

President's Message and Effectivity Pronouncement

Welcome to North Valley College Foundation Incorporated (NVCFI)!

Let me express my heartfelt appreciation for choosing North Valley College Foundation, Inc. as the venue of your pursuit in your chosen career. College life is a continuous phase of growth for every student.

The student handbook has been prepared to guide you in your academic and social life at NVCFI. It contains relevant information about academic and non-academic policies, standards, student services, and rules of conduct and discipline.

Changes have been introduced in this edition to make the school policies and procedures more responsive to the needs of the school community and the challenges of the times. It provides directions for the students to take and to facilitate with ease and purpose their various intentions in relating your activities in your college life.

This handbook is a vital tool for acquainting you with various aspects of your student life in NVCFI. It is highly encouraged therefore that you read, understand and live the tenets of this handbook throughout your stay in NVCFI.

I hope that your academic journey at NVCFI will be a fruitful and rewarding experience.

And so, by virtue of the authority vested upon me as School President of North Valley College Foundation, Inc., I hereby approve this Revised College Student Handbook effective August 2024 at the City of Kidapawan, Province of North Cotabato hereby setting forth its effectivity.

DR. CHRIS SAMUEL S. BABOL
President

Statement of Reservation

North Valley College Foundation, Inc. reserves the right to change the fees, rules and calendar regulating admission and registration; to change regulations concerning instruction and graduation from the different college; to withdraw courses; and to change any other regulation affecting the student body. Changes go into effect whenever the proper authorities determine and apply not only to prospective students, but also to those who, at that time, are matriculated at the College.

The College also reserves the right to deny admission to any applicant, to dismiss when formal academic action is taken by the academic committee, to discontinue the enrolment of a student in violation of the social norms, or to request withdrawal of a student whose continuance in the college would be detrimental to his or her health or to the health or security of others provided however, that every effort is made to be fair and reasonable in the application of the rules.

Statement of Non-Discrimination

North Valley College Foundation, Inc. commits to the promotion of equal opportunity and non-discrimination on the basis of race, nationality, religion, sex, age, or disability, as protected by law, in all educational programs and activities, and admission of students.

FOREWORD

North Valley College Foundation, Inc. is a private, non-sectarian educational institution that adheres to the highest educational standards of learning and practices. It is guided by the principles of fairness, honesty and integrity.

The students are important stakeholders of the school. Their performances in various fields on and off campus are manifestations of the realization of its shared beliefs and ideals. Thus, the College administrators, faculty and staff, together with the students, must readily perform their roles and functions with utmost dedication.

This College Student Handbook provides information about North Valley College Foundation, Inc. It aims to acquaint students and parents with the school programs, services and policies; and to guide the school personnel, students and other stakeholders of the College in carrying out their duties.

The school recognizes that the right of students to quality education can only be achieved within a conducive, healthy and safe school environment. As important stakeholders of the institution, they are provided with efficient, effective and meaningful teachings, need-based and relevant school programs and responsive student support services.

As the Board of Trustees, Administration, Faculty and Staff welcome all students, they are reminded that the quality of their experiences at North Valley College Foundation, Inc. depends on how they accept the responsibilities as they embark and engage in different educational and social endeavors and how they can strike a balance in performing them. As they are afforded with opportunities, this handbook provides the rules of discipline and conduct necessary for successful endeavors.

The Administration

HISTORY OF NORTH VALLEY COLLEGE FOUNDATION, INC

As early as 1987, Mrs. Naida S. Babol saw the need for providing accessible medical services in rural areas through the putting up of clinics and hospitals, providing health workers and paramedics. The idea of establishing a school of midwifery dawned upon her because of the need for midwives, not only in their hospitals and clinics but also in government health institutions and rural units.

Together with her husband, Dr. Samuel J. Babol, they planned to establish a school alongside their main hospital, the Babol General Hospital, in Matalam, North Cotabato. This would serve as the students' training ground for rigid medical practices and training, aside from government hospitals. Through their strong faith and perseverance, the Babol Paramedical Institute and School of Midwifery, Inc. was established in 1989 in Matalam, North Cotabato.

On May 23, 1990, the Babol Paramedical Institute and School of Midwifery received its permit to operate under License No. 024 issued by the Department of Education, Culture and Sports. It started with an enrolment of merely forty-five (45) midwifery students who came from the different municipalities of North Cotabato.

After a year of operation, Mrs. Naida S. Babol, as the School Director, opened up other paramedic courses such as Nursing Aide, Pharmacy Aide, Medical Junior Secretarial, and Associate in Radiologic Technology, making the Babol Paramedical Institute and School Midwifery, Inc. the first paramedical school in the Province of North Cotabato.

In 1992, the couple recognized the need to expand the range of medical courses available to students by introducing a Bachelor of Science in Nursing program. Through their dedication and perseverance, the Nursing program was successfully established that same year. It was also during this period that the school was renamed Dr. S.J. Babol Foundation College.

In 1993, using their own resources, the Babol family constructed a small building with five classrooms made of bamboo and coco lumber on a one-hectare plot in Lanao, Kidapawan City. That same year, the Board of Directors decided to rename Dr. S.J. Babol Foundation to North Valley College Foundation, Inc.

In July of 1996, North Valley College Foundation, Inc. acquired its government recognition from the Commission on Higher Education for its Nursing Program. The first batch of twenty-four (24) nursing students graduated in the same year. They took the Nurses Licensure Examination and gave the school a passing rate of 89%.

In 2005, North Valley College Foundation, Inc. introduced the Bachelor of Science in Radiologic Technology course, which received government recognition in 2009. Over time, this program produced several top-notch passers and consistently ranked as the top-performing school in the Province of Cotabato.

In 2009, the school expanded its offerings to include computer-related programs such as a Bachelor of Science in Information Technology, a Bachelor of Science in Information Systems, and a Bachelor of Science in Computer Science. These programs gained government recognition in 2012.

In 2013, responding to the increasing demand for healthcare workers in the province, the school decided to introduce additional paramedical programs: Bachelor of Science in Pharmacy, Bachelor of Science in Medical Technology, and Bachelor of Science in Psychology. These programs received government recognition in 2016. Along with Nursing and Radiologic Technology, these three new paramedical programs consistently achieved high passing rates and have always been among the top-performing programs in the province.

For many years, the school depended on the city's available gymnasium or covered court for its curricular and extracurricular activities. However, due to the limited availability of these event centers, the school decided to construct its own gymnasium, which was completed in 2019. Now named the "Activity Hub," it hosts student activities and other school events.

In 2019, the Bachelor of Science in Social Work and Bachelor of Technical Vocational Teacher's Education Major in Food Technology were offered by the school and acquired government recognition in 2022.

In 2022, construction began on the Medical Academic Building (MAB), featuring nine classrooms to accommodate the growing student population, along with a Board Room and Dean's Office. The building was completed in 2023.

The school's Board of Trustees, led by President Dr. Chris Samuel S. Babol and Vice President for Academic Affairs Dr. Mylyn April S. Babol, envisions a brighter future for the institution and its students. Their goal is to provide quality medical, technical, and social education that meets the evolving needs of the community, the city, the province, and even the entire country.

NVCFI's Vision, Mission and Core Value

VISION

NVCFI envisions to become the world's premier institution for educational innovation.

MISSION

NVCFI is devoted to bringing quality education closer to people and valuing their cultures through innovative teaching, relevant research, and dedicated service.

GOALS

- 1. To develop graduates who are globally competent, devoted, and service-oriented in their chosen subjects, programs, or professions.*
- 2. To improve students' ability to think critically for the creation and evaluation of research and investigative projects.*
- 3. To give its stakeholders the chance to grow their technical, social, emotional, and personal abilities.*
- 4. To set up mechanisms through programs and policies for employees' holistic development and job security.*

CORE VALUE

Innovation

NVCFI values innovation not only in terms of technological advancement but also in the utilization of all available resources to guarantee human welfare and dignity.

Philosophy of Education

North Valley College Foundation, Inc. (NVCFI) embraces constructivist and progressivist philosophy of education into its actual classroom and other learning activities for the students.

Guided by constructivist philosophy of education, NVCFI believes that students develop knowledge by building on the foundations of their previous learning as well as experiences. These experiences and knowledge may constitute their worldview, which in turn, may affect how they receive and interpret information presented unto them.

The progressivist philosophy of education is anchored on student-oriented approach of teaching and learning that values the significance of the uniqueness of the students. Hence, NVCFI introduces subject matter and student activities that are relevant to the life as well as individual abilities of its students. Like constructivist philosophy of education, progressivist philosophy of education also emphasizes the significance of interaction and cooperation to students' learning and development.

Inspired by constructivist and progressivist philosophy of education, NVCFI endeavors and introduces students to different social interactions including classroom discussions, debates, community engagement and research-based learning activities for the students to become active agents of their own learning and not only participants in the learning process introduced by the teachers. In this way, student may develop critical reflections which will eventually lead them to engage more into social interactions, implement collaborative projects to the community and industry, and provide analysis of the different dynamics and factors affecting the society and offer possible solutions to these social problems as professionals and practitioners in their field of specializations.

NVCFI combines these two philosophies of education to help its students to construct their own learning methodologies and contribute in the production of knowledge and to let them progress in their learning journey with the urge to contribute and not just to participate in the knowledge construction activities inside and outside the classroom.

Characteristics:

- 1. Students as active agents of learning.** Educational theorists such as Dewey, Vygotsky, Bruner and Piaget posit that students learn best by constructing their own knowledge and by being actively involved in the learning process. NVCFI believes that students are active agents in their own learning. Thus, it promotes student-centered approach where students are given the freedom to be active producers and not only consumers of knowledge. This is manifested in the classroom activities, laboratory works, research and community engagement projects.
- 2. Teacher as guide to students' learning.** Since students assemble their own knowledge and create subjective representations to objectives due to their prior knowledge, teachers act as their compassionate guide on the side to direct them along the right understanding. Teachers encourage the students to intrinsically want to learn by captivating them through activities that are related to their day-to-day living.

- 3. Development of Critical Thinking and Problem-Solving Skills.** Constructivism and progressivism involve learning by doing which encourages critical thinking and problem-solving abilities of the students with the able guidance of their teachers. Teachers provide students with different learning activities, case studies and actual community problems for them to critically analyze and solve.
- 4. The Importance of Reflection.** Like progressivism, constructivism is a learning theory which holds that knowledge is best gained through a process of reflection and active construction in the mind (Mascolo & Fischer, 2005). Thus, the students must consider the information being taught which are based on past experiences, social contexts and cultural background before making judgments and conclusions. Teachers provide students with opportunities to reflect on their learning process and the world around them.
- 5. Social Transformation.** Inspired by educational philosophies of constructivism and progressivism, NVCFI believes and affirms that human development is socially situated and that knowledge is constructed through interaction with others. Hence, NVCFI values group works and collaborative research and community development projects as important components in the educative journey of students.

SECTION 1

GOALS AND OBJECTIVES OF DIFFERENT COLLEGES

A. GENERAL GOALS AND OBJECTIVES OF THE DIFFERENT COLLEGES

Guided by the principle of excellence and the values of innovation and belief in human potentials, the different colleges of North Valley College Foundation, Inc. are committed to the professionalization and formation of the human person. Thus, it aims to:

1. Offer academic programs that meet local and global demands;
2. Conduct relevant researches and productive scholarship activities for a dynamic and responsive instruction;
3. Engage in community outreach activities for capacity building and empowerment of poor communities and marginalized sectors;
4. Provide a research and field-based instructions for a relevant and functional learning;
5. Nurture a climate of compassionate community for personal, communitarian, and spiritual growth; and
6. Send graduates to the field of works as God centered professionals, responsible stewards of nature, agents for cultural preservation and promotion, and initiators of social transformation and sustainable development.

