



NORZAGARAY COLLEGE  
Municipal Compound, Norzagaray, Bulacan

# STUDENT HANDBOOK

Revised  
2018

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

YEAR & SECTION:

\_\_\_\_\_

STUDENT NUMBER:

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## TABLE OF CONTENTS

<b>I. THE NORZAGARAY COLLEGE</b> .....	1
A. History .....	1
B. Official Logo.....	2
C. Vision, Mission, Objectives and Core Values.....	3
D. Academic Programs .....	4
1. College of Education.....	4
2. College of Computer Science.....	4
3. College of Hotel and Restaurant Management/Hospitality Management .....	5
<b>II. ADMISSION AND REGISTRATION</b> .....	6
A. General Admission Policies and Requirements .....	6
B. Admission and Retention Policies .....	8
1. College of Education (BSEd, BEEd) .....	8
2. College of Computer Science.....	11
3. College of Hotel and Restaurant Management/Hospitality Management .....	13
C. Enrolment Procedures .....	14
1. Freshmen and Transferees .....	14
2. Old and Returning Students .....	14
D. Adding, Changing and Dropping of Subjects .....	15
E. Cross Enrolment.....	15
F. Shifting of Course.....	16
G. Certificate of Registration (COR) .....	16
H. Application for School I.D.....	16
I. Classification of Students .....	16
J. Student Load .....	17
K. Graduating Student Load .....	17
L. Tutorial Class .....	17
<b>III. ACADEMIC POLICIES</b> .....	19
A. Class Attendance .....	19
B. Examinations, Credit and Grading.....	20
C. Grading System .....	21
D. Removal of Deficiencies .....	21
E. Discontinuance of Studies .....	22
F. Academic Honors and Awards .....	22
1. Academic Honors.....	22
2. Academic Excellence .....	22
3. Dean’s List.....	22
4. Leadership Award.....	23
5. Special Awards.....	23
G. Graduation .....	23
<b>IV. SCHOLARSHIP, GRANTS AND FINANCIAL ASSISTANCE</b> .....	24
A. Entrance Scholarship.....	24
B. Academic Scholarship .....	24

C. Student Organization Scholarship.....	24
D. Student Financial Assistance .....	25
<b>V. STUDENT SERVICES AND AFFAIRS.....</b>	<b>25</b>
A. Office of Student Affairs.....	25
B. Office of the Registrar .....	26
C. Library.....	26
D. Guidance and Counseling Office.....	27
E. Dental Clinic .....	27
F. Community Extension Office .....	27
G. Student Publication .....	27
H. Property Custodian Office.....	27
I. Alumni Office.....	28
J. Student Organizations .....	28
1. Norzagaray College Student Council (NCSC).....	28
2. Other Student Organizations .....	29
3. Recognized Clubs .....	29
K. Off Campus Activities .....	31
L. Code of Conduct and Discipline .....	32
1. School Uniform .....	32
2. School ID .....	34
3. Student Behavior .....	34
4. Classification of Violation/Offenses .....	36
5. Procedure for Processing of Student Discipline Cases .....	39
6. Rights of Students.....	40
7. Duties and responsibilities of Students .....	41
<b>VI. APPENDICES.....</b>	<b>42</b>
APPENDIX A. RA 7787, Section 3 Anti Sexual Harassment Policy .....	42
APPENDIX B. RA 9710 Gender and Development Act. Philippine Higher Education Institutions (Excerpts) .....	44
APPENDIX C. RA 9165 An Act Instituting the Comprehensive Dangerous Drugs Act of 2002, Repealing RA 6425, Otherwise Known As The Dangerous Drugs Act Of 1972, As Amended, Providing Funds Therefor, and for Other Purposes. ....	46
APPENDIX D. RA 10627 "Anti Bullying Act of 2013" .....	48
APPENDIX E. RA 7079 An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes .....	48
APPENDIX F. Policies and Guidelines on Local Off-Campus Activities .....	51

## **FOREWORD**

Norzagaray College is a government institution for the development of man's potentials both as an individual and as a member of society. Likewise, it is established to help the rural underprivileged and marginalized members of the community.

The main concern of the college is to develop the intellectual, spiritual, emotional, social and physical aspects of the students.

This handbook is intended for the students, to help them adjust to the new environment they are into. It is designed to provide them with a source of reference on important matters concerning various aspects of students' lives at the college.

The rules and regulations written in this manual is applicable to all students who are enrolled in this institution who upon admission, agreed to abide by the same regulation and conduct themselves to maintain discipline among students, uphold the order of the school and preserve the name of the college.

It is therefore necessary for students to know the provisions of this handbook to function efficiently and make their stay at the college both academically rewarding and personally enjoyable.

Thus, it is recommended that the students will bring this handbook always to serve as their constant guide.

Welcome!

## **I. THE NORZAGARAY COLLEGE**

### **A. HISTORY**

On December 21, 2004, Hon. Mayor Dr. Matilde A. Legaspi announced to the public that the Municipality of Norzagaray will soon establish a college of its own, a non-sectarian institution dedicated to help the marginalized and underprivileged sector of the community by providing quality education at a minimum cost. While faced with the growing educational needs of the community, the founders, former Mayor Matilde A. Legaspi, M.D., and Ermelito V. dela Merced, M.D., started the consultations with different government agencies on how to put up an institution of higher learning. Soon, through SANGGUNIANG BAYAN ORDINANCE NO.2006-10, the Norzagaray College was established and the Norzagaray College Charter was promulgated. It was first a three-storey building with eighteen rooms housing five (5) courses - Bachelor of Science in Computer Science, Bachelor of Science in Hotel and Restaurant Management, Bachelor of Science in Nursing, Bachelor of Science in Secondary Education and Elementary Education.

On March 20, 2007, CHED Regional Office III issued a certificate recognizing Norzagaray College as one of the Local Community Colleges in Region III.

In June 2007, Norzagaray College started providing quality education with its five programs.

In 2010, the Commission on Higher Education (CHED) granted the necessary permits for B.S. Computer Science (No. GR-035 Series of 2010), B.S. Hotel and Restaurant Management (No. GR-031 Series of 2010), Bachelor of Elementary Education (No. GR-056 Series of 2010) and Bachelor of Secondary Education (No. GR-57 Series of 2010). While, In 2011, the CERTIFICATE OF PROGRAM COMPLIANCE was granted to Norzagaray College for the Bachelor of Science in Nursing Program.

At present, the Norzagaray College is upgrading its standards to make its graduates globally competitive.



## B. OFFICIAL LOGO



The Norzagaray College logo and its symbolisms:

The yellow circle bears the name of the college and the year it was established. It signifies unity, wholeness and infinite pursuits to achieve quality education.

The two laurels represent prosperity and fame.

The shield is used as the symbol of strength as well as protection.

The open book symbolizes the vision of education.

The flaming torch provides enlightenment in search for knowledge which dispels the darkness brought by ignorance.

The rays of the torch represent 13 Barangays of Norzagaray.

The bird symbolizes freedom to access various educational opportunities.

The color blue symbolizes loyalty and professionalism.

The color gold reflects commitment to make the students competitive leaders of tomorrow.

Finally, the color white represents equality in which the municipality is determined to provide to its constituents.

## **C. VISION, MISSION, OBJECTIVES AND CORE VALUES**

### **VISION**

Norzagaray College envisions itself to transform lives of individuals and communities through life-long learning.

### **MISSION**

As an Institution of Higher Education, we commit ourselves to:

1. Produce local and global competitive professionals through quality, accessible and affordable education;
2. Develop the intellectual, physical, social, spiritual, cultural and career potential of the individual capable of meeting the needs of industry, public service and civil society; and
3. Provide innovative educational environment, opportunities and experiences that enable individuals and communities to grow, thrive and prosper.

### **OBJECTIVES**

To achieve the stated vision and mission the NC shall:

1. Provide students with excellent academic instructions, skills and trainings that are relevant in the practice of their chosen field;
2. Engage students to programs and activities that will develop their holistic potential; and
3. Establish local, national and international linkages by strengthening partnership with other higher educational institutions, industry, government and non-government offices for the educational advancement of institution and development of the community.

The Norzagaray College values the following as central to our success :

- Professionalism
- Responsibility
- Integrity
- Diversity
- Excellence

## **D. ACADEMIC PROGRAMS**

### **1. COLLEGE OF EDUCATION**

#### **VISION**

The College of Education aims to become the leading Teacher Institution in the region with the commitment of producing highly, competitive and morally upright educators responsive to constant changing of local and international communities.

#### **MISSION**

Committed to provide competency-based teachers' training with national and global standards imbued with moral values for holistic transformation of would-be teachers in the basic education.

#### **OBJECTIVES**

1. Produce teachers with high self-esteem who can meet the demands of the learning environment in the basic institution;
2. Produce competent teachers with sufficient knowledge in the different principles, theories, methods and techniques, necessary for efficient and effective delivery of instruction in their field of specialization;
3. Produce teachers with Higher Order Thinking Skills (HOTS) research capability, creativity, innovation, and diligence to work;
4. Produce teachers with personal discipline, leadership skills and sense of responsibility.

#### **CORE VALUES**

The College of Education seeks to develop future teachers who are FAITH-ORIENTED, COMPETENT, COMMITTED, ETHICAL, SOCIALLY CONCERNED citizens and achievers in the service of men, country and the Glory of God.

### **2. COLLEGE OF COMPUTER SCIENCE**

#### **VISION**

To be recognized nationally and internationally as a benchmark for excellence, innovation, integrity, and distinctiveness in bachelor's level education taught from global perspective.

#### **MISSION**

To provide the Computer Science students with a solid, technical foundation that enables them to be a globally competitive professionals.

## **OBJECTIVES**

1. Build partnerships with industry and educational institutions;
2. Provide the highest quality of education in order to produce distinguished graduates;
3. Meet the international standards in education, which will produce graduates who are competitive locally and internationally;
4. Develop ethical and skilled problem-solvers;
5. Provide world-class quality and relevant research programs in Information Technology; and
6. Empower students with the required knowledge of computing systems and different areas in the field of Computer Science.

### **3. COLLEGE OF HOTEL AND RESTAURANT MANAGEMENT/HOSPITALITY MANAGEMENT**

#### **VISION**

The College of Hotel and Restaurant Management/Hospitality Management envisions the program towards relevance and academic excellence in the field of hospitality and entrepreneurship.

#### **MISSION**

To produce entrepreneurs, managers and highly qualified and competent hotel and foodservice staff who are locally and globally competitive and can contribute to the promotion of professionalism in the hospitality industry.

#### **OBJECTIVES**

The College of Hotel and Restaurant Management/Hospitality Management aims to:

1. Offer a curriculum relevant and responsive to local and international standards;
2. Produce professionals who are competent in the hospitality industry;
3. Expose the students to entrepreneurial opportunities , off-campus trainings, workshops and tour as a venues for learning; and
4. Promote students participation in research and community extension programs towards the advancement of the teaching profession, industry and community.

