9. Cheating.

Dishonesty and cheating during examinations (seatworks, quizzes, prelims, periodic exams, and the like) will not be tolerated. It is the obligation of the teacher to help honest students receive what is due them by making it difficult for the dishonest students to get away with cheating. A student caught cheating will be required to surrender the test paper and will be given automatic failure in the said examination.

Deliberate lying in the school works such as term papers, book reports, projects or guilty of plagiarism shall be given a failing grade in the particular subject.

The following constitute cheating:

- a. Looking at somebody's paper
- b. Talking and whispering during examination
- c. Referring to codes or any other material
- d. Opening books, notebooks, or notes
- e. Passing answers

If cheating is discovered, a teacher concerned should handle the situation making sure that the student does not suffer from embarrassment, insult or ridicule.

1st Offense – The student fails in the particular test. Conduct grade in The subject concerned will be 70.

2nd Offense – The student fails in the subject concerned. Conduct grade in all subjects will be 70 within the grading period.

3rd Offense – The student fails in the subject within the curriculum year.

Section 10. Causes for Disciplinary Action

MINOR OFFENSES

1. Failure to attend all school assemblies/programs.
2. Curfew violation after 5:00 P.M.
3. Failure to wear complete or prescribed daily/P.E. uniform.
4. Hair dying and haircut violation.
5. Wearing earrings for boys. One pair only for girls, dangling earrings is prohibited.
6. Wearing ear/tongue piercing and tattoos.
7. Failure to wear school ID.
8. Leaving the class without permission.
9. Deliberate disturbance during class session.

10. Reading comics, pocketbooks, magazines, and the like during class hours.
11. Playing billiards in school uniform.
12. Playing computer games in school uniform.
13. Running along the corridors, disregarding signs and markers.
14. Possession of match, lighter, and the like without permission.
15. Wearing of cap inside the school campus.
(Note: to be confiscated by the teacher)
16. Roaming around the classroom during class hours and not occupying the designated seats.
17. Loitering along the corridors, canteen, or school ground while the classes are going on.
18. Littering and spitting anywhere in the campus.
19. Calling one student from a class to borrow something by an other student during class hours.
20. Sitting on the teacher's tables and chairs.
21. Use of words that are offensive, vulgar, indecent, or blasphemous in nature.
22. No homework frequently.
23. Disregarding Teacher's Instructions.

MAJOR OFFENSES

1. Lending ID to another student.
2. Habitual tardiness and absences.
3. Cutting classes/truancy.
4. Leaving the school campus without permission.
5. Insubordination or provoking incidents harmful to the good name of the school, school officials, or classmates.
6. Misbehavior in the presence of school official or teacher.
7. Taking part in a rumble or fight with or without the use of deadly weapon.
8. Gambling in any form within the school premises.
9. Discourtesy to the school officials, faculty members, and non-academic employees.
10. Involvement in any incident in or out of the campus that may cause damage to the good reputation of the school.
11. Misbehavior in any form in the classroom, flag ceremony, Church and other school activities.
12. Vandalism or serious and deliberate damage to school property and of others'.
13. Forgery.
14. Tampering of school records and credentials, or using records and credentials known that have been tampered.
15. Possession and use of firecrackers and pyrotechnics.
16. Possession or bringing cigarettes.

17. Smoking inside/outside the campus in school uniform.
18. Bringing, possession, exhibition, and/or display of any obscene or pornographic magazines or pictures within the school premises.
19. Stealing.
20. Theft.
21. Bribery and slander.
22. Embezzlement of school/student funds.
23. Plagiarism.
24. Any act of cheating and dishonesty.
25. Extortion.
26. Fighting and bullying (acts of provocation, teasing, etc.)

CARDINAL OFFENSES

1. Hazing in any form, committed in connection with any student activity whether within or outside the school campus.
2. Membership in organizations not sanctioned by the administrators such as fraternity, sorority and the like.
3. Bringing in alcoholic drinks or drunkenness while in school premises.
4. Engaging in drinking session in school uniform in and out of the campus.
5. Entering the campus under the influence of alcoholic drinks or prohibited drugs.
6. Unauthorized carrying of deadly weapons within the school premises.
7. Distribution of prohibited drugs.
8. Immoral activities.

Section 11. CATEGORIES FOR ADMINISTRATIVE PENALTIES.