B. OBJECTIVES OF THE DIFFERENT COLLEGES

1. COLLEGE OF NURSING

The college of upholds the principal goal of the college, to be the leading dynamic non-sectarian nursing school in the city and its neighboring provinces. The department extends its commitment to provide excellence in nursing education, practice, and research among diverse individuals and community regardless of race and culture. Therefore, the college of nursing commits to do the following:

- a. Develop intra-personal and interpersonal values among student nurses with God as their model and inspiration;
- b. Provide vital and essential nursing education that enhance student nurses' critical thinking relevant in nursing practice and nursing research;
- c. Provide learning experience for growth and development to become a holistic professional nurse;
- d. Help preserve the dignity and worth of the health care consumer regardless of race, gender, color or creed;
- e. Help maintain and improve, whenever possible, the comfort level and abilities and to preserve the highest quality of life among Filipino people;

- f. Develop compassionate and competent nurses who will thrive in a changing healthcare environment by educating, mentoring, and preparing our student nurses; and
- g. Develop nursing leaders who will advocate health equity, encourage innovation, and improve the wellbeing of individuals, families, and communities via evidence-based education, clinical excellence, and community involvement.

The College of Nursing also commits itself to the search of excellence and formation of God-centered Filipino Nurses who are professionally competent, caring, dedicated, compassionate, environmentally concerned and service-oriented who shall contribute to the health care delivery system, locally and globally. To be able to do this, the college of nursing has the following objectives:

- a. Develop the KSAV (Knowledge, Skills, Attitude and Values) and ethical decision-making process in the practice of safe and quality nursing care;
- b. Promote independent, critical thinking and judgment in the care of clients through the utilization of nursing process and research;
- c. Advocate a sense of responsibility and accountability in assuming leadership functions through participation in health and welfare activities of the nursing profession and in all levels of clientele;
- d. Instill a thorough understanding of moral principles affecting man's professional and personal conduct;
- e. Recognize one's needs for personal and professional growth;
- f. Acquire the foundation essential in assuming the role of a nurse practitioner;
- g. Adhere to the maintenance of a safe environment by following rules, policies and procedures as mandated and required; and
- h. Promote social heritage, concepts and values which will serve as bases of our stability as a nation.

2. COLLEGE OF MEDICAL TECHNOLOGY

The College of Medical Technology envisions itself to be globally competitive in terms of medical technology and medical laboratory education. In addition, the college provides quality education in technical and clinical competences in serving patients and the laboratory profession. To be able to achieve its vision and mission, the College of Medical Technology aims to do the following:

- a. Provide outmost quality education for students to acquire the appropriate knowledge, attitudes, skills and professionalism;
- b. Enhance students critical thinking skills in correlations to the field of Medical Laboratory Science practices;
- c. Produce professionals in searching for the underlying causes of sickness and diseases; and
- d. Serve the community with care and humility.

3. COLLEGE OF RADIOLOGIC TECHNOLOGY

The College of Radiologic Technology envisions itself to be the leading department in developing educated, innovative and compassionate medical technology professionals who are dedicated to serving the needs of the patients and the community. In addition, the College commits to provide excellent medical imaging education throughout a variety of health care environments while serving diverse patient populations as leaders of the community through faculty and student service, research, and professional expertise. In order to achieve these, the college is dedicated to providing present and future medical technologist students an educational experience with a solid professional knowledge guided and augmented by the following:

- a. Technological proficiency and critical thinking;
- b. Promotion of diversity and inclusion;
- c. Professional experiences in a variety of health delivery environments;
- d. Cultivating an environment of collaboration and teamwork; and
- e. Effective writing and professional communication skills

4. COLLEGE OF PHARMACY

The College Pharmacy envisions to be a respected learning institution which creates quality and standard education, research and practice in the pharmacy profession towards global leadership. It also aims to train students to become excellent in pharmacy education, conducting researches responsive to the global needs. The professional pharmacy curriculum is designed to produce pharmacists who have the skills and abilities to:

- a. Provide pharmaceutical care to the patients.
- b. Develop and manage medication distribution and control system
- c. Manage the Pharmacy
- d. Promote public health
- e. Conduct drug information and education

5. COLLEGE OF PSYCHOLOGY

The College of Psychology envisions itself to be the center of excellence in providing competitive psychology graduates in Mindanao. The College of Psychology aims to:

- a. Give quality and holistic development for the students;
- b. Produce globally competent and service – oriented graduates committed to uphold the ethical principles of the Psychological Association of the Philippines in their profession;
- c. Advance the science of human behavior through competent instruction, research and extension activities; and
- d. Expose students to real-life and relevant instruction and varied learning activities.

6. COLLEGE OF SOCIAL WORK

The College of Social Work envisions itself to be the leading department in terms of forming students to become advocates for just and equitable society where diverse individuals, families and communities connect and collaborate with each other in improving lives and creating social change for a just and inclusive growth through integrated and transformative social work education, research and community engagement. The College of Social Work has the following objectives:

- a. Facilitate a thorough analysis and understanding of the history, culture and context of the communities they work with;
- b. Develop a multi-sectoral perspectives and understanding of the dynamics of poverty and human development, the role of governments and civil society organizations and their impact on various social groups;
- c. Advance skills for devising and implementing effective, people-oriented interventions to ameliorate the miseries of marginalized populations and conduct researches on different social issues;
- d. Show appreciation for the values of social justice, human dignity, tolerance and respect of people in a diverse society; and
- e. Develop sensitivity toward the vulnerable sections of the population and recognize and uphold their right to participation in governance and to self-determination.

7. COLLEGE OF TEACHER EDUCATION

The College of Teacher Education envisions to produce globally competitive students who are academically and vocationally competent through quality and research-based instruction, relevant field and industry exposures. The Bachelor of Technical-Vocational Teacher Education (BTVTED) is a four-year degree program that equips learners with adequate and relevant competencies in teaching specific areas in food and service management and with technology and livelihood courses. The BTVTED program has the following objectives:

- a. To produce highly competent and motivated teachers in technical and vocational education in food and service management;
- b. To provide students with technical education that meet international standards of excellence; and
- c. To provide knowledge and skills which are relevant and responsive to the needs of business and industry both locally and internationally.

8. COLLEGE OF COMPUTER AND INFORMATION TECHNOLOGY

The College of Computer and Information Technology envisions to be the leading department in preparing technically competent, innovative and skillful graduates in terms of information and communication technology imbued with values of excellence and compassion to address the needs of the community and the industry.

The College of Computer and Information Technology has three degree programs under it namely; Bachelor of Science in Information Technology, Bachelor of Science in Computer Science and Bachelor of Science in Information System. The College of Information Technology and its three degree programs have the following objectives:

- a. To prepare students and graduates for employment and entrepreneurial activities and higher studies through industry-based instruction, relevant curricular, extracurricular and community extension activities;
- b. To promote researches in the field of information and communication technology that are need-based and relevant to the evolving realities of the society and industry;
- c. To prepare students for future professional practice through industry involvement and membership in professional organizations; and
- d. To instill the right ethical values and attitudes when it comes to technology and innovation.

SECTION II. DEGREE PROGRAMS, ACADEMIC STANDARDS AND REGULATIONS AND POLICIES ON EXAMINATIONS

A. DEGREE PROGRAMS

1. College of Nursing (Bachelor of Science in Nursing (BSN))
2. College of Medical Technology (Bachelor of Science in Medical Technology (BSMT))
3. College of Radiologic Technology (Bachelor of Science in Radiologic Technology (BSRT))
4. College of Pharmacy (Bachelor of Science in Pharmacy (BSPH))
5. College of Psychology (Bachelor of Science in Psychology (BSP))
6. College of Social Work (Bachelor of Science in Social Work (BSW))
7. College of Teacher Education (Bachelor of Technical Vocational Teacher's Education Major in Food Technology (BTVTED))
8. College of Computer and Information Technology
 - a. Bachelor of Science in Information Technology (BSIT)
 - b. Bachelor of Science in Computer Science (BSCS)
 - c. Bachelor of Science in Information System (BSIS)

B. ACADEMIC STANDARDS AND REGULATIONS

I. General Standards

- a. North Valley College Foundation, Inc. implements open admission and selective retention policy for its students. Hence, a student who wishes to enroll first year in any college degree programs is eligible as long as he/she has completed already his/her senior high school education;
- b. A student who enrolls in programs with board examinations and fails **one subject** either major or minor shall be placed on academic probation. In the case the student who is in probationary status fails again, in the next semester he/she will be automatically out of the program. A student who fails **two subjects** either major or minor during a semester will be automatically out of the program;
- c. A student must follow the curriculum of the college he/she is enrolled in.
- d. A student is encouraged to carry the normal semestral load as listed in the curriculum for each program;
- e. A 60% cut-off is the basis for all students' examinations using the approved transmutation table. However, a specific program may impose certain cut-off for their students to follow in order to remain in that program;
- f. A student who is under academic probation needs to pass all the subjects for the succeeding semester for him/her to retain in the program;
- g. The College encourages the students' participation in extra- curricular activities as supplementary activities for classroom instructions and for their holistic development. However, they must guarantee that these activities will not interfere with their academic

- studies; and
- h. The summer session is only offered to cater to specific needs of the students or as required by the specific program they enrolled.

II. Specific Standards

a. College of Nursing

The College of Nursing evaluates students' grades at the end of every semester. A student must maintain the academic standards of the college, or they will be de-loaded or dismissed from the program. The College reserves the right **NOT TO ALLOW** a student to continue with the program based on the specific **RETENTION POLICIES OF THE COLLEGE OF NURSING**.

I. ADMISSION REQUIREMENTS:

A. LEVEL I (New & Transferee)

1. Students who intend to enroll in the Nursing Program must first submit the departmental requirements.
 - a. Pass the form 137
 - b. Certificate of Good Moral Character
 - c. PSA Birth Certificate (Photocopy)
 - d. Filled up forms of medical history (vaccination cards)
 - e. The applicant should be physically fit and had no physical deformities/ characteristics which may hamper the execution of nursing services.
2. All Level I students are required to take the NAT exam for evaluation within the school year of admission as scheduled by the department.
3. The student admitted to the school will be interviewed in accordance with the existing policies, guaranteeing that all students will receive equal treatment and opportunities regardless of their ethnicity, gender, or religion. Formal interview will be conducted while protecting the student's information's privacy and confidentiality.

B. TRANSFEEE STUDENTS

1. Students from other schools who intend to transfer and enroll in the Nursing Program of NVCFI are accepted into the Nursing department as long as they do not have any records or cases of involvement in any moral turpitude, bullying, and disrespect to school authorities in the previous school attended.

2. All transferees who wishes to be admitted as 4th year level may only be allowed after they re-enrolled in the second semester of the third-year level and had successfully passed all the professional subject in the given semester.
3. Student transferee for level I, II and III is accepted provided that the general weighted average of the student is 75% and above. All Transferee students are subject to the admissions policies of North Valley College Foundation, Inc.
4. All Transferee students are automatically put under **probationary status** upon admission to the Nursing department and will follow academic probation policies.
5. All Transferees are required to take the NAT within the semester enrolled as scheduled by the department.
6. All transferee students are subject to the college admission and departmental policies.

C. RETURNING STUDENTS

Students who stop schooling for one reason or the other and plan to study again under the College of Nursing must:

1. Pass the admission interview conducted by the department
2. Must pass the evaluation.
3. All returnees are subject to the college admission and departmental policies.

II. GRADING SYSTEM

The Nursing department adopted the standard grading system of the college (please refer to student Handbook-Grading System/Honors/Awards).

A. COMPREHENSIVE EXAM

It refers to an exam in competency appraisal given to all nursing students from levels 1 to 4 covering all their knowledge and skills in nursing professional subjects they had completed during the entire period enrolled of the department.