## II. ADMISSION AND REGISTRATION

### A. GENERAL ADMISSION POLICIES AND REQUIREMENTS

#### 1. New/Beginning Freshmen Students

- 1.1 Students shall be accepted regardless of age, sex, nationality, ethnicity, religious beliefs, socio economic status or political affiliations
- 1.2 Students shall have graduated from public or DepEd recognized private secondary schools.
- 1.3 Students shall pass the entrance examination given by the Guidance Office.
- 1.4 Students shall qualify in the average grade requirement set by the department they intend to enrol.
- 1.5 Students are not accepted during the Second Semester or Summer.
- 1.6 Students shall not have enrolled in any academic or college subject/s prior to their enrolment as freshmen, otherwise they shall be classified as transferees.
- 1.7 Students approved for enrolment shall submit the following requirements to the Registrar's Office:

- Form 138 or High School Report Card
- Certificate of Good Moral Character
- Original PSA Birth Certificate
- Original PSA Marriage Certificate (for married student)
- 4 pcs. 2 x 2 ID pictures
- Voter's ID of parents (for students below 18 years old) or voter's ID of applicant of legal age
- Chest X-ray result (not later than 6 months)
- 2 pcs. mailing envelopes
- 4 pcs. documentary stamps
- Brown envelopes (1 long & 1 short)

*Note: Credentials submitted for enrolment become part of school records. It may not be withdrawn after registration. The school reserves the right not to admit or to dismiss at any time any student or enrollee who submits false credentials.*

- 1.8 Students shall provide one (1) photocopy of the following requirements to their respective deans:
  - Form 138 or High School Report Card
  - Certificate of Good Moral Character
  - Birth Certificate from PSA
  - Chest X-ray result (not later than 6 months)

To include:

- 2 pcs. 2 x 2 ID pictures
- 1 long plastic envelope

1.9 Students shall pledge to abide by and comply with all the rules and regulations of the Norzagaray College (NC).

## 2. Transferees

2.1 Students shall have complete and valid credentials.

2.2 Students shall meet all the prescribed admission requirements of the College and the concerned department.

- Pass the entrance examination given by the Guidance Office
- Average grade requirement (GWA)
- Pass the oral interview

2.3 Students shall submit the following requirements to the Registrar's Office:

- Certificate of Honourable Dismissal
- Official Transcript of Records (TOR) with subject description/certified true copy of complete academic records signed by the Registrar of the previous school
- Certificate of Good Moral Character from previous school attended
- PSA Birth Certificate
- PSA Marriage Certificate (for married applicant)
- Voter's ID of parents (for students below 18 years old) or Voter's ID of applicant of legal age
- Chest X-ray result (not later than 6 months)
- 4 pcs. 2 x 2 ID pictures
- 2 pcs. mailing envelopes
- 4 pcs. documentary stamps
- Brown envelopes (1 long & 1 short)

2.4 Students shall provide one (1) photocopy of the following requirements to their respective deans:

- Honourable dismissal
- Official Transcript of Records (TOR) with subject description
- Certificate of Good Moral Character from previous school attended
- PSA Birth Certificate
- PSA Marriage Certificate (for married applicant)
- Chest X-ray result (not later than 6 months)

To include

- 2 pcs. 2 x 2 ID pictures
- One (1) long plastic envelope

2.5 Only students who have enrolled in any course leading to a degree program are admitted as transferees.

2.6 Admission shall be on a probation basis during the first semester of stay in the College or until such time as they shall have validated/repeated in accordance with the College policies all the subjects taken outside the NC which are

required for their course.

2.7 Official Transcript of Records/Certified True Copy of Grades shall be submitted prior to admission otherwise enrolment will not be allowed.

2.8 Students shall pledge to abide by and comply with all the rules and regulations of NC.

### 3. Returning Students

All former NC students who discontinued studies for one semester or more and who wish to enrol must meet the following requirements:

3.1 Any undergraduate student who dropped all subjects without valid reasons during his last semester's stay in the college or obtained incomplete grades at the end of the last semester, and or failed in at least 50% of the subjects enrolled in during the last semester maybe re-admitted only under the following conditions:

3.1.1 Students shall submit a letter of intent for re admission to the Dean of the program.

3.1.2 Students shall undergo academic counselling and present a written statement duly signed by himself/herself and his/her parent/guardian that he/she will improve his/her academic grades during the next semester.

3.1.3 Students shall submit their summary of grades to the Dean. The dean may reduce the student's load as he/she sees applicable.

## B. ADMISSION AND RETENTION POLICIES

### 1. COLLEGE OF EDUCATION (BSEd, BEEd)

#### Rationale:

In pursuance to **RA No. 10931** also known as the **Universal Access to Quality Tertiary Education**, the Norzagaray College as a grantee shall uphold its commitment to pursue academic excellence as an institution of higher learning. Henceforth, the College of Education is determined to increase its standard that includes admission of student applicants and retention in the BSEd and BEEd degree programs to ensure the delivery of the program must be granted to the financially poor but deserving students. Since the NC – Teacher Education is offering board academic programs, students are also ought to maintain an outstanding academic reputation and utmost performance in the Licensure Examination for Teachers (LET).

#### A. Admission Policies

The following policies on admission serve as guiding conditions:

##### 1. New/Beginning Freshmen Students

1.1 Students shall have obtained a General Weighted Average (GWA) of 85% or its equivalent and above without failing grade/s as evidenced by high school report card or transcript of records.

- 1.2 Students who desire to be admitted to the College but have a GWA of 82% - 84% will only be accepted on probationary status of one (1) semester. If he/she improves in his/her grades after this, he/she may be allowed to continue in the college, otherwise, he/she will be advised to shift/transfer to other courses.
- 1.3 Students with GWA of below 82% are advised to enrol in other existing degree programs of NC. If the applicant wished to enrol in the College of Education after one (1) semester, he/she shall obtain a GWA of 85% and above and no grade lower than 2.25 or its equivalent in any of the subjects enrolled.
- 1.4 Students shall pass the oral interview conducted by the Dean or his/her representative.
- 1.5 Students enrolled in the College of Education should strive to speak English and Filipino to achieve language proficiency as best expected of teachers.
- 1.6 Students shall comply the general admission requirements prior to enrolment.

## **2. Transferees/Shiftees**

- 2.1 Students shall present a Certified True Copy of their credentials with a GWA of 85% or its equivalent and above and no failing grades in all of the subjects from the previous school/s attended in all semesters, otherwise, he/she will be advised to enrol in other academic programs offered in NC.
- 2.2 Students shall pass the qualifying examination given by the College of Education prior to admission.
- 2.3 Students shall pass the oral interview conducted by the Dean or his/her representative.
- 2.4 Students enrolled in the College of Education should strive to speak English and Filipino to achieve language proficiency as best expected of teachers.
- 2.5 Students shall comply the general admission requirements prior to enrolment.

## **B. Retention Policies**

The following policies on retention serve as guiding conditions:

### **First – Second Year Students:**

1. Students shall maintain passing grades in all subjects enrolled with no grade lower than **80%** in all professional subjects and a GWA of **85%** and above in order to continue his/her studies for the next term. The student who did not obtain the required grade during the first semester is given one semester to improve his/her grades.
2. Students who fail to improve their grades in the second semester shall be placed on probationary status.
3. Probation status of a student maybe lifted upon obtaining passing grades in all subjects and a GWA of 85% during the term he/she is on probation.



4. Any student under probation status who again failed to obtain a GWA of 85% shall be advised to shift to another program.
5. No student will be allowed to enrol if he/she has incomplete grades.
6. Students should be well-mannered and maintain positive attitudes toward their studies.
7. Only students who obtained a GWA of 85% or its equivalent and better and have completed all academic requirements for 1<sup>st</sup> year and 2<sup>nd</sup> year shall be eligible to take the qualifying examination given by the College of Education.

Students admission to 3<sup>rd</sup> year level shall be computed as follows:

General Weighted Average (GWA)	60%
Qualifying Examination (QE)	<u>40%</u>
<b>Total</b>	<b>100%</b>

8. Students shall have a total grade of 75% coming from GWA and QE.

The student who did not obtain the required grade shall not be eligible for admission to 3<sup>rd</sup> year level. He/She shall be advised to shift to another program offered by the institution.

9. Students who are eliminated from the program will not be readmitted to the department.

### Third Year – 4<sup>th</sup> Year Students

1. Students shall maintain a grade of 80% or better in all professional subjects and a GWA of 85%.
2. Students who obtained a GWA of below 85% shall be guided by the following standards:

Number of subject/s with grade/s below 80%	Allowable Load for the following Semester	Number of subject/s failed	Allowable Load for the following Semester
3	Less 3 units	2	Less 3 units
4 and above	Less 6 units	3	Less 6 units
		4 and above	<b>Non-admission to the College of Education</b>

3. Students who are eliminated from the program will not be readmitted to the department.

## **2. COLLEGE OF COMPUTER SCIENCE**

### **A. Admission Policies**

#### **1. New/Beginning Freshmen Students (BSCS and ACT)**

- 1.1 The College of Computer Science (CS) follows the general admission policies of NC.
- 1.2 Students shall pass the oral interview conducted by the Dean or his/her representative.
- 1.3 Students shall comply the general admission requirements prior to enrolment.

#### **2. Transferees/Shifttees**

- 2.1 Students shall present a Certified True Copy of their credentials/Transcript of Records with a GWA of 2.50 or better or its equivalent from the previous school/s attended in all semesters.
- 2.2 Students who desire to be admitted to the College but have a GWA below 2.50 or its equivalent will be accepted on probation.
- 2.3 Students shall pass the oral interview conducted by the Dean or his/her representative.
- 2.4 Students shall comply the general admission requirements prior to enrolment.

#### **3. Associate in Computer Technology (ACT) Graduate to BSCS**

- 3.1 Students shall have at least a GWA of 2.50 or its equivalent in all Basic Computer and Mathematics subjects.
- 3.2 Students who desire to be admitted to BSCS Program but have a GWA below 2.50 or its equivalent will be accepted on probation for one (1) semester.
- 3.3 Students shall pass the oral interview conducted by the Dean or his/her representative.

### **B. Retention Policies**

1. Students who failed in Computer Fundamentals (Basic Computer subject) will be advised to shift to another program offered in the institution.
2. Students shall maintain passing grades in all subjects enrolled and a GWA of 2.50 or better. The student who did not obtain the required GWA during the semester is given one semester to improve his/her grades.
3. Students who fail to improve their grades in the second semester shall be placed on a warning status.
4. Warning status maybe lifted upon obtaining a GWA of 2.50 or better, otherwise, the student will be placed on probation.

5. Any student on probation status who failed to obtain a GWA of 2.50 for two (2) consecutive semesters will be advised to shift to other courses.
6. Students shall be guided by the following standards:

<b>% of Failure in the Semester Load</b>	<b>Allowable Load for the following Semester</b>
50%	Less 6 units from the required total academic load
100%	Non-admission to the College of Computer Science

7. Students who are eliminated from the program will not be readmitted to the department.

### **Guidelines on the Availment of Free Higher Education (RA 10931)**

1. Students shall have no failing grades in all subjects enrolled at the end of the semester.
2. Evaluation of student records shall be guided by the following:

<b>Number of Subject/s Failed in a semester</b>	<b>Allowable load for the following semester</b>	<b>Status</b>
1 - 2	Regular load	Warning
3	Less 3 units from normal load	Probation
4 and above	-	Disqualified to avail Free Higher Education

3. Students on warning status with failing grade/s at the end of the semester shall be placed on probation.
4. Students under probation status who fail to pass all subjects enrolled for two (2) consecutive semesters will result to none availment of Free Higher Education on the next semester.
5. Disqualification does not apply to cases where failure in four (4) subjects and above were due to unauthorized/unofficial dropping of subjects caused by valid reason/s (i.e prolonged illness or medical treatment of the student, financial constraints, personal/family problem, etc.) and not to poor class standing. Reconsideration may be requested by the student. Such case must be certified by the instructor and approved by the dean.