The school devised appropriate sanctions for serious violations and offenses made by the students.

- a. **Warning.** A notice made by the class adviser or Principal to the student that the continuation of his behavior or conduct may lead to other disciplinary action.
- b. **Suspension.** A form of punishment to restrain students from committing any violation of the school rules. The length of time for suspension depends upon the degree of the offenses made and upon the recommendation of the authorities concerned.

Suspension that exceeds the 20% of the prescribed school days shall be forwarded to the DepEd Regional Office within 10 days from the termination of the investigation of each case for its information.

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 student 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 in the school.

- c. **Dismissal/Exclusion.** Dismissal/exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school for being undesirable, and transfer credentials immediately issued. A summary of investigation shall have been conducted and no prior approval by the Department is required in the imposition of the penalty.

The school shall provide all pertinent papers filed in for a period of one year in order to review the case in the event that an appeal is taken by the party concerned.

- d. **Expulsion.** Expulsion is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the approval of the DepEd Secretary. The penalty may be imposed for acts or offenses constituting all major/serious offenses. The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the DepEd Regional Office concerned within ten (10) days from the termination of the investigation of each case.

ARTICLE VIII – GRIEVANCE PROCEDURE

The Grievance Investigation Committee (GIC) is the fact finding committee which takes the initiatives to investigate cases which complaint has been filed.

Section 1. Composition of Grievance Committee.

The Grievance Investigation Committee (GIC) will be composed of the:

- a. Guidance Counselor
- b. Prefect of Discipline
- c. The Three Department Coordinators
- d. Chief Head of the Supreme Student Government
- e. Its President as the representative of the students
- f. Teacher representative
- g. Adviser

Section 2. Process.

The Grievance Investigation Committee (GIC) handles serious cases elevated to it by the Teacher-in-charge of the Supreme Student Government and or its President filed against a student, group or organizations for alleged violation of school's rules and regulations, if any parties concerned are not satisfied with the action of the Supreme Student Government during the Preliminary Hearing.

Section 3. Sanctions

Sanctions	Minor	Major	Cardinal
1 st Offense	Oral reprimand from the Teacher/ Student Council Adviser	-Conference with the Principal/ Guidance Counselor -Inform the parents	Maximum penalty of immediate expulsion or dismissal from the school
2 nd Offense	-Stern Warning -Inform the parents	-Conference with the Parents -Suspension of classes in 5 days or month	
3 rd Offense	One day suspension from classes	Dismissal from the school	

ARTICLE IX – GENERAL POLICIES

Section 1. Duties of Parents.

As provided for in the Education Act of 1982, parents shall have the following duties and obligations:

- DepEd objective is to help carry out the attainment of the declared education and national goals through the school system.
- To strive to enable their children to obtain an elementary education towards the national objectives of the right formation of the Youth.
- To support and cooperate with the school administration in the proper implementation of all the school curricular and co-curricular program.

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.

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 a reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment 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. Principal - Chairperson
- b. Prefect of Discipline - Vice Chairperson
- c. Guidance Counselor
- d. Representative of the Teachers
- e. Representative of the Parents
- f. Representative of Students; and
- g. Representative from the community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC)

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 maybe 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/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 Office of Prefect of Discipline/Guidance Office

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/Guidance Office, who shall immediately report the matter to the Principal.
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 Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office 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 (24) hours 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 preventive 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 Office of Student Affairs (OSA)/ Prefect of Discipline/Guidance Office 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 Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office.
- E. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office 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 (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 Office of Student Affairs (OSA)/Prefect of Students/Guidance Office may schedule a conference with the Complaint and/or the Respondent separately to clarify the allegations in the Complaint and the Sworn Answer. The Office of Student Affairs (OSA)/Prefect of Discipline/Guidance Office may also interview witnesses, bystanders, and other who may have knowledge of the circumstances surrounding the incident.
- G. The Office of Student Affairs (OSA)/Prefect of Students/Guidance Office 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 Principal may be subject to reconsideration, or appeal to the Schools Division, within a period of (10) calendar 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 day, 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 Office of Student Affairs (OSA)/ Prefect of Students/Guidance Office, 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 commit 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.