1. A comprehensive examination shall be given to all levels of nursing students.
2. It is scheduled every after semester.
3. The coverage of the Comprehensive exam shall be the topics from all professional subjects taken.
4. Students must obtain 75% rating to pass the comprehensive examination.
5. No removal exam will be conducted in case of failure in the comprehensive exam.
6. Comprehensive exam results will be ten percent (10%) of the final rating in every professional subject within the semester and must be computed as follows:

Semestral Grade:	90%	
Comprehensive Grade:	<u>10%</u>	
		100%

Example:

Semestral Grade:	$82\% \times 90\% = 73.8\%$
Comprehensive Grade:	$75\% \times 10\% = \underline{7.5\%}$
Final Grade	81.3%

B. NURSING SUBJECT WITH RLE

1. A student must pass both the lecture and RLE of the course with minimum grade of 75% to be eligible in taking up the next higher courses.

2. The grades for RLE and lecture will be computed as follows:

Final NCM Lecture Grade:	60%
RLE grade	<u>40%</u>
	100%

Example:

Final NCM Lecture Grade:	$81.3\% \times 60\% = 48.78\%$
RLE grade	$85\% \times 40\% = \underline{34\%}$
Final grade	82.78 %

III.PROMOTION TO HIGHER LEVEL

1. Grade Requirement

- a. A student who enrolled in the Bachelor of Science in Nursing shall maintain a grade of at least 75% and above in order to pass the subject in which they are enrolled.
- b. A final grade of 74% is subject to deliberative assessment headed by the Dean along with the instructor. After careful evaluation and consideration from the department, the department has all the right to deliberately change the grade from 74% to 75% without the need for the student to take the removal exam.

- c. Only those students who gained a final grade of 73% are allowed to take the removal examination. The students must pass the removal exam to gain 75%. If a student fails to pass the removal examination, the 73% grade will be retained.
- d. Students with a grade of 72% or below are not allowed to take the removal examination.
- e. A student must maintain a general weighted average of 75 % or better at the end of each semester until the completion of their program of study.
- f. A student must successfully pass all the Professional subjects in the first semester before they be allowed to enroll the professional subjects on the second semester.
- g. Students incurring Final grade below 75% in one (1) minor/major or Professional Subjects maybe readmitted for the next semester only after submitting a letter of intent to the DEAN or Program Coordinator signifying their intention to stay in the department.

2. Pre – Requisite Subjects

- a. A student shall only be allowed to enroll Nursing subjects provided that they passed the pre-requisites as prescribed in the Nursing Curriculum.
 - Co-requisite subjects are only allowed for incoming 4th year students. If the student fails to pass the co-requisite subject enrolled all other subjects that are pre-requisite to the co-requisite subject will automatically be nulled and void.

3. Administrative actions for students with failing grades.

A student to retain in this program after having a failing periodical grades must abide the following:

1. Prelim: the student will be referred to the Dean of Nursing/Program Coordinator for assessment and Guidance office for counselling.
2. Midterm: Notice to the parents/guardian will be given.
3. Finals: Removal exam are intended only to those students who gain the final average of 73%.

IV.ACADEMIC PROBATION

1. Probationary Period is the period when the students are given a semester to demonstrate a successful academic progress.
 - a. In probationary status, students will write a letter to the Dean or Program Coordinator signifying their intention to stay on the program prior to enrollment and must place under

PROBATION for a semester and may be re-admitted upon evaluation and deliberation of the Department.

- b. All transferees/returnees with or without failing grades are considered on **PROBATIONARY STATUS**.
 - c. The subject loading of the students on probation is under the discretion of the Program Dean and/or the Program Coordinator upon the evaluation of the academic standing.
 - d. Any student under **PROBATION** who fails 50% or more of the total number of academic units enrolled within the given semester will be **OUT OF THE PROGRAM**.
2. Students with a grade below 75% in any Nursing/Professional or Nursing-related subjects shall be placed under academic probation and shall have an option to request and repeat the subject on summer of the same school year. Students who are unable to obtain the above cut-off grade of 75% for the second time will be **OUT OF THE PROGRAM** and strongly advised to shift to another course.

A student with two (2) failed professional or Major Subjects shall no longer be admitted for enrolment. Major subjects refer to a professional subject with at least three (3) units. Professional subject pertains to a subject covering Nursing Care Management (NCM) and Related Learning Experience (RLE).

3. A level three (3) student is required to pass all subjects in order to be promoted to level four (4). In the event that a level three (3) student fail to pass one (1) major subject during the second semester, he/she is permitted to re-enroll in that subject as a co-requisite during the 1st semester of the next academic year, on the condition that all subjects must be passed within that semester. However, if the student still fails to pass any enrolled major subjects, the entire agreement becomes null and void and forfeits the right to enroll in and complete the semester of the same academic year.

V. PROGRAM DISMISSAL

Dismissal is defined as removal of a student from the nursing program according to the policies, requirements and/or regulations of the school based on the following criteria:

1. Probationary Status for more than one semester
2. Failed three Professional subjects in a semester currently enrolled
3. Failure to pass the repeated subject (applies to professional subjects only)

The department is fully entitled to suggest that a student shift to a different program and be readmitted to the nursing program once they have successfully completed all subjects in the alternate program after one (1) semester. To initiate this process, the student must submit a letter of reconsideration to the Dean, and this request will require the Dean's approval.

Students are expected to uphold professional behavior standards in both academic and clinical settings. Failure to meet these standards may result in removal from the Nursing Program.

VI. Capping and Pinning Eligibility

1. A student must have completed successfully all the courses of its equivalent number of units for the Level I of the BSN Program inclusive of summer.
2. A student must have taken and should at least get a rating of “below average” in the Nursing Aptitude Test (NAT) examination conducted by the Center for Educational Measurement (CEM). Failure to achieve a rating of “below average” on the NAT examination will be placed under probationary status and “very poor” and “poor” rating will not be allowed to join the capping and pinning ceremony. However, the student will be given **one more chance** to retake on the next scheduled NAT examination prior to the capping and pinning scheduled date.

VII. GRADUATION AND COMPLETION OF INTERNSHIP

A. Nursing Graduates Requirements

For Special Order:

Graduate Nursing students who wish to apply for SPECIAL ORDER (S.O.) must observe the following Requirements:

1. For NLE Takers (Basic Requirements)

- a. Duly accomplished computerized exhibit forms and RLE summary
- b. Must take and satisfactorily passed the Departmental Exam given by the department.
- c. Must enroll in a review center and submit the exam results to the office of the Dean/Program Head; and
- d. Duly signed clearance
- e. Graduates within the school year must take the NLE within a year after graduation. Otherwise, the school will strictly implement review standards with satisfactory average on all subjects within the discretion of the Program Head.

2. Returning Graduates for NLE

All returnee nursing graduates who wish to take the NLE after a period Of FIVE (5) years from the year of their graduation shall comply the The Following requirements below:

1. **New set of OR/DR cases**

OR/DR cases are valid only for FIVE (5) years from the date of Graduation.

Cases beyond the said period are considered expired/lapse and A graduate student must repeat everything.

2. **Special Order (S.O) for employment**

A graduate may request for S.O. by submitting a notarized letter to the Dean/ Program Head stating that the said request is for employment purposes ONLY.

- a. Must submit letter of intent to take the NLE stating the date of graduation.
- b. Must take and satisfactorily passed the Departmental Exam given by the department.
- c. Must enroll in a review center and submit the exam results to the office of the Dean/Program Head; and
- d. Duly signed clearance
- e. Graduates within the school year must take the NLE within a year after graduation. Otherwise, the school will strictly implement review standards with satisfactory average on all subjects within the discretion of the Program Head.

3. **The Release of Special Order (S.O)**

It will be upon the completion of all the requirements stated in this retention Policy and based on the Final evaluation of the Program Head/Dean.

VIII. FINAL PROVISION

All instances concerning RETENTION of students in the Nursing Program which are not discussed in this policy shall be under the discretion of the Program Head Or Dean of Nursing.

IX. AMENDMENTS

These nursing guidelines requirements may be updated, modified, or amended in the interest of academic quality or as time demands. This retention policy will be evaluated and revised on a regular basis to make sure it complies with standards for nursing education and changing student demands. To improve the effectiveness of the policy, input from students, teachers, and other pertinent stakeholders is actively sought after and taken into consideration.

B. College of Medical Technology

The College of Medical Technology conforms to the general guidelines for academic policies and general rules and regulations of the college as stipulated in this handbook. Specific policies on the admission criteria, transferees/shifters, grading system, prerequisite/s subjects, request subjects, comprehensive examination, adding/dropping of subjects, probationary status and internship policies are provided to meet the professional standards set by the Philippine Board of Medical Laboratory Science/ Medical Technology and as required by CHED CMO No. 13, series of 2017.

Admission Requirements

1. Incoming First Year

- 1.1. Must pass the admission interview conducted by the college.
- 1.2. Must pass the physical evaluation. (Visual, Hearing, Physical Deformities, and Psychological status etc.)
- 1.3. Must take the AMCAT (Allied Medical Courses Achievement Test) as per scheduled by the guidance office.

2. Transferees/ Shifters

- 2.1. All Transferee students are subjected to the North Valley College Foundation's Admissions policies;
- 2.2. Must pass the evaluation from the department.
- 2.3. All Transferee students are automatically put under probationary status upon admission to the Medical Technology department;
- 2.4. First year and second year transferee students are accepted in the Medical Technology department;
- 2.5. Transferee students who are already in third year in their previous school are still accepted in the Medical Technology Department **provided that** the students' passed subjects are in congruence with the Medical Technology Department's supposed passed subjects of a third year student;
- 2.6. Transferee students who are already in fourth year level are no longer accepted in the Medical Technology Department.

3. Returning Students

- 3.1. Must pass the admission interview conducted by the department.
- 3.2. Must pass the academic evaluation.

RETENTION AND PROMOTION TO HIGHER LEVEL

1. Grade Requirements

1. Students must have a minimum grade of 75 in any enrolled subject to be retained in the program.
2. Subject loading of students on probation is under the discretion of the department dean/ program coordinator.
3. Students who failed **THREE (3)** times in any major subject would mean out of the program (OP) or advised to shift or transfer to other course.
4. Third year students who failed 50% of the total professional enrolled subjects in current semester will be considered as out of program (OP).

2. Prerequisite/co-requisite Subjects

1. A student shall only be allowed to enroll in Medical Technology subjects provided that they **passed the pre-requisite/s** as prescribed in the Medical Technology Curriculum.

3. Removal Exams

1. Students must be allowed to take the removal exam if they received a final grade of 73 per subject.
2. Students with a grade of **72%** or below are not allowed to take the removal examination.
3. A final grade of **74%** is subject to deliberative assessment. After careful evaluation and consideration from the department, the department has all the right to deliberately change the grade from **74%** to **75%** without the need for the student to take the removal exam.
4. If the student **PASS** the removal exam they will have the final grade of 75.
5. If the student **FAIL** the removal exam, the **73%** grade will retain.
6. The removal exam must be 100 item questions and should be different from the final examination questions. For subjects with laboratory the coverage will be 60% lecture and 40% laboratory questions.
7. The passing score for the removal examination will be 60 out of 100 items.

4. Academic Probation

4.a. Academic Probation Status.

4.a.1. The General Weighted Average (GWA) is **below 80%**

4.b. Status of students under probationary within a semester.

4.b.1. Probationary 1: = Has a GWA of below 80% and has **one (1)** failed professional subject enrolled in the current semester.

4.b.1.1. Student will sign a waiver prior to enrolment of the program under probation signed by the parents/guardian.

4.b.2. Probationary 2: = With the condition of being Probationary 1 and has a GWA of below 80% and has **two (2)** failed professional subject enrolled in a current semester.