### 3. COLLEGE OF HOTEL AND RESTAURANT MANAGEMENT/HOSPITALITY MANAGEMENT

#### A. Admission Policies

##### 1. New/Beginning Freshmen Students

- 1.1 The College of Hotel and Restaurant Management (HRM)/Hospitality Management (HM) follows the general admission policies of NC.
- 1.2 Students shall pass the oral interview conducted by the Dean or his/her representative.
- 1.3 Students shall have good communication skills.
- 1.4 Students shall comply the general admission requirements prior to enrolment.

##### 2. Transferees/Shifttees

- 2.1 The College of HRM/HM follows the general admission policies of NC.
- 2.2 Students shall present a Certified True Copy of their credentials/ Transcript of Records from their previous school/s attended.
- 2.3 Students shall pass the oral interview conducted by the Dean or his/her representative.
- 2.4 Students shall have good communication skills.
- 2.5 Students shall comply the general admission requirements prior to enrolment.

#### B. Retention Policies

1. Students shall maintain passing grades in all subjects enrolled in a semester.
2. Evaluation of student records for purposes of retention is guided by the following standards:

Failure %	No. of Units Enrolled	Status	Allowable Load for a Semester
0 – 24%	No limit	Regular	Normal load
25 – 49%	Any number of academic units	Warning	Less 3 units from normal load
50 – 75%	6 academic units or more	Probation	15 units only
76 – 100%	9 academic units or more	Non-admission to the program	

3. Any student who has received two successive warnings shall be placed on probation.

4. Any student under probation status who fails again 50 percent or more of the total number of academic units enrolled will result to non-admission to the program.
5. Probation status may be lifted upon passing all the subjects carried during the term the student is on probation.
6. Non-admission to the program does not apply to cases where failure in 75-100% were due to unauthorized/unofficial dropping of subjects caused by prolonged illness or medical treatment of the student and not to poor class standing. Reconsideration may be requested by the student. Such case must be certified by the instructor and approved by the dean.
7. Students who are eliminated from the program will not be readmitted to the department.

### **C. ENROLMENT PROCEDURES**

#### **1. Freshmen and Transferees**

- 1.1 Proceed to the Guidance Office to fill in the *Entrance Examination Sheet*.
- 1.2 Take the entrance examination as scheduled in the Guidance Office and wait for the result after a week.
- 1.3 Proceed to the Office of the Dean of the program and submit the result of entrance examination for evaluation and for oral interview.
- 1.4 Submit all necessary requirements to the Registrar's Office.
- 1.5 Accomplish the Certificate of Registration (COR) and have it signed by the Dean or his/her representative.
- 1.6 Proceed to the Accounting Office for the assessment of fees.  
*\*For students who will not qualify to avail RA10931, pay the fees at the Municipal Cashier and secure official receipts and the Certificate of Registration (COR).*
- 1.7 Proceed to Registrar's Office to be included in the official list of enrolled students.
- 1.8 Present the COR to the respective instructors on the first day of classes.

*Note: Wait for the schedule and venue for the measurement of uniform and ID picture taking.*

#### **2. Old and Returning Students**

- 1.1 Submit clearance/report of grades/class cards to the Dean of the program for evaluation.
- 1.2 Secure approval of your Certificate of Registration by the Dean or his/her representative.
- 1.3 Present COR to the Accounting Office for assessment of fees.

*\*For students who will not qualify to avail RA10931, pay the fees at the Municipal Cashier and secure official receipts and the Certificate of Registration (COR).*

- 2.4 Proceed to Registrar's Office to be included in the official list of enrolled students and validation of school ID.
- 2.5 Present the COR to the respective instructors on the first day of classes.

#### **D. ADDING, CHANGING AND DROPPING OF SUBJECTS**

Any adding, changing or dropping of subject/s shall be considered valid only if officially filed with the Registrar's Office during the period allowed.

1. To add, change and drop subject/s student must:
  - 1.1 Secure corresponding form from the Registrar's Office.
  - 1.2 Secure approval of the Dean of the program and the instructor concerned.
  - 1.3 Submit form for Registrar's approval.
  - 1.4 Return to the Accounting Office for re-assessment and to the Municipal Cashier for payment and secure official receipt.
  - 1.5 Submit form to the Registrar's Office and present copy to the Dean and instructor concerned.
2. A student is allowed to change subject/s during the enrolment period not later than 2 weeks after classes have commenced, provided however, that the total number of units after the addition or change does not exceed the total number of units, prescribed in his/her curriculum and provided further, that the pre-requisites of the subject have already been taken.
  - 2.1 Dropping of a subject/s may be allowed by the instructor concerned two weeks after the classes have officially commenced provided the reasons are valid and approved by the Dean of the program.
  - 2.2 Student who failed to drop officially will be given a mark of "UW" or unauthorized withdrawal in the said subject/s.

The following refund in the tuition fee will be given for each subject dropped:

- a. 1st week - 75% of the amount of fees per subject dropped.
- b. 2nd week - 50% of the amount of fees per subject dropped.
- c. 3rd week - 20% of the amount of fees per subject dropped.
- d. No refund of fees is given after the fourth week.

#### **E. CROSS ENROLMENT**

Cross-enrolment to another program offered by the college may be allowed in the following cases:

1. For graduating students who have subject/s that is/are not offered within two (2) succeeding semesters.
2. Students with back/repeated subject/s which is/are pre-requisite in the succeeding semesters.

## **F. SHIFTING OF COURSE**

1. A student who desires to shift from one program to another program must undergo an interview with the Dean of the program.
2. He/she is required to secure a clearance from his/her previous program/course.
3. The student must pass the qualifying examination or interview of the desired program (if applicable).
4. Proceed to the Registrar's Office to request for the summary of grades and submit the same to the Dean of the program or his/her representative for evaluation.
5. Once approved, he/she may proceed to enrolment procedures.

## **G. THE CERTIFICATE OF REGISTRATION (COR)**

1. The COR is used as:
  - 1.1 proof of enrolment during the semester / school year it was issued.
  - 1.2 requirement for enrolment the following semester.
  - 1.3 attachment for examination permit during major examinations.
2. The COR contains all the subjects officially enrolled by the student.

## **H. APPLICATION FOR SCHOOL I.D.**

1. Proceed to the Office of Student Affairs (OSA) for the schedule of picture taking. Schedules of picture taking for each college will likewise be posted in the bulletin boards.

*\*For student who did not qualify to avail RA 10931, pay the corresponding ID fee to their respective student organization and present receipt and COR when claiming ID at the Office of Student Affairs.*

2. Proceed to the OSA for the releasing of the ID.
3. Lost ID must be reported immediately to the office of Student Affairs.

The following steps must be observed:

- 3.1 Secure an affidavit of loss.
- 3.2 Follow steps 1 to 3 (Application for school ID).
- 3.3 Submit one 1x1 ID picture to the Office of Student Affairs for the issuance of the temporary gate pass.

## **I. CLASSIFICATION OF STUDENTS**

The college classifies students according to their academic load. The classification is as follows:

1. **Regular** - those carrying the regular load of a curriculum at a given semester.
2. **Irregular** - those who do not follow the normal subject sequence or who are enrolled in less than the total number of units prescribed for a semester's load.

## **J. STUDENT LOAD**

The student load is the number of units that a student carries for a semester's work to meet requirements of promotion and graduation.

1. The maximum load of a student varies according to the needs of the curriculum per program, in a particular semester. However, in the case of graduating students, the Registrar, upon the recommendation of the Dean of the college concerned, may authorize an overload of 6 units. (*Section 92, Manual of Regulations for Private Higher Education 2008*)
2. In case of students graduating during summer, a total of 12 units may be allowed.
3. A student shall not be permitted to take any advanced subject until he/she has satisfactorily passed the pre-requisite subject/s. However, a student may be allowed to simultaneously enrol in pre-requisite and advanced classes under the following conditions:
  - 3.1 when the pre-requisite is a repeated subject;
  - 3.2 when the student has superior scholastic standing;
  - 3.3 when the student is graduating at the end of the school term; and
  - 3.4 when it is approved by the Dean or any authorized academic official.

## **K. GRADUATING STUDENT LOAD**

1. Only graduating students shall be allowed to carry an overload of 6 units or a maximum of 28 units with the approval of the College Dean.
2. A load of 28 units for a graduating student during the first semester of the last school term may be allowed, provided, that the total load during the second semester will not exceed 21 units or the total no. of units prescribed in his/her curriculum.

## **L. TUTORIAL CLASS**

### **I. Statement of Purpose**

The **Tutorial Class** serves as an academic support applied to all academic programs to ensure bonafide students of Norzagaray College regardless of age, gender, religion or belief, sex or perceived sexual orientation achieve their learning goals before graduation.

Permission to enroll in tutorial class is reserved for students who are completing an academic program or meeting other requirements.

It is expected therefore that a tutorial class shall not be taken simply as a matter of student's convenience or preference.

### **II. Policies and Guidelines**

1. The tutorial program shall be considered where there is less than fifteen (15) students in a class.



2. The tutorial class may be given to the following:
  - 2.1 **Graduating students** with subject/s which will not be offered during his/her last term in the academic program.
  - 2.2 **Irregular students** with subject/s under the old curriculum which is no longer existing, but a pre-requisite for the succeeding semesters.
3. A student may apply for a tutorial class with a maximum of six (6) units provided further that a student has a General Weighted Average (GWA) of 2.50 and above.
4. The maximum number of students per tutorial class shall be ten (10) or less.
5. The tutorial class requested by the student/s may be granted provided there is an available Instructor to handle the subject.
6. The Instructor can handle tutorial classes for up to two (2) subjects that are aligned with his/her specialization in a semester, subject to the approval of the Dean of the program.
7. All tutorial classes shall be held inside the school premises, specifically in an available classroom.
8. The student/s who enroll in a tutorial class must meet the same requirements as those enrolled in the regular class.

### III. Procedures

1. The student shall accomplish the request letter for tutorial class and submit to the Dean of the program for approval.
2. The Dean of the program shall assign an Instructor to handle the tutorial class.
3. The student shall accomplish the tutorial class agreement form and submit a copy of the same including the request letter and schedule of tutorial class to the Dean for evaluation.
4. The student shall submit all documents for tutorial class to the Office of the Registrar prior to enrolment.
5. The student shall proceed to the enrolment procedures and present the Certificate of Registration (COR) to the Instructor on the first day of class.