ARTICLE X – RELIGIOUS FORMATION

Section 1. Holy Mass

- a. Sunday Mass – All Catholic students are obliged to attend the Holy Mass every Sunday.
- b. First Sunday Mass – All students are enjoined to offer a devotional Holy Mass and offering every First Sunday of the month to be arranged and supervised by the class adviser.
- c. First Friday Mass – All students are enjoined to offer a devotional mass every First Friday of the month.

Section 2. Prayers

The morning devotion is to be prayed before the Flag Ceremony, and the Prayer to Holy Spirit and the Thanksgiving Prayer, every time the classes commence and terminate respectively.

Section 3. *Bibliarasa*

The students in the CLE class performed these activities, starts with the prayer song followed by the Reading of the Gospel. The participants will be given a couple up to 5 minutes to reflect on the Words of the day which will be followed by personal sharing of his/her life in the relation to the chosen words or verse.

Section 4. *School/Class Patron Saint*

Each class is given a Patron Saint who would serve as an inspiration for all the members of the class. And on the Saint's Feast Day, the class spends the day with more time being given for spiritual exercise such as participating in the Holy Mass, recitation of the Holy Rosary and reflection on the life of the Patron Saint.

Section 5. *Parish Organization*

All students are urged to be involved in their Parish by joining a religious organization namely Knights of the Altar, Student Volunteer Catechists, League of Lectors/Commentators, and the like.

Section 6. *Other Religious Service*

All students are encouraged to attend other religious activities such as popular devotions, novenas, retreats and recollections.

ARTICLE XI – APPENDICES

A. DUTIES AND RESPONSIBILITIES OF STUDENTS

In accordance with the Education Act of 1982, students shall have the following duties and responsibilities, in addition to others provides for under the existing laws:

- a. To exert utmost effort in the development of their potentialities for service, particularly by undergoing an education suited to families and to society.
- b. To uphold the academic integrity of the school, endeavor to achieve academic responsibilities and moral integrity.
- c. To promote and maintain the peace and tranquility of the school by observing the school rules of discipline and by exerting efforts towards the attainment of harmonious relationship with fellow students, faculty, and other school personnel.
- d. To participate actively in civic affairs, and in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community, toward the attainment of a just, compassionate and orderly society.
- e. To exercise their rights responsibility with the knowledge that they are answerable for any infringement of violation of the general welfare or the rights of others.

B. PRAYERS

SIGN OF THE CROSS

In the name of the Father and of the Son and of the Holy Spirit. Amen.

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 sins, the reunion of all Christians. I offer them also for all the intentions of our Holy Father for this month. Amen.

THE LORD'S PRAYER

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven.

Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen

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 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.

DEVOTION TO THE DIVINE MERCY:

3 O'clock Prayer

You died Jesus, but the source of life flowed out for souls and the ocean of mercy opened up for the whole world. O Fountain of Life, immeasurable DIVINE MERCY, cover the whole world and empty Yourself out upon us. O Blood and Water which flowed out from the Heart of Jesus as a Fountain of Mercy for us, I trust in You!

Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and the whole world. (3x) Amen.

Jesus, King of Mercy, we trust in You!

C. ANGELUS

L: The Angel of the Lord declared unto Mary

R: And She conceived by the Holy Spirit

L: Hail Mary . . .

R: Holy Mary . . .

L: Behold the handmaid of the Lord.

R: Be it done unto me according to your word

L: Hail Mary . . .

R: Holy Mary . . .

L: And the Word was made flesh.

R: And dwelt among us.

L: Hail Mary . . .

R: Holy Mary . . .

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

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

LET US PRAY:

Pour forth, we beseech You, O Lord, your grace into our hearts. That we to whom the incarnation of Christ, your Son was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection through the same Christ our Lord. Amen.

ACT OF FAITH

O my God, I firmly believe that you are the one God in three Divine Persons: Father, Son and Holy Spirit; I believe that your Divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because you have revealed them, who can neither deceive nor be deceived.

ACT OF HOPE

O my God, relying on your almighty power and infinite mercy and promises, I hope to obtain pardon for my sins, the help of your grace and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

JOYFUL MYSTERY (*Monday & Saturday*)

1. The Annunciation
2. The Visitation
3. The Birth of Jesus Christ
4. The Presentation of child Jesus in the Temple
5. The Finding of Jesus in the Temple

SORROWFUL MYSTERY (*Tuesday & Friday*)

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

GLORIOUS MYSTERY (*Wednesday & Sunday*)

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

LUMINOUS MYSTERY (*Thursday*)

1. The Baptism in the Jordan river.
2. The wedding of Cana.
3. The proclamation of the kingdom.
4. The Transfiguration.
5. The institution of the Holy Eucharist.