4.b.2.1. Students will sign a waiver prior to enrolment of the program under probation with the presence parent/guardian, that and upon the approval of the department head and the dean. This will serve as a warning for dismissal.

4.b.3. Program Dismissal/ Advice to shift

4.b.3.1. With grades below 75% in more than **three (3)** professional subjects enrolled

4.b.3.2. Students will be out of the program and advised to shift to another program.

Reopening of Subjects

A. Guidelines for Requesting subjects

- 1.1. Students are allowed to request subjects as long as they will not exceed the allowable number of units per level.
- 1.2. The request shall be subject for the approval of the Dean/Program Head depending on the availability of the instructor to handle the subject.
- 1.3. Major subjects that are allowed for summer re-opening are:
 - MT101
 - MT 102
 - HISTOLOGY
 - CYTOGENETICS
 - LAB MGT
 - MTLBE
 - MOLBIO
 - HISTOPATH.
- 1.4. A minimum of fifteen (15) requesting students is/are required for the approval of the request.
- 1.5. The Dean/Program Head has the authority to decline the request of students based on their evaluation of the student's status.
- 1.6. The Dean/Program head has the authority to assign the instructor who will handle the requested subject.
- 1.7. Prerequisite subjects can still be enrolled by a failed student via co-requisite policy, provided that they need to pass the repeated subject. If the student

fails to pass the repeated subject, all co-requisite subjects are considered null and void.

Comprehensive Examination

- A comprehensive exam shall be given to all students enrolled in the Bachelor of Science in Medical Technology one week after the final examination schedule at the end of each semester. (*summer class not included*).
- The coverage of the comprehensive exam shall be the topics from the Prelim to Final period with twenty-five percent (25%) coverage on each period.
- For subjects with laboratory, questions must be taken from Prelim to Final period with fifteen percent (15%) lecture and ten (10%) laboratory coverage on each period.
- The type of exam must be 100 item multiple choice.
- No removal exam will be conducted in case of failure.
- Results will be ten percent (10%) of the final grade in every professional subject included in the exam. The computation is as follows:

Subject's Final Grade	100% x 90%	90%
Comprehensive Exam Grade	100% x 10%	10%
Final Grade		100%

- Subjects Included are:
 - 2nd Year Second Semester (PARASITOLOGY)
 - 3rd Year First Semester (CC1, MICRO 1, AUBF & HEMA 1)
 - 3RD Year Second Semester (CC2, HEMA 2, IS, IH,)

Policy on Pregnant Student

1. The Medical Technology Department only allows pregnant students to enroll in the department at the first-year level and second year first semester only.
 - 1.1. Students must provide a clearance certificate from the physician.
2. Higher-year students will not be admitted to the program if found pregnant, due to the danger of chemical exposure during laboratory activities.
3. Third year and fourth year students found to be pregnant anytime on each semester/summer are automatically dropped from the program. This policy ensures the safety of the pregnant student.

Promotion to Internship

4. Must join the Pinning Program as part of the requirements.
 - 1.1. A student must complete all academic requirements before they are allowed to attend the pinning and white coating ceremony.

- 1.2. No students are allowed to join the pinning and white coat ceremony if they have any pending case, or misconduct omitted inside or outside the school premises.
5. Must have completed and passed all subjects of the first year to third year levels.
6. Must have fulfilled other internship requirements as stipulated in the MLS Internship Program Handbook.
7. Must be officially enrolled; the internship Handbook must be duly signed by the student and parents/guardian before the start of internship
8. Must have submitted hardbound thesis.
9. The general and specific policies of the Medical Technology Internship Program are stipulated in the NVCFI BSMT internship Handbook.

Graduation Requirements

1. All requirements as stipulated in the MLS Internship Program Handbook must be fulfilled before a student is allowed to join the graduation rites.
2. Must submit hardbound thesis.

Final Provision

All instances concerning RETENTION of students in the Medical Technology Program which are not discussed in this policy shall be under the discretion of the Program Head / Dean of Medical Technology after duly evaluation conducted by the Medical Technology Faculty.

C. College of Radiologic Technology

The College of Radiologic Technology department conducts evaluation of the student's performance at the end of each semester. A student must maintain the following standards to remain in the program.

Grade Requirements

- A student who enrolled in the Bachelor of Science in Radiologic Technology shall maintain a grade of **75% in each subject** in order to pass the subject in which he/she is enrolled.
- A final grade of **74%** is subject to deliberative assessment. After careful evaluation and consideration from the department, the department has all the right to deliberately change the grade from **74%** to **75%** without the need for the student to take the removal exam.
- Only those students who gained a final grade of **73%** are allowed to take the removal examination. The grading system for the removal examination is pass or failed basis meaning, the students must pass the exam to gain **75%**. If a student fails to pass the removal examination, the **73%** grade will retain.
- Students with a grade of **72%** or below are not allowed to take the removal examination.

Correction of Grades before/after submission from the Registrar

When apparent errors have been made in computing grades or where a student may point errors in the computations of their grades, proper corrections should be made following these processes:

1. Any student deserving of a change to their grade will petition the Program Head in writing for the corresponding change of grade.
2. The Program Head will notify the faculty member concerned and call for proof that would justify changing the grade.
3. If there is justification for changing the grade, then the faculty member will notify the Program Head in writing giving the reasons for changing or retaining the grade in question.
4. If the student is not satisfied with the decision of the department, the student has the right to appeal to the Office of Vice President for Academic Affairs for reconsideration.
5. The VPAA/AVPAA will notify the department concerned and call for proof that would justify changing the grade.
6. If there is justification for changing the grade, then the Department will notify the VPAA/AVPAA in writing giving the reasons for changing or retaining the grade in question.
7. If the student is not satisfied with the decision of the VPAA/AVPAA the student has the right to appeal to the Office of the Administrator.
8. The administrator will review the decision made by the department/VPAA/AVPAA and will make a decision based on facts presented by the offices. (*Note: the decision of the administrator is final*).
9. Each department is only given 10 working days to decide.
10. Grades submitted in the portal are not yet official not unless the hard copy of the grades is submitted to the registrar's office with the signatures from the subject instructor, department head, and VPAA/AVPAA.

Comprehensive Examination

A comprehensive exam shall be given to all students enrolled in the Bachelor of Science in Radiologic Technology at the end of each semester one week after the final examination schedule. (*summer class not included*). It must contain all the subjects included in the semester in a 100 items multiple-choice type of exam. A student who failed to pass the comprehensive exam shall repeat the comprehensive exam thrice within a 1-week period of time. If a student is not able to pass the comprehensive exam, the student will automatically be under probationary status.

Subjects included in the comprehensive exam are as follows:

- **First Year, First Semester**
 - *Introduction to Radiologic Technology with Health Care*
- **First Year, Second Semester**
 - *Medical Terminology*
- **Second Year, First Semester**
 - *Imaging Science & Informatics*
 - *Radiation Production & Characteristics*
 - *Principles of Imaging*
 - *Professional Ethics, Jurisprudence & Cultural Sensitivity*

- **Second Year, Second Semester**
 - *Radiobiology*
 - *Patient Care & Management*
 - *Pharmacology & Venipuncture*
 - *Imaging Equipment & Maintenance*
 - *Film Screen Image Acquisition, Processing & Image Analysis*
 - *Radiographic Anatomy & Physiology*
 - *Computed & Digital Radiography*

- **Third Year, First Semester**
 - *Radiographic Positioning & Procedures 1*
 - *Radiologic Contrast Examination*
 - *Ultrasonography*
 - *Admin, Leadership & Entrepreneurship*
 - *Radiation Protection*
 - *Radiologic Pathology*
 - *Quality Assurance & Quality Control*
- **Third Year, Second Semester**
 - *Radiographic Positioning & Procedures 2*
 - *Computed Tomography*
 - *Magnetic Resonance Imaging*
 - *Mammography*
 - *Interventional Radiology*
 - *Radiation Therapy*
 - *Nuclear Medicine*

Probationary Status

Students who have not met the retention requirements of the Radiologic Technology department will be placed under PROBATIONARY status based on the following criteria:

1. Students who failed one (1) or two (2) professional or general education subjects.
2. Students who failed to pass the comprehensive examination.
3. Students' behavior that will jeopardize the Radiologic Technology department as determined by the department dean, Program head, and faculty.

Probationary status will be deleted once all the following requirements are complied with:

1. All subjects enrolled in the current semester are passed.
2. Student passed the comprehensive examination.
3. No pending records of misbehavior that are stated in the student's handbook.

Advise to Shift/Out of the Program Status/Program Dismissal

Students on probationary status for more than 1 semester are advised to shift to a non-board program. The department will no longer accept the student in the department. The department has all the right to advise the student to shift to a non-board program or out of the program status on the following criteria.:

1. Probationary Status for more than one semester
2. Failed three subjects in a semester currently enrolled
3. Failure to pass the repeated subject (applies to professional subjects only)

Reopening of Subjects

Students are allowed to request subjects as long as they will not exceed the allowable number of units per level.

Semester	Number of Units
<i>1st year, 1st semester</i>	29 units
<i>1st year, 2nd semester</i>	29 units
<i>2nd year, 1st semester</i>	29 units
<i>2nd year, 2nd semester</i>	29 units
<i>3rd year, 1st semester</i>	29 units
<i>3rd year, 2nd semester</i>	29 units
<i>Each Summer</i>	9 units
<i>No 4th-year level is allowed to request a subject</i>	

1. The request shall be subject for the approval of the Dean/Program Head depending on the availability of the instructor to handle the subject.
2. A minimum of fifteen (15) requesting students is/are required for the approval of the request.
3. The Dean/Program Head has the authority to decline the request of students based on their evaluation of the student's status.
4. The Dean/Program Head has the authority to assign the instructor who will handle the requested subject.
5. Prerequisite subjects can still be enrolled by a failed student via co-requisite policy, provided that they need to pass the repeated subject. If the student fails to pass the repeated subject, all co-requisite subjects are considered null and void.

Transferees

1. All Transferees are subjected to the North Valley College Foundation's Admissions policies.
2. All Transferee students are automatically put under probationary status upon admission to the Radiologic Technology department.
3. First-year and second-year transferee students are eligible into the Radiologic Technology department regardless of their status from the previous school attended as long as it does not involve moral turpitude cases, bullying, and disrespect to school authorities.
4. Admission to the third year level is accepted provided that the general weighted average of the student is 80% above.
5. Transferee students who are already in the fourth-year level are no longer accepted in the Radiologic Technology department.

Policy on Pregnant Students

1. The College of Radiologic Technology only allows pregnant students to enroll in the department at the first-year level only. However, the student must provide a clearance certificate from his/her physician.
2. Higher-year students are not allowed to be admitted to the program if they are found to be pregnant considering that the Hospital exposure such as OR/ER is of high risk.
3. Higher level students who are found to be pregnant anytime on each semester/summer are automatically dropped from the program. This policy ensures the safety of the pregnant student.

Graduation and Completion of Internship

Students under the College of Radiologic Technology who wish to complete the internship and to graduate from their program must satisfy the following:

1. Interns must pass the final comprehensive examination (revalida) for Radiologic Technology interns with a corresponding passing grade during his/her senior internship training as governed by the provisions on the guidelines for grading and performance evaluation.

2. All requirements of the accredited radiologic technology centers should be duly fulfilled including a record book duly signed by the concerned personnel prior to graduation.
3. No interns shall be allowed to graduate if the number of makeup duties exceeds 10 actual days prior to the date of the graduation as mandated by the provisions on the guidelines on attendance, punctuality, absences, and tardiness.
4. Hardbound Thesis is submitted to the department.

Final Provision

- All instances concerning the RETENTION of students in the Radiologic Technology Program which are not discussed in this policy shall be under the discretion of the Program Head / Dean of Radiologic Technology after evaluation.