### IV. Tutorial Fee/ Terms of Payment

1. Upon enrollment, the student shall pay **Php 250.00** per unit at the Office of the Municipal Treasurer.
2. The payment for Instructor shall be based on the per hour rate of Instructor who handles the tutorial class multiplied by the number of hours per meeting.
3. If there are more than one under the tutorial class, the students shall share equally the tutorial fee for the Instructor.
4. The first payment is 25% of the total tutorial fee for the Instructor, while the remaining balance is paid equally divided over the three periodical examinations, namely: preliminary, midterm and final.
5. The amount due for every examination period should be paid one week before the scheduled date of examination.
6. A student who is unable to pay his/her due account can secure a promissory note signed by the parent/guardian stating the date for payment and submit to the Dean and Instructor concerned.

7. The Instructor shall sign in the acknowledgment receipt after a payment has been made.

## **V. Duties and Responsibilities**

### **A. Dean of the Program**

The Dean of the program shall:

1. approve the request letter for tutorial class after thorough evaluation.
2. conduct a close monitoring on the tutorial class activity:
  - a. Instructor's attendance and delivery of instruction
  - b. Student's attendance and learning outputs
  - c. Student's progress

### **B. Instructor**

The Instructor shall:

1. provide an orientation to the students on the policies and guidelines for tutorial class;
2. look for an available classroom to hold the tutorial class;
3. check and sign the Certificate of Registration(COR) if the subject is officially enrolled;
4. provide a course outline to student/s;
5. conduct regular meetings as scheduled and document the attendance;
6. provide quality instruction according to the allotted hours per subject;
7. schedule formative and summative evaluation;
8. require the student/s to submit a subject portfolio as evidence of learning outputs;
9. submit the grades for Prelim, Midterm and Finals to the Dean of the program; and
10. submit a summary of grades to the Dean two to three days before the schedule of Promotion Board meeting.

### **C. Student**

The student shall:

1. abide with the rules and regulations of the tutorial class;
2. present the Certificate of Registration(COR) to the Instructor on the first meeting;
3. attend the tutorial class regularly as scheduled by the Instructor;
4. take the major examinations as scheduled by the Instructor;
5. pay the tutorial fee as stated in Section IV- Terms of Payment; and
6. submit a subject portfolio to the Instructor at the end of the semester.

## **III. ACADEMIC POLICIES**

### **A. CLASS ATTENDANCE**

1. Prompt and regular attendance in all classes is required from all students starting from the first meeting of every subject.

2. A student is considered absent if he/she arrives after the first 30 minutes of class schedule.
3. A student is considered late or tardy if he/she arrives after the first 15 minutes of his/her class schedule. Three (3) cumulative late is equivalent to one absent.
4. As a rule, members of the faculty are expected to begin their classes promptly however, various contingencies which are sometimes unavoidable may cause some faculty members to be late for class.

In such cases, the following guidelines are to be observed:

- 4.1 For 1 ½ hour classes, students should wait for 30 minutes. For 2 hours and above classes, students should wait for 40 minutes.
- 4.2 In case an instructor who did not send a prior notice fails to arrive within the required working time, a class representative should inform the Dean of the College before the class is dismissed.
5. A student is held responsible for all assignments and for the entire content of courses missed regardless of his/her reason for absences.
6. Absences due to sickness must be supported by a medical certificate and excuse letter from a parent/guardian.
7. Only students on the official list are allowed to attend classes.
8. Student attending school related activities must secure an excuse letter from the Dean of the program duly noted by the Dean of the Student Affairs. Moreover, the student is responsible for the missed quizzes/examinations.
9. Student must secure approval from the Dean of the program if he/she wishes to transfer to another section.
10. An absence of more than 20% of the required total number of class/laboratory hours in a subject or course without officially dropping the subject will be given a grade of 5.0.

## **B. EXAMINATIONS, CREDIT AND GRADING**

1. Three major examinations are given during the semester.
2. Students must secure an examination permit at the Registrar's Office one week before the major examination. If the student fails to settle his/her account, he/she may write a promissory note signed by the parent/guardian.
3. Student who fails to take examination on the scheduled date may be given special examination, provided there is a valid reason. It must be done within 7 days after the scheduled major examination upon the approval of the Dean of the program. Failure to do so would mean that the student will be given a grade of 5.0.

*\* A Special Examination fee of Php 100.00 per subject must be settled at the Municipal Treasurer's Office.*

4. Students' grade is based on the following:

$$(\text{Prelim} + \text{Midterm} + \text{Final}) / 3 = \text{Final Grade}$$

The following are the criteria in the computation of grades:

A. Attendance	10%
B. Class Performance	60%
C. Major Exam	<u>30%</u>
Total average	<b>100%</b>

*Note: Computation of grades may vary depending on the subject.*

### C. GRADING SYSTEM

The college utilizes the grading system below:

RAW SCORE	GRADE EQUIVALENT
97 - 100	1.00
94 - 96	1.25
91 - 93	1.50
88 - 90	1.75
85 - 87	2.00
82—84	2.25
79 -81	2.50
76 - 78	2.75
75	3.00
below 75	5.00
AW	Authorized Withdrawal
UW	Unauthorized Withdrawal
NCA	No Credit Due to Absences
INC	Incomplete

### D. REMOVAL OF DEFICIENCIES

1. An incomplete grade (INC) may be removed by complying with the requirements not previously satisfied within one year from the date the said grade was obtained.
2. Once the student complied with the subject requirement/s, the student should secure the necessary completion form from the Registrar's Office.

3. He/She should present the accomplished form to the faculty member concerned and submit to the Registrar's Office for change of record.
4. Failure to comply within the specified time, the student will receive a failing grade of 5.0.

**E. DISCONTINUANCE OF STUDIES**

Discontinuing of studies, the student shall:

1. Request for honourable dismissal;
2. Proceed to the Guidance Office for exit interview and fill-out form;
3. Present the exit interview form to the Dean of Student Affairs and Dean of the program;
4. Surrender his/her school ID to the Registrar's Office and secure clearance from the respective department; and
5. Pay unsettled accounts at the Municipal Treasurer's Office.

**F. ACADEMIC HONORS AND AWARDS**

The following honors are awarded to graduating students who satisfactorily fulfilled all the academic requirements of their program and have established one (1) year residency and whose weighted general average computed on the basis of units are as follows:

Academics (Professional subjects)	70%
Non-Professional subjects	<u>30%</u>
<b>Total</b>	<b>100%</b>

**1. Academic Honors**

Summa Cum Laude	1.00 to 1.25	with no grade below 1.50
Magna Cum Laude	1.26 to 1.49	with no grade below 1.75
Cum Laude	1.50 to 1.75	with no grade below 2.00

**2. Academic Excellence**

GWA of 1.0 — 1.75 with no grade below 2.25

- a. In the computation of the final average of student, a candidate for graduating with honors, the grades obtained in Norzagaray College and grades from college previously attended shall be included.
- b. In finally deciding who among the students are graduating with honors, extreme care shall be exercised so that the award shall only be given on the basis of equity and justice.

**3. Dean's List**

- a. A General Weighted Average of 1.75 or better
- b. No grade lower than 2.00
- c. Regular student with 18 units and above

#### 4. Leadership Award

##### STANDARD CRITERIA FOR LEADERSHIP AWARD

CRITERIA	POINTS
1. OFFICER OF THE STUDENT COUNCIL	
a. PRESIDENT	3
b. VICE PRESIDENT	2
c. SECRETARY, TREASURER, AUDITOR, BUSINESS MANAGER, P.R.O.	1
2. PRESIDENT OF ANY STUDENT ORGANIZATION	2
3. OFFICER OF ANY STUDENT ORGANIZATION	1
4. CLASS PRESIDENT	.5 PER SEMESTER
5. GOLD MEDALIST IN ANY ACADEMIC COMPETITION	3
6. EDITOR-IN-CHIEF	2
7. EDITORIAL BOARD / STAFFER	1
8. COMMUNITY INVOLVEMENT	
a. NATIONAL	3
b. REGIONAL	2.5
c. PROVINCIAL	2
d. MUNICIPALITY / BARANGAY	1

The student who qualifies for Leadership Award must have the following:

- a. A general weighted average not lower than 2.25.
- b. No failing grade in any academic subject.
- c. No untoward record/s and did not undergo any disciplinary action.
- d. Established four (4) consecutive semesters of residency at the College.
- e. Recommended by the Deans.

#### 5. Special Awards

Special Awards shall be determined by each program.

#### G. Graduation

##### Requirements for Graduation

1. The student must have satisfactorily completed all academic requirements of the degree program and other requirements prescribed by the Commission on Higher Education (CHED).
2. The student must have a minimum of two full semesters or one-year residency in the College.

3. The application for graduation must be filed to the Office of the Registrar during the last term of the senior year after the evaluation and recommendation of the Dean of the program.
4. The student must have completed his/her clearance signed by all concerned offices.
5. The official candidates for graduation are required to attend the commencement rites as no degree is conferred in absentia.

*NOTE: No Diploma and transcript of records will be released unless the student has been cleared of all the accountabilities.*

#### **IV. SCHOLARSHIP, GRANTS AND FINANCIAL ASSISTANCE**

The following scholarship/educational grant may be given to the students *who will not qualify to avail Free Higher Education (RA10931)*:

**A. Entrance Scholarship** - is granted to Valedictorians and Salutatorians of any public or private secondary schools.

1. Valedictorians
  - shall enjoy full free tuition fee, laboratory and miscellaneous fees
2. Salutatorians
  - 50% discount on tuition fee

**B. Academic Scholarship**

Academic scholars are classified and categorized as follows:

1. Full Scholar - one who maintains a General Weighted Average (GWA) of 1.50 or higher and with no grade lower than 2.0. A privilege of full free tuition fee for one semester shall be enjoyed by the student.
2. Partial Scholar - one who maintains a GWA of 1.51 to 1.75 and with no grade lower than 2.0. The grantee shall enjoy 50% discount on tuition fee.

Academic Scholarship is given to students who will meet the following requirements:

- a. Have established one school year residency in the College;
- b. Carry the regular loads as prescribed in their respective curricula;
- c. With good moral character and have not been subjected to any disciplinary action.

*Note: The scholarship grant is renewable every succeeding semester provided the recipient meets the condition set forth in the grant.*

**C. Student Organization Scholarship**

A fifty percent (50%) discount on tuition fee is given to students who are members of the following:

1. Dance Troupe
2. GLEE Club
3. Theatre Guild

4. Herald
5. Officers of Student Council

This scholarship is given to students who will meet the following requirements:

- a. No failing grade, incomplete or dropped in any subject for the last semester he/she attended.
- b. General Weighted Average (GWA) of 2.25
- c. At least 1 year residency as an active member.

*Note: A student who qualifies for any of the scholarship grants must choose only one scholarship to avail.*

#### **D. Student Financial Assistance**

This program was established by the Office of the Mayor of the Municipality of Norzagaray, Bulacan to provide scholarship exclusively to deserving indigent students and residents of Norzagaray only.

### **V. STUDENT SERVICES AND AFFAIRS**

#### **A. OFFICE OF STUDENT AFFAIRS**

The Office of Student Affairs (OSA) is responsible for the delivery of educational and student services. The office renders the following:

1. Sees to it that all student programs/activities are geared towards the attainment of the college's mission and vision.
2. Formulates and recommends to the President policies on the proper conduct of students.
3. Reviews and recommends to the President the appropriate action on the application for recognition of student organizations.
4. Formulates and recommends for approval and implements policies on the orderly conduct of student organizations.
5. Assists the student officers in planning, organizing, controlling and evaluating their activities.
6. Establishes linkages between student organizations and socio-civic organizations in the community and facilitates student exposure to worthwhile actual learning experience in line with the goals of the college.
7. Enhances academic excellence and diligence among the students through proper stimulation of their ability to think critically and express themselves clearly.
8. Gives annual recognition to students who excel in Campus Leadership and Community Services.