D. HOLY MASS

INTRODUCTORY RITES

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. All: Lord, have mercy.
Priest: Christ, have mercy. All: Christ, have mercy.
Priest: Lord, have mercy. All: Lord, have mercy.

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 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.

All: Amen.

LITURGY OF THE WORD

First Reading:

Lector: A reading from the Book of... (or the Letter of...; or the Acts of the Apostles).

Lector: The Word of the Lord.

All: Thanks be to God!

Responsorial Psalm:

Second Reading:

Alleluia or Gospel Acclamation:

Choir or Cantor: Alleluia! All repeat: Alleluia!

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

Gospel:

Deacon (or Priest): The Lord be with you.

All: And with your spirit.

Deacon (or Priest): A reading from the Holy Gospel according to...
[Matthew, Mark, Luke, or John]

All: Glory to you, O Lord!

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

All: Praise to you, Lord Jesus Christ!

Homily:

Creed (Profession of Faith):

APOSTLES' CREED:

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

Amen.

Universal Prayer (a.k.a. Prayer of the Faithful, or Bidding Prayers):

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

All: Lord, hear our prayer.

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.

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:

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.

Mystery of Faith (Memorial Acclamation):

Priest: The mystery of faith:

All: A-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!

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.

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

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.

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.

Communion Minister: The body of Christ. Communicant: Amen.

Communion Minister: The blood of Christ. Communicant: Amen.

Communion Song:

Period of Silence or Song of Praise:

[When the distribution of Communion is completed, there may be a period of silence for individual prayer, or a psalm or song of praise may be sung. The people either stand, sit, or kneel during this time, although the posture of the congregation should be unified.]

Prayer after Communion:

Priest: Let us pray.

All: Amen.

CONCLUDING RITES

[Announcements, etc.]:

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:

Deacon (or Priest): Go forth, the Mass is ended.

or Go and announce the Gospel of the Lord.

or Go in peace, glorifying the Lord by your life.

All: Thanks be to God!

[Recessional and Closing Song]:



St. Jerome's Hymn

Composed and Arranged by:

DR. ANTONIO R. MATEO

Valedictorian - Class 1968

High stands alone the fortress
Strong of the faith believe in
Battered by winds of changing times and
relentless tide
On through the darkest night her beacon shed their light
That man maybe guided on his way

(Instrumental break)

Now hear the voice of her children
From grateful and loving hearts arise
The whole world will know and will listen
As we lift our voices to the sky

All hail, hail to St. Jerome's hail haven of our soul
Long may she stay to guide and see us through our way
God mighty from above keep her this school we love
Then truth in our hearts and in our minds
Forever will reign in our lives, forever will reign...

MASS ATTENDANCE

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

JANUARY

FEBRUARY

MARCH

**CLEARANCE REQUIREMENT FOR
RELEASE OF FORM 138**

(Complete signatures accomplishment)

Name: _____

Grade & Section: _____

Accounting _____

Computer Lab _____

Speech Lab _____

Science Lab _____

TLE Lab _____

Library _____

Property Custodian _____

Registrar _____

Canteens _____

Prefect of Discipline _____

Guidance Office _____

Subject Teachers:

 C.L. _____

 English _____

 Filipino _____

 Math _____

 Science _____

 Computer _____

 TLE/EPP _____

 A.P. _____

 Music _____

 Arts _____

 P.E. _____

 Health _____

Checked by Adviser: _____

Verified by the Principal: _____

Noted by the School Director: _____

TEST PERMIT

JULY

1st MONTHLY EXAMS

(Finance Officer)

AUGUST

1st PERIODICAL EXAMS

(Finance Officer)

SEPTEMBER

2nd MONTHLY EXAMS

(Finance Officer)

OCTOBER

2nd PERIODICAL EXAMS

(Finance Officer)

NOVEMBER

3rd MONTHLY EXAMS

(Finance Officer)

JANUARY

3rd PERIODICAL EXAMS

(Finance Officer)

FEBRUARY

SEMI-FINAL EXAMS

(Finance Officer)

MARCH

FINAL EXAMS

(Finance Officer)

NOTES

NOTES