4.College of Pharmacy

The College of Pharmacy implements strict retention policy in order to produce quality and excellent graduates. This retention policy is unique and exclusive only for BS Pharmacy students of North Valley College Foundation, Inc. who want to finish their chosen degree program with excellence and pride. The Pharmacy Department Dean, Program Coordinator, Faculty, and Staff will evaluate the students' academic performance every semester. The following standards shall be observed:

I. ADMISSION REQUIREMENTS

A. New Students and Transferees

- a. The College of Pharmacy accepts incoming freshmen who are graduates of Senior High School Program who wish to take up BS in Pharmacy in North Valley College Foundation, Inc.
- b. The College of Pharmacy only accept transferee students if they are 1st year and 2nd year students. Subjects to be credited should be the same course description and number of units.
- c. New and transferee students are required to take the AMCAT exam for evaluation as per scheduled by the guidance office.
- d. All transferee students are all put in probationary status. (If they failed even one subject, they will be out of the program).
- e. All new students and transferees are advised to fully understand the retention policy of the department before enrolling. A waiver must be signed as part of their acceptance with the department.

II. RETENTION AND PROMOTION TO A HIGHER LEVEL

A. Grade Requirements

- a. A student who enrolled in the Bachelor of Science in Pharmacy shall maintain a grade of 75% in order to pass the subject in which they enrolled.
- b. A final grade of 74% is subject to deliberative assessment. After careful evaluation and consideration from the department, the department has all the right to deliberately change the grade from 74% to 75% without the need for the student to take the removal exam.
- c. Only those students who gained a final grade of 73% are allowed to take the removal examination. The grading system for the removal examination is pass or failed meaning, the students must pass the exam to gain 75%. If a student fails to pass the removal examination, the 73% grade will retain.
- d. Students with a grade of 72% or below are not allowed to take the removal examination.

B. Academic Probation

Students who have not met the retention requirements of the Pharmacy department will be placed under PROBATIONARY status on the following criteria:

- a. Students who failed 2 major subjects will be put to probationary status in a semester currently enrolled.
- b. Students' behavior that will jeopardize the Pharmacy department as determined by the department dean, Program head, and faculty.
- c. Probationary status will be deleted once all the requirements are complied with:
 - E.1 All subjects enrolled in the current semester are passed.
 - E.2 No pending records of misbehavior that are stated in the student's handbook.

C. Program Dismissal

Students on probationary status for more than 1 semester are advised to shift to a non-board program. The department will no longer accept the student in the department. The department has all the right to advise the student to shift to a non-board program or out of the program status on the following criteria:

- a. Probationary Status for more than one semester
- b. Failed three subjects in a semester currently enrolled
- c. Failure to pass the same subject twice (applies to professional subjects only)
- d. Any pharmacy students with a criminal case

III. REOPENING OF SUBJECTS

- a. Students are allowed to request subjects as long as they will not exceed the allowable number of units per level.

- b. The request shall be approved by the Dean/Program Head depending on the availability of the instructor to handle the subject.
- c. The Dean/Program Head has the authority to decline the request of students based on their evaluation of the student's status.
- d. The Dean/Program Head has the authority to assign the instructor who will handle the requested subject.
- e. The students are allowed to request for re-opening of failed subjects under a co-requisite status. Under these co-requisite subjects, if one subject fails, the other one subject will automatically be failed.

NEW CURRICULUM

1 st Year		2 nd Year		3 rd Year		4 th Year	
1 st year Semester	2 nd year Semester	1 st year Semester	2 nd year Semester	1 st year Semester	2 nd year Semester	1 st year Semester	2 nd year Semester
29 units	27 units	28	29	27	28	30	30
Summer- 9 units		Summer- 9 units		Summer- 9 units			

IV. COMPREHENSIVE EXAMINATION

- a. Comprehensive exam shall be given every end of the semester as scheduled by the Pharmacy department.
- b. The coverage of the comprehensive exam shall be the topics from the Prelim to Final period with twenty-five percent (25%) coverage on each period.
- c. Comprehensive exam must be a 100 items multiple choice type of exam.
- d. No removal exam will be conducted in case of failure in the comprehensive exam.
- e. Comprehensive exam results will be ten percent (10%) of the final grade in every professional subject included in the exam. The computation is as follows:

$$\begin{array}{rcl}
 \textit{Subject's Final Grade} & 100\% \times 90\% & 90\% \\
 \textit{Comprehensive Exam Grade} & 100\% \times 10\% & 10\% \\
 \textit{Final Grade} & & 100\%
 \end{array}$$

- f. These are the subjects included in the Comprehensive Exam:

NEW CURRICULUM

Comprehensive Exam 1

First Semester

- Chem1 – Pharmaceutical & Inorganic Chemistry (with Qualitative Analysis)
- Pharm1 – Perspective of Pharmacy
- Pharm2 – Pharmaceutical Calculations & Techniques

Second Semester

Chem2 – Pharmaceutical Organic Chemistry

PBS2 – Human Physiology and Pathophysiology

PhAn1 – Pharmaceutical Analysis 1 (Quantitative Pharmaceutical Chemistry)

Comprehensive Exam 2**First Semester**

Phceutics1 – Pharmaceutical Dosage Forms, Drug Delivery System and Medical Devices

PBS3 – Pharmaceutical Biochemistry

PBS5 – Pharmaceutical Microbiology & Parasitology

Second Semester

Phchem1 – Pharmaceutical and Medicinal Organic Chemistry

PBS4 – Pharmacognosy & Plant Chemistry

PBS6 – Pharmacology 1

Comprehensive Exam 3**First Semester**

Phceutics2 – Pharmaceutical Manufacturing (with Quality Assurance and cGMP)

PBS7 – Pharmacology 2

Phcare5 – Clinical Pharmacy & Pharmacotherapeutics 1

Second Semester

Phcare6 – Clinical Pharmacy & Pharmaceutics 2

Phcare7 – Public Health Pharmacy with Pharmacoepidemiology

Pharm9 – Legal Pharmacy and Ethics

Comprehensive Exam 3**First Semester**

Pharm 3 – Physical Pharmacy

PhChem 1 – Pharmacy & Chemistry of Inorganic Medicinals

PBS5 – Pharmaceutical Microbiology & Parasitology

Second Semester

Phceutics 2 – Manufacturing Pharmacy

Pharm 5 – Hospital Pharmacy

PBS 6 – Pharmacology 1

Comprehensive Exam 4**First Semester**

PBS7 – Pharmacology & Therapeutics

PhChem 4 – Quality Control 2 – Drug Testing & Assay w/ Instruction

No comprehensive exam for second semester of 4th year level because they have a separate subject – Comprehensive Review which covers all major subjects from 1st year up to 4th year level.

V. POLICY ON PREGNANT STUDENT

1. The College of Pharmacy only allows pregnant students to enroll in the department at the first-year level only. However, the student must provide a clearance certificate from his/her physician.
2. Higher-year students are not allowed to be admitted to the program if they are found to be pregnant considering that the Hospital exposure such as OR/ER is of high risk.
3. Higher level students who are found to be pregnant anytime on each semester/summer are automatically dropped from the program. This policy ensures the safety of the pregnant student.

VI. GRADUATION AND COMPLETION OF INTERNSHIP

- a. A candidate for graduation must satisfactorily pass all minor and major subjects.
- b. The candidate must complete all the internship programs.
- c. The candidate must submit hardbound thesis.

VII. POLICY ON RELEASING OF DOCUMENTS FOR BOARD EXAM

- a. A graduate must comply with the proper process of releasing documents.
- b. A graduate must satisfactorily complete all the clearance in the releasing of documents.
- c. A graduate must be enrolled in a review center which offers face-to-face classes.
- d. A graduate must pass the mock board examination conducted by the school.
- e.

VIII. FINAL PROVISION

All instances concerning RETENTION of students in the Pharmacy Program which are not discussed in this policy shall be under the discretion of the Program Head / Dean of Pharmacy after duly evaluation conducted by the Pharmacy Faculty.

5. College of Psychology

The College of Psychology ensures that students who will graduate in the BS Psychology Program will have the necessary skills and competencies expected of a BS Psychology graduates. The psychology department will evaluate the student's performance at the end of each semester. A student must maintain the following standards to remain in the program:

Admission Requirements (*New & Transferee*)

- Students who intend to enroll in the Psychology Program must pass first the department's Physical and Psychological requirements.

- New and transferee students are required to take the AMCAT exam for evaluation as per scheduled by the guidance office.
- All Transferee students are subject to the North Valley College Foundation's Admissions policies.
- All Transferee students are automatically put under probationary status upon admission to the psychology department.
- First-year and second-year transferee students are accepted into the psychology department regardless of their status from the previous school attended as long as it does not involve moral turpitude cases, bullying, and disrespect to school authorities.
- Admission to the third year level is accepted provided that the general weighted average of the student is 80% above.
- Transferee students who are already in the fourth-year level are no longer accepted in the psychology department.

Retention and Promotion to a Higher Level Grade Requirements

- A student who enrolled in the Bachelor of Science in Psychology shall maintain a grade of **75%** in order to pass the subject in which they enrolled.
- A final grade of **74%** is subject to deliberative assessment. After careful evaluation and consideration from the department, the department has all the right to deliberately change the grade from **74%** to **75%** without the need for the student to take the removal exam.
- Only those students who gained a final grade of **73%** are allowed to take the removal examination. The grading system for the removal examination is pass or failed meaning, the students must pass the exam to gain **75%**. If a student fails to pass the removal examination, the **73%** grade will retain.
- Students with a grade of **72%** or below are not allowed to take the removal examination.

Academic Probation

Students who have not met the retention requirements of the psychology department will be placed under PROBATIONARY status on the following criteria.

1. Students who failed two (2) professional subjects.
2. Students' behavior that will jeopardize the psychology department as determined by the department dean, program head, and faculty.
3. Students on probationary status for more than 1 semester are advised to shift to a non-board program. The department will no longer accept the student in the department.
4. Probationary status will be deleted once all the requirements are complied with:

- 4.1. All subjects enrolled in the current semester are passed.
- 4.2. No pending records of misbehavior that are stated in the student's handbook.

Program Dismissal

The department has all the right to advise the student to shift to a non-board program or out of the program status on the following criteria.

- Probationary Status for more than one semester
- Failed three subjects in a semester currently enrolled
- Failure to pass the repeated subject (applies to professional subjects only)
- Any psychology students with a criminal case

Pinning and White Coating Eligibility

- A student must complete all third-year academic requirements before they are allowed to attend the pinning and white coating ceremony.
- No students are allowed to join the pinning and white coat ceremony if they have any pending case, or misconduct omitted inside or outside the school premises.

Reopening of Subjects

- Students are allowed to request subjects as long as they will not exceed the allowable number of units per level.
- The request shall be approved by the Dean/Program Coordinator depending on the availability of the instructor to handle the subject.
- A minimum of fifteen (15) requesting students is/are required for the approval of the request.
- The Dean/Program Coordinator has the authority to decline the request of students based on their evaluation of the student's status.
- The Dean/Program Head has the authority to assign the instructor who will handle the requested subject.