9. Performs other related tasks, which may be assigned by the President. It also undertakes the following:
  - 9.1 Accredits student clubs and organizations per school year;
  - 9.2 Monitors activities and projects of the different accredited student organizations, and college student council;
  - 9.3 Implements Rules and Regulations governing organized student activities and rules on discipline;
  - 9.4 Provides leadership training programs for members of all student organizations and their advisers;
  - 9.5 Holds periodic meetings with the officers of recognized student organizations and their advisers;
  - 9.6 Recommends the college-wide activities geared towards the wholesome development of the student - mentally, physically, emotionally, spiritually and morally; and
  - 9.7 Coordinates with the school-adopted community for out-reach programs.

## **B. OFFICE OF THE REGISTRAR**

The Office of the Registrar takes charge of all student records from the time of admission until graduation. It also provides vital services such as, evaluation of academic credits earned, preparation and issuance of scholastic records, transfer credentials, transcript of records, certificate of graduation, diplomas, honorable dismissal and other certifications.

## **C. LIBRARY**

The Norzagaray College Library is committed to provide library users the best possible access to relevant information in strong support of the institution's instructional and curricular programs.

### **Library Users**

The library is open to all bonafide students of Norzagaray College, school administrators, faculty, staff, alumni and outside researcher/s with referral letter from their institution.

### **Library ID**

All students are required to apply for Library ID at the start of the School Year. This is to enjoy his/her privilege of availing library services. Student should present the Library ID whenever he/she uses the library and on signing of clearance at the end of every semester.

### **Library Orientation**

The librarian conducts a library orientation at the start of the school year to orient the students on the library services offered and to give them an in-depth awareness of the function of the library.

## **Library Hours**

Monday-Saturday, 8:00 a.m - 5:00 p.m.

Closed during holidays and special non-working holidays.

### **D. GUIDANCE AND COUNSELING OFFICE**

This office provides counselling and psychological services designed to assist students in utilizing their creative energies and in achieving more effective personal, social and educational development. It conducts the following services: information dissemination, interview, testing, consultation, counselling and placement.

### **E. DENTAL CLINIC**

The Dental Clinic provides dental services to students, teaching and non-teaching personnel. It offers the following services:

1. Dental consultation;
2. Annual dental examination such as mouth examination, oral prophylaxis, restoration of carious teeth and tooth extraction;
3. Issuance of dental certificates according to the needs of the client; and
4. Annual seminar on oral health awareness for students.

*Note: Medical services are made available at the Norzagaray Municipal Hospital.*

### **F. COMMUNITY EXTENSION OFFICE**

The Community Extension Office provides opportunities to the administrators, teaching, non-teaching personnel and students to share their time, resources and expertise in their respective professional fields through community outreach programs and activities in response to the needs and problems of the identified community especially the marginalized and less fortunate constituents of Norzagaray and nearby communities.

### **G. STUDENT PUBLICATION**

The Norzagaray College Herald is the official Student Publication of the College. This is under the Office of the Student Affairs (OSA) that oversees the timely accurate release of the publication and work in accordance with the issued guidelines of campus/student journalism. This office updates student journalist on the current trends in newspaper writing by recommending to the student body and the college administration the attendance of student delegates to the different symposia, seminars and lecture-series of the same nature. It is also in-charge of the screening of interested students wishing to take an active part in the college student publication. It may recommend disciplinary action against any staffer may be deemed important and imperative and in accordance to the Rules and Regulations Governing Organized Student Activities, Rules on Discipline and R.A. 7079.

### **H. PROPERTY CUSTODIAN OFFICE**

The Property Custodian Office (PCO) assumes the responsibility of facilitating the use of laboratories, Audio-Visual Room, Sports Complex, classrooms and other

learning modalities and equipment in order to encourage and support the students in their search for learning.

## **I. ALUMNI OFFICE**

The Alumni Office serves as the link between alumni and the institution. It facilitates the alumni to remain connected with the institution. The Alumni President is a member of the Board of Trustees to represent the association.

## **J. STUDENT ORGANIZATIONS**

The purpose of recognizing student organizations at the Norzagaray College is to provide a structure through which students may exercise their right to freely form, associate, join and participate in accredited student organizations and clubs in pursuit of a common purpose or goal that upholds the vision, mission and objectives of the College. Recognized student organizations create opportunities for leadership development, learning, student engagement, and fostering of shared interests.

All recognized student organizations are expected to uphold Norzagaray College policies and procedures and always act in good faith when conducting organizational business. While the College encourages the formation of associations and societies not contrary to law, the school prohibits associations which may be harmful to its legitimate interest. Fraternities and sororities are prohibited as a matter of school policy. The College strictly prohibits the employment of physical, psychological, torture, force, violence, threat and intimidation as a requisite of membership. The school reserves the right to penalize students who persist in such memberships. Except for prohibited organizations, the school respects the student's right to associate or to refrain from associating with interest groups.

### **1. Norzagaray College Student Council (NCSC)**

The Norzagaray College Student Council (NCSC) is the highest governing student organization of the College, duly recognized and elected by students. The group serves as an official voice of the students in expressing their rights and welfare. The NCSC President represents the students at the Board of Trustees. It operates and functions in accordance with its Constitution and By-Laws.

#### **Qualifications of Officers**

NCSC Officers shall possess the following qualifications:

- a. He/She must be a regular student and have at least one semester residency in Norzagaray College prior to the time of the election with the exception of First year students.
- b. He/She must be of good moral character.
- c. He/She must be in good academic standing (i.e. with no failing or incomplete grades) during the previous semester. For President and Vice-President position, he/she must have a general weighted average of 2.00.

- d. He/She must be an example to others in following the College's policies and regulations.
- e. He/She must be willing to devote his/her time and effort in the service of the students and the community.
- f. He/She must not been found guilty of any disciplinary action or any contrary to law as evaluated by the Dean of Student Affairs during the past years.
- g. He/She must not an officer of any student organization in the college.

*Note:*

- *First year/new students are not allowed to run for President and Vice-President position.*
- *Graduating students are not allowed to run for any position during the election.*

## **2. Other Student Organizations**

All enrolled students taking up a specific major are automatically members of their respective College/Department. Only student organizations/clubs whose objectives uphold the vision and mission of the College will be recognized.

The following are the College/Department recognized organizations:

- a. **Skilled and Active Future Educators (SAFE)** – College of Education
- b. **Institute of Computer Network Society (ICONS)** - College of Computer Science
- c. **Circle of Hotel and Restaurant Management Students (CHARMS)** - College of Hotel and Restaurant Management/Hospitality Management

## **3. Recognized Clubs**

- a. NC Dance Troupe
- b. NC Theatre Guild
- c. HERALD
- d. NC Glee Club

With the aim of discovering and nurturing the students' talents and potentials to foster their intellectual, cultural, spiritual, leadership, and physical growth and development, the creations of other clubs and associations are also encouraged.

## **PROCEDURES AND REQUIREMENTS FOR RECOGNITION OF STUDENT ORGANIZATIONS**

All student organizations should file application for recognition as a new student organization and must submit the following to the Office of Student Affairs(OSA):

1. Proposal for the creation of the organization with stated name, objectives and purpose;
2. A draft copy of its Constitution and By-Laws;
3. List of proposed officers of the organization;

4. Letter of invitation to faculty/personnel to serve as organization adviser signed by the organization president or his/her representative;
5. Letter from the chosen adviser addressed to the Dean of OSA accepting his/her role as the adviser of the organization; and
6. Proposed plan/program of activities of the organization for the school year.

## **PROCEDURES AND REQUIREMENTS FOR RENEWAL OF RECOGNITION**

All accredited organizations must undergo an annual renewal of recognition to evaluate whether the objectives and purposed of the purposes of the organization are attained.

The following are the requirements for the renewal of existing student organizations:

1. Copy of the Constitution and By-Laws (updated, if applicable);
2. Updated list of officers, their respective positions, courses and year levels, addresses, and signatures;
3. Accomplishment report of the preceding year with documentations and financial statement duly signed by the adviser, treasurer, auditor and the president;
4. Proposed plan/program of activities for the coming school year including the tentative dates of implementation;
5. Letter of invitation to faculty/personnel to serve as the organization adviser signed by the organization president or his/her representative;
6. Letter from the chosen adviser addressed to the Dean of OSA accepting his/her role as the adviser of the organization; and
7. Copies of voluntary membership form signed by the members.

## **RESPONSIBILITIES OF STUDENT ORGANIZATIONS**

All recognized student organizations have the following responsibilities:

1. Accept and observe the college rules, regulations and policies.
2. Operate according to the requirements of their own constitution and by-laws.
3. Utilize dues and other membership fees for the benefit of their members and the attainment of their goals.
4. Ensure the general welfare of all members and guests and all their activities.
5. Actively propose programs and activities in relation with the social, cultural, recreational and educational mission of the college.
6. Apply for renewal of recognition and submit yearly accomplishment report.
7. Cooperate with the OSA for the implementation and guidelines of student organization.

## **K. OFF CAMPUS ACTIVITIES**

The College allows recognized student organizations and other legitimate student groups like classes or sections to engage in off campus activities that will contribute to their holistic development

Off-campus activities also include non-curricular activities, such as, mission-based activities (e.g. retreat, recollection, etc.); conventions, seminars, conferences, symposiums, trainings and teambuilding; volunteer work including peer helper programs, relief operations, community outreach and immersion; advocacy projects and campaigns; participation in sports activities; activities initiated by recognized various student groups; interschool competitions/tournaments; or culture and arts performances and competition.

Policies guidelines and procedures:

1. Duly recognized student organizations and other legitimate student groups may organize off campus activities like field trips, community service activities etc. Likewise, they may be allowed to participate in competitions, seminars etc. that are to be held outside the College subject to the policies therein.
2. Proposal for the off-campus activities shall be submitted for the approval of the Dean of the Student Affairs. The organizer shall fill up the Application for off-campus activities form. A letter of proposal together with the accomplished form shall be submitted to the Office of the Student Affairs at least seven (7) working days before the proposed date of activity. This policy also applies to students who shall participate in competitions, seminars, etc. that are to be held outside the College.
3. To promote the safety of the students in an off-campus activity, the Office of the Student Affairs requires at least one faculty member/adviser to accompany the students.
4. A complete list of participants, together with the accomplished waivers or parental consent shall be submitted to the Office of the Student Affairs at least (2) working days before the date of the activity.
5. Students are expected to observe the Student Code of Conduct and Discipline stipulated in the Student Manual during the off-campus activity.
6. The Office of the Student Affairs reserves the right to deny the request or withdraw permit of the activity if it is not in keeping with the vision and mission of the College.

## **PRACTICUM/INTERNSHIP**

The College recognizes the fact that learning does not only take place in the classrooms. Practicum/internship is valued as integral part of the students' learning.

1. The practicum/internship program is done in compliance to the regulations

issued by the CHED and other regulatory bodies;

2. The activities are secured to be relevant to their acquisition of applicable skills and knowledge;
3. The protection of the students and all participants from all kinds of harm is one of the primary concerns;
4. The cost is given utmost attention to ensure its practicability; and
5. The students as well as the parents are properly oriented.

*Note: Please refer to the respective manual per program for rules and regulations.*

## L. CODE OF CONDUCT AND DISCIPLINE

The Norzagaray College upholds discipline guided by the core values of the school. All students are expected to observed proper decorum and not to violate any of the rules and regulations in and outside the school.

### 1. SCHOOL UNIFORM

Norzagaray College students are required to wear the prescribed uniform at all times while inside the school premises. Students who have no classes but need to transact business within the school offices, proper dress code must be observed.

#### 1.1 Prescribed Uniform

<b>MALE</b>	<b>FEMALE</b>
White polo with NC patch placed on the left pocket and plain white under shirt	White blouse with collar and NC patch placed on the left pocket
Gray slacks	Gray slacks
Closed black shoes	Closed black shoes

<b>BEED/BSED</b>	
<b>Practicum Uniform</b> Gray polo and slacks Closed black shoes	<b>Practicum Uniform</b> Gray blouse and skirt (knee-length) Closed black shoes (2 inches heels)

<b>BSCS</b>	
<p><b>Practicum Uniform</b></p> <p>Blue long sleeves with neck tie</p> <p>Dark blue slacks</p> <p>Closed black shoes</p>	<p><b>Practicum Uniform</b></p> <p>Blue long sleeves with scarf</p> <p>Dark blue skirt must be knee-length</p> <p>Closed black shoes</p>

<b>BSHRM/BSHM</b>	
<p><b>Bar /Front Office Uniform</b></p> <p>Blue long sleeves with black coat and tie</p> <p>Black slacks</p> <p>Closed black shoes</p> <p>Maroon long sleeves with vest</p> <p>Bow tie</p> <p>Black slacks</p> <p>Black shoes</p> <p><b>Chef's Uniform</b></p> <p>Chef's Jacket</p> <p>Black and White Checkered slacks</p> <p>White splasher shoes</p> <p><b>Housekeeping Uniform</b></p> <p>White polo shirt</p> <p>Black slacks</p> <p>Closed Black Shoes</p>	<p><b>Bar /Front Office Uniform</b></p> <p>White long sleeves with black coat and scarf</p> <p>Black skirt</p> <p>Closed black shoes (2 inches heels)</p> <p>Maroon long sleeves with vest</p> <p>Bow tie</p> <p>Black skirt (knee length)</p> <p>Closed black shoes(2 inches heels)</p> <p><b>Chef's Uniform</b></p> <p>Chef's Jacket</p> <p>Black and White Checkered slacks</p> <p>White splasher shoes</p> <p><b>Housekeeping Uniform</b></p> <p>White polo shirt</p> <p>Black slacks</p> <p>Closed black shoes</p>
<p><b>Every Fridays</b></p> <p>Organizational/College t-shirt slacks, pants</p>	

- 1.2 Old students are required to be in prescribed school uniforms on the first day of classes while new students must wear complete uniforms within two weeks after the start of the semester.
- 1.3 P.E./NSTP uniforms are prescribed thus, used for P.E./NSTP classes only. However, students may enter the school in PE/NSTP uniform if it is their first subject.



- 1.4 Students not in uniform are not allowed to attend their classes unless they presented a written permission duly signed by the Guidance Counselor and Dean of Students Affairs.
- 1.5 Fridays are wash days to give students a break from wearing their school uniforms. However, modesty and decency should be observed in wearing civilian attire.
- 1.6 Wearing of slippers will only be allowed during floods and other weather disturbances.
- 1.7 All students must refrain from having body piercings and excessive use of accessories and loud or heavy hair coloring. Wearing of earrings is prohibited for male students as well as wearing of dangling or very large earrings for female students. Such accessories will be immediately confiscated.
- 1.8 Pregnant women may be exempted in wearing the prescribed uniform, but only when pregnancy is already evident.
- 1.9 Inappropriate attire such cross dressing is not allowed in the school.

**The following clothes/attires are not allowed:**

MALE	FEMALE
Sando, muscle shirts, T-shirt with malicious/green slogans or messages	Blouse/T-Shirt (See-through, body hanging, spaghetti straps, sleeveless, plunging neckline)
Shorts, pedal pushers and break pants	Shorts, miniskirts, leggings, break pants, tattered denims,
Slippers/flip-flops/sandals	Slippers/flip-flops/sandals
Cosplay look	Cosplay look

## 2. School ID

All students are required to wear their School ID while inside the school premises, whether or not they have classes. Students are held responsible with their IDs and lost IDs must be reported immediately to the Office of Student Affairs to secure a temporary gate pass until the replacement is issued.

## 3. Student Behavior

### 3.1 Classroom Behavior

- 3.1.1 Maintain a high standard of integrity, honesty, and respect at all times.
- 3.1.2 Students are to be courteous and expected to use appropriate, respectful language. Profanity and inappropriate language in writing, speech or action are not permitted.
- 3.1.3 Students are to WALK, not run, in hallways and pathways.

- 3.1.4 The use of cellphones and other gadgets are strictly prohibited inside the classroom.
- 3.1.5 Students shall not leave the class without the permission of the instructor;
- 3.1.6 Students are compelled to always observe and maintain cleanliness and orderliness inside the classroom.
- 3.1.7 Students shall refrain from sitting on tables and stepping on chairs.

### **3.2 On-Campus and Off-Campus Behavior**

- 3.2.1 Students are expected to show respect to the administration, faculty members, non-teaching personnel and fellow students.
- 3.2.2 Students shall protect the name of the school.
- 3.2.3 Students are not allowed to stay in dark places, vacant rooms and restricted areas.
- 3.2.4 Public display of affection (PDA) such as intimate necking, petting, kissing and any indecent display of affection is strictly prohibited.
- 3.2.5 Students shall be aware of the contents of the student handbook. Ignorance of any provision of the student handbook does not exempt the student from the corresponding intervention/s as stated in the code of conduct and discipline
- 3.2.6 Students shall not intimidate, harass, or bully another student through words or actions. Such behavior includes direct physical contact as hitting or shoving, verbal assaults such as teasing or name calling, catcalling and social isolation or manipulation
- 3.2.7 Fraternities and sororities are strictly prohibited.
- 3.2.8 The use of non - sexist words must be observed.

### **3.3 Respect for Properties and School Facilities**

- 3.3.1 Students shall be responsible in turning off the lights, electric fan, and air-condition unit.
- 3.3.2 Dispose trash properly. Practice proper waste disposal.
- 3.3.3 Students are responsible for all their belongings before and during and after class.
- 3.3.4 Students are discouraged in holding meetings, academic and non-academic activities during non-class days. However, if such activities are unavoidable. Students should secure a written request from their teacher/adviser and have it noted from the respective dean. The request should be forwarded to OSA.
- 3.3.5 Silence should be observed in the library, corridors and classrooms.
- 3.3.6 All bulletin boards are for official notices. No student may write and tamper with these notices without the permission of the administrations. Boards of organization should also be kept clean and carry only official notices. Announcements and notices should be approved by OSA.
- 3.3.7 Lost and found articles should be reported immediately to the OSA.

Items not claimed within the semester will be forwarded to Community Extension Office for outreach programs.

- 3.3.8 Observe library, computer, science and other laboratories rules and regulations. Exert utmost care and concern in handling laboratory equipment.
- 3.3.9 Keep the comfort rooms clean. Close the faucets when not in use.
- 3.3.10 Help keep the campus clean and orderly. Refrain from acts of vandalism.

#### 4. CLASSIFICATION OF VIOLATION/OFFENSES

Committing disciplinary actions shall be imposed commensurate to the degree of gravity of the offense committed. Mitigating or aggravating circumstances shall be considered in determining the appropriate penalty.

Disciplinary Action		Description
1	Verbal Warning	The student is reprimanded for unacceptable behavior.
2	Written Reprimand	Written statement of the student that a violation of specified policies or regulations has occurred.
3	Academic Service	This is academic service around the school for 15-20 hours but not excluding the student to attend classes.
4	Suspension	This is exclusion from classes and other privileges or activities or from the campus as set forth in the notice of suspension. Suspension for serious offenses shall cover a period of not less than 5 school days but not more than 20% of the prescribed period. The intervention of suspension shall carry with it the forfeiture of the right to make up quizzes, homework given during the suspension.
5	Dropping/Dismissal/ Non-Readmission	Student may be dropped during the school year or term without prejudice to his environment in other schools. The student who is dropped shall be issued immediately his transfer credentials.
6	Expulsion	Expelled from Norzagaray College

A student shall be subjected to any disciplinary action for any of the following acts and omission:

OFFENSES	1st Offense	2nd Offense	3rd Offense
1. Cheating during any examination, quizzes or test			
a. Unauthorized possession of notes or material relative to the examination, whether he uses them or not	4	5	
b. Copying from or allowing another to copy from one's examination paper	1	2	3
c. Having somebody else take the exam for another	4	5	
d. Unauthorized communication during examination	1	2	3
2. Submitting as one's work, any assigned report, term paper, case, analysis, reaction paper, etc., when it was just copied from another source	2	3	4
3. Vandalism or other destruction to school property or those belonging to any member of the non-faculty, administrator, teaching staff or visitor, while on campus	3	4	5
4. Carrying or possession of firearms, deadly weapons (e.g. lead pipes, ice picks, or blades more than 2 ½ inches long) and explosives (firecrackers and pyrotechnics) within the premises of the College	6		
5. Deliberate disruption to any academic function or school activity which tends to create disorder, tumult, breach of peace or other serious disturbance	5		
6. Hooliganism and brawls on campus or off-campus, hazing and boycotting	5		
7. Unauthorized or illegal possession or use of prohibited drugs or chemicals, such as, LSD, marijuana, rugby or opiates and hallucinogen substances in any form within the school campus	5		

<b>OFFENSES</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
8. Unauthorized possession and/or drinking of alcoholic beverages within the school building or entering school premises in a state of intoxication	4	5	
9. Direct assault upon any member of the faculty, administrator or non-teaching staff or person vested with authority. Threatening another with infliction upon his person, honor or property	5		
10. Acts that bring the school into disrepute because of malicious imputation of a crime or vice or defect, real or imaginary which tends to dishonor or discredit the name of the school	5		
11. Stealing or an attempt thereof	4	5	
12. Habitual disregard or willful violation of establish policies and regulations	4	5	
13. Forging/falsifying and/or tampering with academic or official record or documents of any kind. Practicing or attempting to practice deception or fraud in connection with his / her admission or registration or graduation from Norzagaray College	6		
14. Gambling in any form within the campus	4	5	
15. Acts of subversion or insurgency	6		
16. Conviction before any court for a criminal offense involving moral turpitude against a person or other than reckless imprudence	5		
17. Acts of immorality or display/ distribution of pornographic material within the school campus	5		
18. Disturbing one's class or that of another	1	2	3

OFFENSES	1st Offense	2nd Offense	3rd Offense
20. Smoking in school premises	3	4	5
21. Attempting to enter the school without proper I.D. card	1	2	3
22. Using someone else's I.D. card	3	4	5
23. Engaged in bullying	2	3	4
24. Forming fraternities and sororities	5		

## 5. PROCEDURE FOR PROCESSING OF STUDENT DISCIPLINE CASES

In the processing of discipline cases, the College strives to provide for expeditious adjudication of student discipline cases, inculcate a sense of justice among students and develop in them self-discipline maximize student learning experience by establishing a just and humane penalty or sanction, provide for remedies to redress a wrong and, protect the interests of the students.