Semester	Number of Units
<i>1st year, 1st semester</i>	26 units
<i>1st year, 2nd semester</i>	24 units
<i>2nd year, 1st semester</i>	23 units
<i>2nd year, 2nd semester</i>	23 units
<i>3rd year, 1st semester</i>	23 units
<i>3rd year, 2nd semester</i>	20 units
<i>4th year, 1st semester</i>	18 units
<i>No 4th-year level is allowed to request a subject</i>	

Comprehensive Examination

- A comprehensive exam shall be given to all students enrolled in the Bachelor of Science in Psychology one week after the final examination schedule at the end of each semester. (*summer class not included*).
- The coverage of the comprehensive exam shall be the topics from the Prelim to Final period with twenty-five percent (25%) coverage on each period.
- Comprehensive exam must be a 100 items multiple choice type of exam.
- No removal exam will be conducted in case of failure in the comprehensive exam.
- Comprehensive exam results will be ten percent (10%) of the final grade in every professional subject included in the exam. The computation is as follows:

Subject's Final Grade	100% x 90%	90%
Comprehensive Exam Grade	100% x 10%	10%
Final Grade		100%

- Subjects included in the comprehensive exam are as follows:
 - **Second Year, First Semester**
 - *Psychological Statistics*
 - **Second Year, Second Semester**
 - *Developmental Psychology*
 - *Experimental Psychology*
 - *Theories of Personality*
 - **Third Year, First Semester**
 - *Abnormal Psychology*
 - *Cognitive Psychology*
 - **Third Year, Second Semester**
 - *Industrial/Organizational Psychology*
 - *Introduction to Clinical Psychology*
 - *Introduction to Counseling*
 - *Psychological Assessment*

Policy on Pregnant Student

1. The College of Psychology only allows pregnant students to enroll in the department at the first-year and second year level only. However, the student must provide a clearance certificate from his/her physician.

2. Third year students are not allowed to be admitted to the program if they are found to be pregnant considering that third year major subjects require hands on practice.
3. Third year and Fourth year level students who are found to be pregnant anytime on each semester/summer are automatically dropped from the program. This policy ensures the safety of the pregnant student.

Graduation and Completion of Internship

- A candidate for graduation must satisfactorily pass all their minor and major subjects.
- The candidate must have completed all the internship programs.
- The candidate must have submitted their hardbound thesis.

Final Provision

All instances concerning retention of students in the Psychology Program which are not discussed in this policy shall be under the discretion of the Program Head/Dean of Psychology after duly evaluation conducted by the Psychology Faculty.

6.College of Social Work

The College of Social Work commits to produce competent and skillful graduates in the field of social work. This academic standards and retention policy apply only to Bachelor of Science in Social Work students in North Valley College who wish to finish their chosen course with excellence and pride. The Social Work Department Dean, Program Head, Faculty, and Staff will evaluate the students' academic performance every semester. The following standards shall be observed:

I. RETENTION OF STUDENTS

1. Grant of Probationary Status

Students who have not met the retention requirements of BSSW Program will be placed under PROBATION status based on the following criteria:

- A. Students who failed in one (1) or two (2) professional or general education subjects.
- B. Students who failed in the comprehensive examination.
- C. Behavior of the students that jeopardized the BSSW program as determined by department dean, program head and faculty.
- D. Students on a probationary status for more than one (1) semester are advised to shift to a non-board program. The department will no longer accept the students to enroll on the BSSW program.

2. Removal Examination of Professional Subjects

- A. Students are allowed to take the removal examination for professional subjects if he/she got a final grade of 73 – 74.
- B. Students who acquired a final grade below 73 shall not be allowed to take the removal examination.
- C. Results of the removal examination shall be rated as either PASS or FAIL.

3. Request Subjects

- A. Students are allowed to request subjects as long as it will not exceed within the allowable number of units per level;
 - i. 1st year- 24 units
 - ii. 2nd year- 24 units
 - iii. 3rd year- 24 units
 - iv. 4th year-27 units
- B. The request shall be approved the Dean/Program Head depending on the availability of instructor to handle the subject;
- C. A minimum of fifteen (15) requesting students is/are required for the approval of the request;
- D. The Dean/Program Head has the authority to decline the request of students based on his/her evaluation of the students' status;
- E. The Dean/Program Head has the authority to assign the instructor who will handle the requested subject;

1 st Year		2 nd Year		3 rd Year		4 th Year	
1 st Semester	22 Unit s	1 st Semester	22 Unit s	1 st Semester	15 Unit s	1 st Semester	15 Unit s
2 nd Semester	25 Unit s	2 nd Semester	22 Unit s	2 nd Semester	15 Unit s	2 nd Semester	15 Unit s

4. Comprehensive Examination for Incoming Second Year and Third Year Students

- A. Comprehensive exam shall be given during Summer as scheduled by the department;
- B. Comprehensive exam will include all major subjects covered in the whole academic year;
- C. Students are only allowed to retake the comprehensive exam TWICE within a week period time or as determined by the department;
- D. Students must obtain an average grade of 75% in order to pass the comprehensive exam;
- E. Students who fail the exam will be allowed to retake the comprehensive examination once within the week of the schedule of the exam if they received an average of 73%-74% in their first attempt;
- F. Students who are not able to pass the comprehensive examination will automatically under probationary status; and

G. Subjects included in the comprehensive examination.

a. Comprehensive Examination 1 - Second Semester of 1st Year

Philippine Social Realities and Social Welfare (BSW2)

Filipino Personality and Social Work (BSW3)

Fields of Social Work (BSW4)

b. Comprehensive Examination 2 – First Semester of 2nd Year

Social Environment and Social Work: The Family, Group, Community and Organizations (BSW5)

Social Change and Development Perspective (BSW6)

Social Deviation and Social Work (BSW7)

c. Comprehensive Examination 3 – Second Semester of 2nd Year

Social Welfare, Policies, Programs and Services (BSW8)

Social Work Statistics (BSW9)

Social Work Counselling (BSW10)

Social Work Practice with Individuals and Families (BSW11)

Social Work Communication and Documentation (BSW12)

5. Professional Enrichment

- A. All graduating students are required to take professional enrichment program;
- B. The professional enrichment program will be facilitated by the NVCFI Social Work Department;
- C. Payment for the professional enrichment program will be incorporated in the students' tuition fee;
- D. There will be Professional Enrichment Program intended for the 4th Year BSSW students; This program will help and prepared the students in taking their licensure examination. It will be focused on the five major areas of the profession namely Human Behavior and Social Environment (HBSE), Social Welfare, Policies, Program and Services (SWPP), Working with Individuals, Working with Groups and Working with Communities; and
- E. Students must pass the revalida examination as part of their professional enrichment.

6. Requirements for Graduation

- A. A candidate for graduation must satisfactorily pass all minor and major subjects;
- B. The candidate must complete all the internship programs;
- C. The candidate must submit hardbound thesis; and
- D. The candidate must have passed the professional enrichment program.

7. Transferee Students

- A. All Transferee students are subject to the North Valley College Foundation's Admissions policies;

- B. All Transferee students are automatically put under probationary status upon admission to the Social Work department;
- C. First year and second year transferee students are accepted in the Social Work Department;
- D. Admission to the third-year level is accepted provided that they do not have any failed subjects or any criminal case from the previous school they attend; and
- E. Transferee students who are already in fourth year level are no longer accepted in the Social Work Department.

7.College of Teacher Education

The College of Teacher Education envisions to produce graduates who are technically competent and God-centered professionals. These academic standards and retention policies apply only to Bachelor of Technical – Vocational Teacher Education students who want to finish their chosen course with excellence and pride.

I. ADMISSION REQUIREMENTS (Freshmen and Transferees)

- Incoming freshmen who wish to enroll in the BTVTED program are welcome as long as they have completed their senior high school education regardless of academic strand.
- All Transferee students are subject to the North Valley College Foundation’s Admissions policies.
- All Transferee students are automatically put under probationary status upon admission to the Bachelor of Technical – Vocational Teacher Education department.
- First-year and second-year transferee students are accepted into the Bachelor of Technical – Vocational Teacher Education department regardless of their status from the previous school attended as long as it does not involve moral turpitude cases, bullying, and disrespect to school authorities.
- Admission to the third-year level is accepted provided that the general weighted average of the student is 80% above.
- Transferee students who are already in the fourth-year level are no longer accepted in the Bachelor of Technical – Vocational Teacher Education department.

II. PROMOTION TO HIGHER LEVEL

- Grade Requirements
 - A student who enrolled in the Bachelor of Technical- Vocational Teacher Education shall maintain a grade of **75%** in order to pass the subject in which they enrolled
 - A final grade of **74%** is subject to deliberative assessment. After careful evaluation

and consideration from the department, the department has all the right to deliberately change the grade from **74%** to **75%** without the need for the student to take the removal exam.

- Only those students who gained a final grade of **73%** are allowed to take the removal examination. The grading system for the removal examination is pass or failed meaning, the students must pass the exam to gain **75%**. If a student fails to pass the removal examination, the **73%** grade will retain.
- Students with a grade of **72%** or below are not allowed to take the removal examination.

- **Academic Probation**

- Failure to pass the repeated subject (applies to professional education and major subjects only).
- Students' behavior that will jeopardize the Bachelor of Technical- Vocational Teacher Education as determined by the department dean, Program head, and faculty.
- Students on probationary status for more than 1 semester are advised to shift to a non-board program. The department will no longer accept the student in the department.
- Probationary status will be deleted once the following are met:
 - a. All subjects enrolled in the current semester are passed.
 - b. Student passed the comprehensive examination.
 - c. No pending records of misbehavior that are stated in the student's handbook.

- **Program Dismissal**

The department has all the right to advise the student to shift to a non- board program or out of the program status on the following criteria.

- Probationary Status for more than one semester
- Failure to pass the repeated subject applies to professional education and major subjects only).
- Any Bachelor of Technical- Vocational Teacher Education students with a criminal case

III. REOPENING OF SUBJECT

Students who failed to pass their subjects are allowed to request it during summer class. However, they have to follow the following processes:

- Students must write formal letter of request addressed to the Dean/Program Head;
- The request shall be approved by the Dean/Program Head depending on the availability of the instructor to handle the subject;
- A minimum of fifteen (15) students are required for the approval of the request;
- The Dean/Program Coordinator has the authority to assign the instructor who will handle the requested subject.

IV. COMPREHENSIVE EXAMINATION

- A comprehensive exam shall be given to all students enrolled in the Bachelor of Technical- Vocational Teacher Education one week after the final examination schedule at the end of each semester. (*summer class not included*).
- The coverage of the comprehensive exam shall be the topics from the Prelim to Final period with twenty-five percent (25%) coverage on each period.
- Comprehensive exam must be a 100 items multiple choice type of exam.
- No removal exam will be conducted in case of failure in the comprehensive exam.
- Comprehensive exam result will constitute the ten percent (10%) of the final grade in every professional subjects included the exam. The computations as follows.

Subject's Final Grade	100% x 90%	90%
Comprehensive Exam Grade	100% x 10%	10%
Final Grade		100%

Subjects included in the comprehensive exam are as follows:

- Second Year Professional Subjects
 - Facilitating Learner-Centered Teaching: The Learner-Centered Approaches with Emphasis on Trainers Methodology
 - Technology for Teaching and Learning 1
 - Building & Enhancing New Literacies Across the Curriculum with Emphasis on the

21st Century Skills

- Curriculum Development & Evaluation with Emphasis on Trainers Methodology 2
- Foundation of Special & Inclusive Education
- Assessment in Learning 2 with Focus on Trainers Methodology 1 & 2
- The Child Adolescent Learner & Learning Process
- The Teaching Profession

- **Major Subjects**

- Meal Management
- Introduction to Industrial Arts
- Introduction to Agri Fishery Arts
- Occupational Safety and Health Practice
- Home Economics Literacy
- Bartending and Bar Management
- Teaching ICT as an Exploratory Course

- **Third Year Professional Subjects**

- The Andragogy of Learning including Principles of Trainers Methodology 1
- Work-based Learning with Emphasis on Trainers Methodology 2

- **Major Subjects**

- Food Processing, Packaging & Labelling
- Food Selection, Preparation
- Quantity Cookery
- Advance Baking/ Basic Baking
- Entrepreneurship
- Teaching Common Competencies in Industrial Arts
- Teaching Common Competencies in Agri-Fishery Arts
- Teaching Common Competencies in Home Economics
- Teaching Common Competencies in ICT

V. POLICY ON PREGNANT STUDENT/S

The Bachelor of Technical- Vocational Teacher Education Department only allows pregnant students to enroll in the department from first year to third year level only. Fourth year student/s are not allowed to enroll to the program considering that they will be deployed for their Industrial Training Setting.