5.1 A written complaint specifying the acts, or omissions constituting the misconduct of student or group of students may be filed with the Committee on Discipline thru the Dean of Student Affairs .

5.1.1 It should specify the details including the name of the complainant, date and signature.

5.1.2 The complainant will personally submit the written complaint to the adviser.

5.1.3 The adviser informs/ report the case to the Guidance Counselor for conducting an initial investigation and further refer to College Dean concerned.

5.1.4 The Guidance Counselor after thorough evaluation will submit the incident report and a copy of a written complaint to the Office of Students Affairs and the Dean concerned.

5.1.5 The Dean of Student Affairs duly endorsed the case to the Committee on Discipline for deliberation and disposition. Due process must be strictly observed; the committee shall exercise fairness and respect the rights of the concerned party.

The Committee on Discipline shall be composed of:

- a. Dean of Student Affairs - Chairperson
- b. Dean of the program concerned-Vice Chairperson

Members:

- Guidance Counselor
- Faculty President
- Student Council President

- 5.2 The Committee on Discipline shall, upon receipt of the complaint or report, make an entry book for the purpose, specifying the person responsible, the substance or nature of the offense, the complaint, his/her witnesses, if any, and the date of filing.
- 5.3 A preliminary inquiry shall be conducted by the Committee on Discipline to determine whether such complaint or report is sufficient to warrant formal intervention. If the complaint or report is sufficient to warrant formal intervention shall be drawn and served upon the respondent. In any case, the parents or guardians of the student shall be furnished with copy of the same.
- 5.4 The Committee on Discipline shall conduct the investigation at the soonest possible time and shall submit its findings and recommendations about the case within a period of ten (10) days from the filing of the complaint to the Dean of Student Affairs. A student charged with violations against any rules and regulations shall be given a fair and reasonable opportunity to defend himself/herself. Provided, however, that the case of voluntary admission or confession, or violation committed in the presence of the majority of the members of the Committee on Discipline, a decision may be summarily rendered and the corresponding intervention imposed on the erring student. And provided, further, that if an erring student refuses to appear, the hearing may continue so long as the proper notice had been served and his/her reason for the absence or non-appearance is not justifiable.
- 5.5 Concerned parties shall be summoned to appear before the Board of Discipline to present evidences and witness/es for or against the respondent/s.
- 5.6 The Dean of Student Affairs shall, within five (5) days from receipt of the Committee report, transmit the report, together with his recommendation to the President for final approval. Any decision on the case, other than expulsion, permanent disqualification for enrolment, or suspension of more than 30 calendar days, shall become final and executory after 5 days from receipt of the decision by the President.

## **6. RIGHTS OF STUDENTS**

In addition to other rights subject to limitations as prescribed by laws, rules and regulations, students shall enjoy the following rights:

- 6.1 The right to receive competent instruction, quality education in line with national goals and for their full development as a person with human dignity.
- 6.2 The right to freely choose their fields of study project to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations.
- 6.3 The right to school guidance and counselling services for making decisions and selecting the alternatives in fields of study suited to his/her potentials.
- 6.4 The right to access to own school records, the confidentiality of which the school shall maintain and preserve.
- 6.5 The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty (30) days from request.
- 6.6 The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature.

- 6.7 The right to free expression of opinions and suggestions, and to effective channel of communication with appropriate academic and administrative bodies of the school or institutions.
- 6.8 The rights to form, establish, join and participate in organizations recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development.
- 6.9 The right to be free from involuntary contributions, except approved by their own organizations or societies.

## **7. DUTIES AND RESPONSIBILITIES OF STUDENTS**

In addition to those prescribed for under existing laws, rules and regulations, every student shall:

- 7.1 Exert his/her utmost effort to develop his potentials for service, particularly by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her alma mater, family and society.
- 7.2 Uphold the academic integrity of the College endeavour to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
- 7.3 Promote and maintain the peace and tranquillity of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationship with fellow students, teaching and non-teaching staff and other school personnel.
- 7.4 Participate actively in civic affairs and the promotion of the development of his/her community.
- 7.5 Exercise his/her rights responsibility that he/she is answerable for any infringement or violation of the public welfare.



## VI. APPENDICES

### Appendix A

#### Republic Act No. 7787

#### Section 3 Anti Sexual Harassment Policy,

#### CMO 26, Series of 2003

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

In keeping with the commitment, the school adopts the policy of condemning all acts which would constitute work, education or training-related sexual harassment, as the term is defined by the law. Sexual harassment is a form of discrimination prohibited by the Anti-Sexual Harassment Act of 1195. Sexual Harassment is any unwanted and unwelcome sexual advance and request of sexual favors in exchange for academic or employment benefits.

Accordingly, any act or conduct in violation of this policy shall render the perpetrator liable for administrative sanctions, to be enforced in a manner as provided by the College.

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

**SECTION 1. Title.** – This Act shall be known as the “*Anti-Sexual Harassment Act of 1995.*”

**SECTION 2. Declaration of Policy.** – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**SECTION 3. Work, Education or Training-Related, Sexual Harassment Defined.** – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of the said Act.

In an education or training environment, sexual harassment is committed:

1. Against one who is under the care, custody or supervision of the offender;
2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

3. When the sexual favor is made a condition to the giving of passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another, without which it would not have been committed, shall also be held liable under this Act.

**SECTION 4.** *Duty of the Employer or Head of Office in a Work-related, Education or Training Environment.* – It shall be the duty of the employer of the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this, end, the employer or head of office shall:

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

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

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

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

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

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

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

**SECTION 5.** *Liability of the Employer, Head of Office, Educational or Training Institution.*  
– The employer or head of office, educational or training institution shall be solidarity

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

**SECTION 6. *Independent Action for Damages.***- Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

**SECTION 7. *Penalties.***- Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (P10,000) nor more than twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

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

**SECTION 8. *Separability Clause.***- All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**SECTION 9. *Effectivity Clause.***- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

## **APPENDIX B.**

### **RA 9710: Gender and Development Act. Philippine Higher Education Institutions (Excerpts)**

1. Ensure that gender stereotypes and images in existing educational materials and curricula are adequately and appropriately revised and that Gender-sensitive language shall be used at all times;
2. Pursue capacity-building on Gender and Development (GAD), peace and human rights education for teachers, and all those involved in the education sector;
3. Encourage partnerships between and among players of the education sector, including the private sector, churches, and faith groups;
4. Promote sports and health education for women and girls;
5. Develop and promote gender-sensitive curriculum;
6. Develop gender-fair instructional materials;
7. Implement a capacity building program on gender, peace and human rights education for officials, faculty and non-teaching staff;

8. Promote partnerships between and among players of the education sector, including the private sector, churches, and faith-based groups in the pursuit of the objectives of the Magna Carta of Women; discriminated by reason thereof, taking into account the school's academic freedom as constitutionally guaranteed. They shall not be dismissed, separated from work, forced to go on leave, re-assigned or transferred without due process. They shall have access to work already held with no diminution in rank, pay or status and shall be entitled to all benefits accorded by law and by the concerned learning institutions, subject to the school's exercise of its institutional academic freedom;
9. Encourage advertising industry and other similar institutions to provide free use of space and installation of displays for schools, colleges and universities for campaigns to end discrimination and violence against women.  
  
Provide scholarship programs for marginalized women and girls and ensure that conditions such as age, pregnancy, motherhood, disabilities, or lack of consent of husband shall not be grounds for disqualification in the grant of scholarships;
10. Develop programs aimed at increasing the enrolment of women in non-traditional skills training in vocational and tertiary levels, and mechanisms for assessment and monitoring of compliance such as sex-disaggregated list of students, tracers of graduates and the like;
11. Develop policies to ensure all teachers and trainers, regardless of sex, ethnicity, political, social, economic and religious status and affiliations have equal access to scholarships;
12. Ensure that women faculty who become pregnant outside of marriage shall not be discriminated by reason thereof. They shall not be dismissed, separated from work, forced to go on leave, re-assigned or transferred;
13. Ensure that no female student shall be expelled, dismissed, suspended, refused or denied of admission, or forced to take a leave of absence in any educational institution solely on grounds of pregnancy outside marriage during her school term. When needed, students who are pregnant shall be accorded with a special leave of absence from school upon advice of the attending physician, and be given an opportunity to make up for missed classes and examinations. The same leave benefits shall likewise be accorded to pregnant faculty members, and school personnel and staff;
14. Ensure that pregnant students shall be assisted through available support services while in school, such as but not limited to counseling to ensure completion of their studies;

15. Develop programs and policies to prevent VAW, including institutional mechanisms for complaints in cases of rape, sexual harassment, and other forms of violence and discrimination against women, and provide assistance to students, faculty, or personnel who have been victims of VAW;
16. Coordinate with PNP, DOJ, CHR, DSWD, and the LGU so that appropriate assistance are given to female faculty and students who are victims of rape, sexual harassment and other forms of violence against women and discrimination;
17. Conduct activities such as sports clinics and seminars for potential female leaders, coaches, teachers at least once a year;
18. Provide equal incentives and awards for both men and women for any competition;
19. Provide equal opportunities for scholarships and travel grants for women leaders, coaches and athletes with adequate support mechanism;
20. Provide sufficient funds to support girls and women in sports;
21. More girls' and women's teams in athletic leagues like the Palarong Pambansa, University Athletic Association of the Philippines, National Collegiate Athletic Association, Private Schools Athletic Association, and University Games;
22. Promote partnerships with community-based sports organizations; and
23. Increase the participation of the elderly women, women with disabilities and indigenous women through the promotion and development of programs for them in coordination with other sport organizations;
24. Ensure the integration in the curriculum health education that is gender-responsive, rights-based and culture-sensitive; and
25. Encourage institutions to conduct capacity building sessions, such as gender-sensitivity and health and sexuality education for school personnel (faculty and non-teaching staff) and students to promote women's health.

### **APPENDIX C.**

#### **REPUBLIC ACT NO. 9165**

#### **AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.**

**Section 1.** Short Title – this Act shall be known and cited as the “Comprehensive Dangerous Drugs Act of 2002.” *Chanrobies virtual law library*

**Section 2.** Declaration Law Policy – it is the policy of the States to safeguard the

integrity of its territory and the well – being of its citizenry particularly the youth, form the harmful effects of dangerous drugs on their physical and mental well – being, and to defend the same against acts of omissions detrimental to their development and preservation. In the view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of the today’s more serious social ills.  
*Chanrobies virtual law library.*

Toward this end, the government shall pursue and intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through and integrated system of planning, Implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts appropriate medications, which include the use of dangerous drugs.

It is furthered declared the policy of the State to provide effective mechanisms or measure to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitations.