VI. GRADUATION AND COMPLETION OF INTERNSHIP

All requirements as stipulated in the BTVTED Internship Program Handbook must be fulfilled before a student is allowed to join the graduation rites.

8.College of Computer and Information Technology

The College of Computer and Information Technology offers a wide range of interdisciplinary curriculum focusing on academic topics with leading edge and current IT practices and technology application. Through its three programs namely, BS in Computer Science, BS in Information Technology and BS in Information System, the College of Computer and Information Technology endeavors to produce globally competent, innovative and socially responsible graduates who are committed to achieving positive change and sustainable development to the communities and organizations they serve. The College of Computer and Information Technology implements the following academic standards:

A. New Students

To qualify for enrolment in BS Computer Science, BS Information Technology and BS Information System programs under the College of Information Technology, a student must have completed his/her senior high school education.

B. Regular Students

A regular student who fails in any of his/her major subject/s may be given two chances to retake and pass the said subject/s.

C. Overloading

Only those who are graduating in that semester are allowed to take an overload of not more than six (6) units, for as long as his/her total load shall not exceed 30 units.

D. Transferees and Cross-Enrollments

A student, from other school, may be qualified to proceed to his/her course under the College of Computer and Information Technology if he/she has attained a grade of at least 75% in all of his/her major subjects taken from the origin school. The same requirement is set for cross-enrollment to other schools although students are strongly advised to take all of the major subjects in North Valley College Foundation, Inc.

POLICY ON GRADUATES TAKING BOARD EXAMINATION

The agreement between the two parties should emphasize that:

- Any graduating student must seriously and diligently attend the built-in review provided by the school. At the end of the built-in review, the student should take and pass the mock board exam which serves as the final exams of identified subjects. Only then would

the student be allowed to graduate, and eventually, take the board exam;

- After graduation, the student would be highly encouraged to attend another review provided by any of the review centers with very good track record of passing percentage in any licensure examination. As proof of attendance, the student must present the official attendance sheet provided by the center, duly signed by its authorized signatories;
- Only after the two preceding conditions shall have been fulfilled by the student would the school allow him/her to take the licensure examination;
- An incentive scheme would be considered by the school administration to motivate the board takers not just to pass the exam, but also to strive for a much higher board performance;
- Graduates who will top the PRC Board examination will be given refund on the tuition fees of the whole year on the school year last attended:
 - Top 1: 100% of the tuition fees of the last school year attended
 - Top 2: 90% of the tuition fees of the last school year attended
 - Top 3: 80% of the tuition fees of the last school year attended
 - Top 4: 70% of the tuition fees of the last school year attended
 - Top 5: 60% of the tuition fees of the last school year attended
 - Top 6: 50% of the tuition fees of the last school year attended
 - Top 7: 40% of the tuition fees of the last school year attended.
 - Top 8: 30% of the tuition fees of the last school year attended.
 - Top 9: 20% of the tuition fees of the last school year attended.
 - Top 10: 10% of the tuition fees of the last school year attend.

School Term and Examination

1. An Academic year consists of two (2) semesters and one summer.
2. Periodical examinations are: Prelim, Midterm, Pre-Final, Finals.
3. A student's financial obligation must be fully settled and paid as per assessment schedule before taking the examination;
4. Students must obtain an examination permit ahead of examination time. NO STUDENT IS ALLOWED to take the exam without permit.
5. Conflict in Examination schedule must be brought to the attention to the Registrar immediately for proper adjustment or arrangement.
6. SILENCE must be maintained while the examination is in progress, be it in the exam room or corridors.
7. The desk/chairs of students must be cleared of any note or book except those that the instructor allows them to have on hand.
8. Students should raise their hands to call the attention of the instructor or proctor if they encounter any problem with their exam papers.

9. No student is allowed to communicate with his seat mate while the examination is in progress.
10. A student who is late by 15 minutes after the starting time during an exam must first secure permission from his instructor before he is allowed to take the test.
11. During periodical exams, students who finish ahead of the others may submit their papers and leave the exam room quietly – however they are prohibited from standing - by or loitering at the corridor while exam is still in progress.
12. Discussion of exams within the learning of others who are still finishing their papers should be avoided.
13. An oral examination in lieu of a periodic exam is not allowed.
14. Any student who is late for quiz or periodical examination must finish his/her exam at the same times as his/her other classmates who started on time. Said student cannot compel his/her instructor to back tract on the items he/she missed or grant him/her as extension of time.
15. Any student who misses a quiz or periodical examination for justifiable reasons may be given a special quiz/exam upon the discretion of the faculty concerned.
16. Complaints regarding Checking of exam papers or computation of grades should be raised within a week or after the papers were returned.
17. A special examination is scheduled on the first three (3) days after the last day of the examination.
18. Special examination will be given to students with valid reasons. The Academic Dean determines the validity of the reasons given by the student or as recommended by the Subject teacher. Request for a special exam will be done in the office of the Academic Dean.
19. The following are the steps in taking special examinations:
 - i. The student applies for a special permit from the Dean of College Department.
 - ii. The student pays his/her special examination fee at the Finance Office.
 - iii. The student presents an official receipt to the Dean of College and secures a special exam permit.
 - iv. The student presents the Special Examination Permit to the Dean who will set the date and time for special exams for all subjects.
20. Final examination for graduating students will be scheduled separately from the undergraduate level.
21. For the Special Exam:
 - PhP 50 - Minor (Prelim, Midterm, Semifinal)
 - PhP 100 - Major (Prelim, Midterm, Semifinal)
 - Php 100 - Minor subject (Removal and Final Exam Only)

Php 200 - Major subject (Removal and Final Exam Only)

Note: Payment will be on the Finance Office and Examination Permit will be presented to the Instructor upon taking the special Exam.

FEES, PAYMENTS AND REFUNDS

1. All financial business must be transacted only with the Cashier's Office
2. Tuition fee should be paid at the cashier's office according to the schedule & terms agreed upon. Promissory note is only allowed during Prelim & Midterm only. No Promissory notes allowed during Pre-Finals & Final Examinations. Secure examination permits from the Cashiers Office. No Permit/Clearance will be issued to student with unsettled accounts at the office.
3. NVCFI is granting the following Discounts.
 - a. 10% discount on full payment of accounts upon enrolment on a cash basis payment only.
 - b. 20% brothers and sisters enrolled (relatives not included)
4. The following School Documents are charged as per request:
 - a. Entrance Examination
 - b. Late Enrolment
 - c. Special Examination
 - d. Completion
 - e. Replacement (lost of admission cards, examination permit, statement of Accounts, Clearance Slips & Identification Card)
 - f. Certificate (Number of Units earned, subject with grades, transfer credentials: Honorable Dismissal, Certificate of Good Moral References and Rating Card for Evaluation)
 - g. Graduation Miscellaneous (Diploma, Transcript of Records and Special Orders)

Note: All requests for copies of school documents will be released one week from date of request. Provided cleared from all the Department areas.

SCHEDULE OF ALLOWABLE REFUNDS

1. Students who wish to withdraw registration shall be entitled to a refund of their matriculation fees except entrance and registration fees.
2. The refund shall be in accordance with the following schedule:
 - a. Before opening of classes 15%
 - b. Within one week from opening of classes 10%
 - c. Within 2nd – 3rd weeks from opening 5%
 - d. After the 4th week No refund
3. In case of death of a student during the semester, all fees may be refunded if requested by the family.
4. Laboratory fees will not be refunded

GRADING SYSTEM / HONORS / AWARDS

The following grading systems are applicable to all colleges:

Computation of Students Grade

Examination	- 40%
Quizzes	- 30%
Projects / Assignment	- 10%
Attendance	- 5%
Recitation	- 15%

	100%

1. Preliminary Grade (PG)

Examination	- 40%
Quizzes	- 30%
Projects / Assignment	- 10%
Attendance	- 5%
Recitation	- 15%

Preliminary Grade	100%

2. Midterm Grade (MG)

40%	-	Preliminary Grade
<u>60%</u>	-	RAW Grade
100%	-	Midterm Grade

3. Pre – Final Grade (PFG)

40%	-	Tentative Midterm Grade
<u>60%</u>	-	RAW Grade
100%	-	Pre-Final Grade

4. Final Grade (FG)

40%	-	Pre-Final Grade
<u>60%</u>	-	RAW Grade
100%	-	Final Grade

The Students' Academic Performance are evaluated using the following: The Institution is adapting the percentage equivalent letter

% EQUIVALENT	DESCRIPTION
99 – 100	Excellent
96 – 98	
93 – 95	Very Good
90 – 92	
87 – 89	Above Average
84 – 86	
81 – 83	Average
78 – 80	
75 – 77	Passed
74 – 72	
F	Failed
Drp.	Dropped
INC.	Incomplete
W	Withdraw

Incomplete Grades

A grade of “incomplete” or INC shall be given in the case the student fails to take the final examinations.

The INC grade is removed by taking the special examination scheduled two days before the first day of enrolment.

The completion grade of a student should be submitted by the instructor of the student concerned using a prescribed form.

A student who fails to remove his/her incomplete grade with the prescribed period is automatically failed in the subject.

Students who are enrolled in courses which have practicum or thesis writing component are given a maximum of (one year) 45 days to complete their requirements, that is, completion is allowed within one school term after the school term during which this subject is enrolled.

Correction of Student Grade after Submission

When apparent errors have been made in computing grades or in cases where a student may point errors in the computations which had not been noticed previously, proper corrections should be made. Any student deserving a change in his/her grade will petition the Dean in writing for the corresponding change of grade. The Dean will notify the faculty member concerned and call for the proof that would justify the changing of the grade. If there is justification for changing the grade, then the faculty member will notify the Dean in writing giving reasons for changing the grade in question.

SEMESTRAL HONORS

- a. The academic load of a candidate for honor must be equivalent to any of the following:
Full-time Student – full load is described by his/her academic level.
- b. Any candidate for honor must not incur deficiency at the time of evaluation for the awards.
- c. Any candidate for honor must not have been involved in any infraction of school rules and regulations.
- d. The Certificate of Honor shall be awarded to students who meet the following standards of excellence:
FIRST HONOR:
 A WPA of 94% or better with no grade below 90%.
SECOND HONOR:
 A WPA of 92% or better with no grade below 88%.
THIRD HONOR:
 A WPA of 90% or better with no grade below 85%

GRADUATION HONORS

- a. Awarding of honors for graduation shall be based on the following norms:

Scholastic Performance (WPA)	70%	
Department	15%	
Leadership & Co-Curricular Involvement	15%	
Total		100%

Example:

WPA	93 x 70% = 65.1
Department	90 x 15% = 13.5
Leadership & Co-Curricular	89 x 15% = 13.35
Total	91.95

- b. The evaluation shall include both the semestral and summer WPA's
- c. Any candidate for honor must not have been involved in any infraction of school rules and regulations.
- d. Requirement for graduation honors:

SUMMA CUM LAUDE

Residency of four (4) years

General Rating of 94% or better with no grade below 88% in any area.

MAGNA CUM LAUDE

Residency of four (4) years

General Rating of 92% or better with no grade below 85% in any area.

CUM LAUDE

Residency of four (4) years

General Rating of 90% or better with no grade below 85% in any area.

ACADEMIC EXCELLENCE AWARD is a distinction given to a student whose general average is 90% or better with no grade below 85%.

SECTION III. ADMISSION REQUIREMENTS AND PROCEDURES**Admission Requirements:**

The basic requirement for admission to any tertiary level program, is graduation from any senior high school duly-recognized by the appropriate government body; the Department of Education (DepEd).