## ARTICLE 1

### Definition Of Terms

**Section 3.** Definitions – as used in this Act, the following terms shall mean: *Chanrobies virtual law library*

- a. Administer – any act of introducing any dangerous drug into the body of any person, with or without his /her knowledge, by injection, inhalation, ingestions or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
- b. Any person, with or without his /her knowledge, by injection, inhalation, ingestions or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
- c. Board – refers to the dangerous drugs board under the sections 77, Article IX of the Act.
- d. Centers – any of the treatment and rehabilitation centers for drug dependents referred to in Section 34, Article VIII of this Act.

- e. Chemical Diversions – the sale, distribution, supply or transport of legitimately imported, in transit, manufactured or procured controlled precursors and essential chemicals, in diluted, mixtures or in concentrated form, to any person or entity engaged in.

#### **APPENDIX D.**

#### **REPULIC ACT NO. 10627 "Anti Bullying Act of 2013"**

For purposes of this Act, "bullying" shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to the following:

- a. 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;
- b. Any act that causes damage to a victim's psyche and/or emotional well being;
- c. 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; and
- d. Cyber - bullying any bullying done through the use of technology or any electronic means.

The school head or any person who holds a comparable role considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.

#### **APPENDIX E.**

#### **Republic Act No. 7079:**

#### **An Act Providing for the Development and Promotion of Campus Journalism and for Other Purposes**

Be it enacted by the Senate and House of representatives of the Philippines in

Congress assembled:

**Section 1.** Title – This Act shall be known and referred to as the “Campus Journalism Act of 1991.”

**Section 2.** Declaration of Policy – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the state shall undertake various programs and project aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

**Section 3.** Definition of Terms –

a. School – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;

b. Student Publication – The issue of any printed material that is independently published by, and which meets the needs and interest of the studentry;

c. Student Journalist – Any bonafide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;

c. Editorial board – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers’ Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.

Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

**Section 4.** Student Publication - A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.



Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

- Section 5.** Funding of Student Publication – Funding for the student publication may include the savings of the respective school's appropriations, student subscription, donations and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.
- Section 6.** Publication Adviser – The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.
- Section 7.** Security of Tenure – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.
- Section 8.** Press Conferences and Training Seminar – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in place of historical and/or cultural interest in the country.
- Section 9.** Rules and Regulations – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organization of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.
- Section 10.** Tax Exemption – Pursuant to Paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.
- Section 11.** Appropriations – For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.
- Section 12.** Effectively – This Act shall take effect after fifteen (15) day following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

Approved: July 5, 1991.

## APPENDIX F



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**

No. 65

Series of 2017

### **SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES**

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In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions,*" and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

#### **ARTICLE I RATIONALE**

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

#### **ARTICLE II STATEMENT OF POLICIES**

**Section 1.** CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

**Section 2.** All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

**Section 3.** It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

**Section 4.** To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

### **ARTICLE III OBJECTIVES**

**Section 5.** These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

### **ARTICLE IV COVERAGE**

**Section 6.** The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

#### **6.1 Curricular**

- a. Educational Tours/Field trips
  - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
  - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



- Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

## 6.2 Non-Curricular

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.

## ARTICLE V DEFINITION OF TERMS

**Section 7.** For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
  - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
  - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
  - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

## ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

### Section 8. International Educational Tours or Field Trips

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

### Section 9. Internship/OJT/Practicum

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

## ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

### Section 10. Government

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).



## Section 11. Higher Education Institutions (HEIs)

### 11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
  - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
  - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

**11.2 Requirements:**

- a. Checklist of requirements:

**a.1 Before the off-campus activity**

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
<b>a.1.1 Curriculum</b>	
The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
<b>a.1.2 Destination</b>	
As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.  The destination and schedule should be relevant to the subject matter.	Appropriate report
<b>a.1.3 Handbook or Manual</b>	
The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual



REQUIREMENTS	PROOFS
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized/subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
<b>a.1.6 Personnel-In-Charge</b>	
The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> <li>o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities</li> <li>o Relevant certificate on first-aid training</li> </ul>
<b>a.1.7 First Aid Kit</b>	
The HEI should provide a complete first-aid kit.	First-aid kit
<b>a.1.8 Fees/Fund Source</b>	
The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.	Duly approved schedule of fees
There should be a breakdown of fund sources and other resources properly secured and accounted for.	Appropriate report
<b>a.1.9 Insurance</b>	
The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
<b>a.1.10 Mobility of Students</b>	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>o Special Permit from LTFRB if transportation is out-of-line</li> <li>o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>





REQUIREMENTS	PROOFS
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> <li>o Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>o Duly approved Plan/ Itinerary of travel by the HEI</li> <li>o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
<b>a.1.11 LGUs/NGOs</b>	
<p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> <li>o Copy of the letter sent to the LGUs</li> <li>o Copy of acknowledgement letter from the LGUs</li> </ul>
<b>a.1.12 Activities</b>	
<p>a.1.12.1 General orientation to students</p>	<p>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</p>
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities</p>	<ul style="list-style-type: none"> <li>o Letters to parents, students and adult companion preferably faculty</li> <li>o Appointment with conformer of Personnel-in-charge</li> </ul>
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> <li>o Itinerary</li> <li>o Handy information materials for students</li> </ul>
<p>a.1.12.5 Learning journals for students</p>	<p>Standard format of learning journals given to students</p>
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	<p>Appropriate report</p>



### a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

### a.3. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

### b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

**b.1 Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

**b.2 Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



**b.3 Comprehensive Semestral/Term Report.** A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

**c. Exemption from submission of report to CHED**

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

**Section 12. Students**

**12.1 Responsibilities and Obligations:**

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

**ARTICLE VIII  
MONITORING AND EVALUATION**

**Section 13.** The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

**Section 14.** All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

**Section 15.** CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



## ARTICLE IX FEES

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

## ARTICLE X VIOLATIONS AND SANCTIONS

**Section 17. Violations.** The following are considered violations of these policies and guidelines:

- 17.1 Failure to comply with any of the requirements in the CMO, such as:
  - a. Conduct of orientation or consultation;
  - b. Conduct of activity without approval of the President/Head of the HEI;
  - c. Verification with agency concerned on road worthiness of vehicles;
  - d. Validation of appropriate license of the driver;
  - e. Establishment of parallel activities;
  - f. Submission of required reports to CHEDRO;
  - g. Submission of requirements per required timelines; or
  - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).
- 17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3 Deployment of unqualified PIC.
- 17.4 All other analogous circumstances.

### Section 18. Sanctions.

- 18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:
  - a. written warning
  - b. cancellation of the activity
  - c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

#### **ARTICLE XI REPEALING CLAUSE**

**Section 19.** This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

#### **ARTICLE XII TRANSITORY PROVISION**

**Section 20.** All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

**Section 21.** The moratorium on the conduct of educational tours and field trips entitled "*Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.

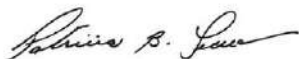


**ARTICLE XIII  
EFFECTIVITY**

**Section 22.** This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

*Annexes:*

*ANNEX A – Certificate of Compliance*

*ANNEX B – Report of Compliance*

*ANNEX C – Comprehensive Semestral/Term Report*





(Name of HEI)

**LOCAL OFF-CAMPUS ACTIVITIES  
CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No.\_\_\_\_, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

**Certified Correct:****Recommending approval:**\_\_\_\_\_  
Personnel-in-Charge\_\_\_\_\_  
Vice-President for Academic Affairs**Approved by:**\_\_\_\_\_  
President/Head of HEI/  
Authorized representative

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_, by \_\_\_\_\_ who exhibited to me (his/her) competent proof of identification \_\_\_\_\_ issued at \_\_\_\_\_, Philippines on \_\_\_\_\_.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;



Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES

REPORT OF COMPLIANCE

NAME OF HEI: \_\_\_\_\_

REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BASIC INFORMATION:**

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
<i>e.g. BS Travel Mgt.</i>	<i>PTour 1</i>	<i>Baguio Burnham Park Pinagbenga Festival</i>	<i>February 25 – 28, 2017</i>	<i>40</i>	<i>Engr. Liveta Mr. Ong</i>

**REPORT BEFORE THE ACTIVITY:**

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct:

Recommending approval:

\_\_\_\_\_  
Personnel-In-Charge

\_\_\_\_\_  
Vice President for Academic Affairs

Reviewed by:

Approved by:

\_\_\_\_\_  
Dean or Program Head

\_\_\_\_\_  
President/Head of HEI/ Authorized representative





Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

LOCAL OFF-CAMPUS ACTIVITIES  
COMPREHENSIVE SEMESTRAL/TERM REPORT

NAME OF HEI: \_\_\_\_\_

REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
<i>e.g. BS Travel Mgt.</i>	<i>Baguio</i>	<i>120</i>	<i>5</i>
<i>BS Civil Engineering</i>	<i>Bataan</i>	<i>50</i>	<i>2</i>

**Problems encountered and actions taken to address the situation**

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**Recommendation**

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Certified Correct:

Recommending approval:

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 Personnel-in-charge

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 Vice President for Academic Affairs
 

Approved by:

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 President/Head of HEI/ Authorized representative


**UNDERTAKING BY STUDENT AND PARENT**

I, Mr. / Miss \_\_\_\_\_ a bonafide student of Norzagaray College with a Student Number \_\_\_\_\_ for \_\_\_\_\_ Semester, Academic year \_\_\_\_\_ and we, \_\_\_\_\_ his/her parents/guardians have read and understood the contents of this Student Handbook. We promise to abide by them.

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**ACKNOWLEDGEMENT**

We do hereby, gone through carefully the terms, express our commitment to comply with the rules and regulations stated in the Norzagaray College Student Handbook. We understand that these are for his/her own benefit and if he/she fails to comply with these terms, he/she will be liable to suitable action as per College rules and laws.

\_\_\_\_\_  
Student Signature over printed name

\_\_\_\_\_  
Parent Signature over printed name

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Approved by the Board of Trustees as per Resolution No. **01-2017**

# Norzagaray College Hymn

Lyrics by: Dr. Ermelito V. Dela Merced

Music Arrangement by: RJ Cruz

Humakbang ka sa landas ng buhay  
Harapin mo ang bukas, walang alinlangan  
Anumang balakid sa iyo ay hahadlang  
Kaya mong supilin, may sandatang taglay.

Talino mong dito ay napanday  
Kasama ng pagiging lingkod-bayan  
Hangarin niyang dakila, iyo ngayong taglay  
Kaya bandila nya iyong iwagayway

Norzagaray College, salamat sa iyo  
Ngalan mo'y taglay naming sa isip at puso  
Layunin mo'y dadalhin saan mang sulok ng mundo  
Di malilimutan kadakilaan mo

Adhikain niya sa isip mo ay nakintal  
Kapuri-puri sa Diyos at sa bayan,  
Pagsisilbi sa bayan at sangkatauhan  
Sa puso mo ay parating dasal.

Norzagaray College, salamat sa iyo  
Ngalan mo'y taglay naming sa isip at puso  
Layunin mo'y dadalhin saan mang sulok ng mundo  
Di malilimutan kadakilaan mo

Norzagaray College, salamat sa iyo  
Ngalan mo'y taglay naming sa isip at puso  
Layunin mo'y dadalhin saan mang sulok ng mundo  
Di malilimutan kadakilaan mo