In compliance with the provisions of DECS Order No. 28 S. 1994, all applicants (new freshmen and transferees) to any degree program in this institution are required to take the qualifying examination prepared and administered by the Guidance Office. Generally, board courses require higher cut-off scores in the qualifying examination than non-board courses. Applicants who could not meet the cut-off scores for any degree program are advised to go to her/his dean.

The other requirements for admission include submission of the following by the applicants:

a. Freshmen

- Interview
- Entrance Examination
- High School Report Card
- Certificate of Good Moral Character
- Two (2) photocopies of Birth Certificate (NSO)
- 2 pcs. 2x2 ID Pictures
- Medical Certificate
- NCAE Result (Optional)

b. Transferee

- Honorable Dismissal/ Transfer Credentials
- Copy of Grades and Credits Earned
- 2 pcs. 2x2 ID Pictures
- Two (2) photocopies of Birth Certificate (NSO)
- Medical Certificate

Validation/Crediting of Subjects taken outside of North Valley College Foundation, Inc. by a transferee is made only when the subject:

- a. Has a passing grade
- b. Have the same descriptive title/contents as the subject contained in the curriculum of NVCFI program.
- c. Has units equal to or higher than the required units
- d. Satisfies pre-requisite requirement of the NVCFI curriculum

Enrolment / Registration Process:

The steps of the enrolment process are specified in a guide prepared by the Registrar's Office for each of these types of enrollees:

- a. New Freshman
- b. Transferee
- c. Returning Student
- d. Old Student

The enrollee must follow the steps in the correct order and must seek the signature of the officer-in-charge in each step.

The curriculum level of any student is based on the total number of credit units earned in the program and not on the number of school terms the student has been enrolled in the program. The updated evaluation forms for incoming second years and the other upper year level students are served out to the College Dean before the official enrolment schedule. These evaluation forms are exact reproduction of the curriculum prepared by the College Deans. Subject must be enrolled/passed in the correct sequence specified in the course curriculum / evaluation form. No credit shall be given to a subject if pre-requisite has not been taken and/or passed.

The school considers the student officially enrolled upon his completion of the enrolment procedure and submission of admission requirements/credentials. Students should strictly observe the schedule for enrolment. Late enrolment shall be subjected to a fine determined by the Finance Department and shall be counted as absence.

Changing, Dropping and Adding of Subjects

To maintain accuracy of students' records, students who are affected by any of the following after enrolment, should process the official changing/dropping of subject(s) during the schedule specified by the Registrar's office.

- a. The class is withdrawn by the College Dean due to lack of enrollees;
- b. There is a conflict in schedule; and/or
- c. The pre-requisite subject has not yet been taken or passed.

The steps for changing, dropping or adding of subjects are announced by the Registrar's Office. Subjects unofficially dropped after the enrolment schedule shall not be deleted from the students' permanent records.

Withdrawal of Enrolment

When a student registers, it is understood that he/she is enrolling for the entire semester/summer for the collegiate course. However, if a student wishes to withdraw his/her official enrolment, he/she must do so within two (2) weeks after the opening of classes during the semestral term, or within three (3) days during summer term by filling-out the prescribed form issued by the Registrar's Office. The Finance Department shall consider an adjustment in the down payment made for refund. Information regarding enrolled subjects shall be deleted from the student's permanent record.

If the withdrawal is applied for after the period stated above, the student shall pay all the fees charged for the whole school term, unless it is due to a serious sickness. The application for reduction in the school fees in such case should be supported by a medical certificate.

Information regarding enrolled subjects shall NOT be deleted from the students' permanent record when withdrawal is applied for after the two (2) weeks or three (3) days from the start of classes of the semester or summer term, respectively.

POLICY ON GENERAL ADMISSION AND RE-ADMISSION OF STUDENTS

1. North Valley College Foundation, Inc. admits eligible student to any of its higher education degree program based on the following:
 - The student is a graduate of a Department of Education approved secondary school;
 - The student is qualified to the required academic standard of the program he/she wishes to enroll in;
 - The student has no criminal records;
 - The student has good moral character;
 - The student has mental and physical conditions fit to the academic demands of the program he/she wishes to enroll in; and
 - The student has health and physical condition non-prejudicial to the health of others in the College otherwise exempted by law.

2. North Valley College Foundation, Inc. denies re-admission of students to any collegiate programs if he/she has any of the following:
 - Academic deficiencies resulting to their disqualification to the required academic standard of the program they wish to graduate;
 - Major violation of school rules and regulations pursuant to the implementation of this College Student Handbook;

SECTION IV. CLASS ATTENDANCE AND ABSENCES

Class Attendance

Attendance of students is consistently monitored so as to maximize the use of official time. The faculty is expected to check the attendance of students every class period.

A. GENERAL RULES ON ATTENDANCE AND ABSENCES

1. Regular attendance and punctuality in every subject enrolled are required of each student;
2. Attendance is counted from the first day of regular classes;
3. Late enrollees are admitted only within two weeks from the start of classes, provided that they will pay the corresponding fee specified;
4. Since tardiness is not tolerated in class, students are considered absent if they are not present within the first 15 minutes of the class period. Three instances of being late, each not exceeding 15 minutes should be counted as an unexcused absence;
5. A student who asks permission to leave his/her class after the roll call but does not return within 10 minutes from the time he/she is given permission, shall be considered absent;
6. An absence from class whether personal or official is recorded as one absence but still subject to classification of absences;
7. Attendance in non-classroom activities shall be correspondingly credited to class attendance on the day the activity is held (field trips, seminars, workshops, symposia; official sports tournaments; and other official contests, etc.) as long as the activity has approval from the school authorities, and considered official;
8. A student is held responsible for the lesson assignment and requirement for the entire content of the course, no matter how long or for what reason his/her absence is made; and
9. A student who has incurred absences of more than 20% of the total class hours in a given time will not be given credit for the program or subject (Article XIV, Section 73 of the Revised Manual of Regulations for Private Schools).

B. MAXIMUM NUMBER OF ABSENCES ALLOWED

1. 1-unit subject - 3 hours
2. 2-unit subject - 7 hours
3. 3-unit subject - 10 hours

4. 5-unit subject - 18 hours
5. 6-unit subject - 21 hours
6. 7-unit subject - 24 hours
7. 8-unit subject - 27 hours

C. EXCUSED ABSENCES AND NEEDED REQUIREMENTS

1. Death of a member of the immediate family (parent, brother/sister, spouse and child) provided that the student will submit death certificates
2. Hospitalization/illness with medical certificate
3. Doctor's order with medical certificate
4. SK members attending sessions/seminars provided that the student will submit excuse letter signed by the SK chairperson or the Punong Barangay; and
5. Attendance in meetings and other official representations of the college such as competitions, conferences and the like with official communications.

D. DROPPING OF STUDENTS

A student is dropped from a course for the following reasons:

1. A student voluntarily withdraws from the course
2. A student incurs absences of more than 20% of the required total number of class and laboratory/RLE hours.
3. His/Her continued enrollment is prejudicial to his/her own health or to the health of others in the College; and
4. He/She has failed to meet his/her financial obligation to the College.

SECTION V. SCHOLARSHIPS

A. ACADEMIC SCHOLARSHIPS

1. Classification of Scholarships

- **100% Tuition Fee Scholarship (Full-Scholarship):** Senior High School Graduate who is considered as the top 1 of the graduating class or the class valedictorian provided that the school where he/she came from has 50 or more graduates.
- **70% Tuition Fee Scholarship:** Senior High School Graduate who is considered as the top 2 of the graduating class or the class salutatorian provided that the school where he/she came from has 50 or more number graduates.

2. Requirements and Procedures for Academic Scholarships

- Student must be a graduate of senior high school;
- Must present an original valedictorian and salutatorian certification from the school's

- registrar with dry seal as proof;
- Must be a freshman upon enrollment;
 - Must have a good moral standing with no derogatory record; and
 - Must bring 2 or more referrals who will enroll in NVCFI.

3. Policies and Procedures on Academic Scholarship

- All academic scholarship grants are good for only one semester. Grades have to be maintained in order to be continue the scholarship;
- An applicant for academic scholarship must have taken at least 18 units of credits during the semester and 6 units during summer;
- All grades earned in all subjects shall be included in the computation of grades. An academic scholar must not have a grade lower than 85.
- A student must apply to the scholarship committee on the dates as indicated in the calendar and shall be endorsed by the Dean of his/her college;
- It should be understood that academic scholarships are tuition scholarship only. The students are responsible of all other fees such as miscellaneous, uniforms, internships and others;
- The scholarship grant will be terminated if the student fails to maintain the grade of 85% in any subject area at the end of the semester, if she or she carries load below the normal number of units prescribed by the school for the semester and transfer to another school without the approval of the school administrators.

B. NON-ACADEMIC SCHOLARSHIPS

Non-Academic Scholarships, Requirements, Qualifications and Policies

NON-ACADEMIC SCHOLARSHIPS	REQUIREMENTS	QUALIFICATION
Student Assistants	<ul style="list-style-type: none"> - Application Letter - Bio-data - Passing (previous) grades - Income Tax Return of parents - Certificate of Good Moral Character - Results of Psychological Test from GCC 	<ul style="list-style-type: none"> - Belongs to an economically disadvantaged family - Possesses adequate knowledge and skills needed in the office - Has passing grades - Has no record of misbehavior on and off campus
Athletic Scholars	<ul style="list-style-type: none"> - Application form (DSAS) - Attendance during practices - Passes evaluation during the selection process - Certificate of Good Moral Character - Passing (previous) grades - Endorsement from the Moderator/Coordinator - Athletic scholarship contract signed by the athlete 	<ul style="list-style-type: none"> - Possesses adequate skill in playing his/her sports event - Has no record of misbehavior on and off-campus - Has passing grades in all enrolled subjects - Has passing mark in the selection process

1. Privileges and Conditions

Scholarships	Conditions	Privileges
Student Assistants	<ul style="list-style-type: none"> - Must render two hours duty/service per day - No dropped subjects - Passing performance rating - Passing grades 	<ul style="list-style-type: none"> - Free registration & Miscellaneous - Scholarship good for 22 units

Athletic Scholars	<ul style="list-style-type: none"> - Passing performance rating - Passing grades - Attendance in practices and official games - Must have won provincial meet - No dropped subjects 	<ul style="list-style-type: none"> - Free uniform - Free tuition (by units) - Free allowance for outside competitions
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2. Policies on Non-Academic Scholarship

- 2.1. Non-academic scholar can enjoy one scholarship at a time by choosing whichever has higher privileges;
- 2.2. The school will refund a NVCFI scholar with outside scholarship.
- 2.3. A scholar who has an approved load below the prescribed units given them cannot enjoy refund from the school. However, they can use them for paying other school fees;
- 2.4. A scholar who failed in his/her subject/s of the previous semester and was accepted for a valid reason in the succeeding semester is required to pay for the failed subject/s when he/she will re-enroll it;
- 2.5. A non-academic scholar who is found guilty of grave offense on and off campus will be removed from the list of scholars;
- 2.6. All student assistants are prohibited to engage in any fraternity and sorority that practices hazing. A student assistant who will be caught violating this policy will be dismissed from the scholarship after due process has been conducted; and
- 2.7. A Non-Academic Scholarship is only for one semester and renewable thereafter
- 2.8. A non-Academic Scholarship is limited to the curriculum year of the program to which the student-scholar is enrolled.

3. Subject Loads, Grades, Duties and Responsibilities

3.1. Student Assistants

- 3.1.1. A regular SA must have a minimum of 18 and maximum of 22-unit load every semester and maximum of 6 during summer;
- 3.1.2. A regular SA must work at least 4 hours every school day regardless of subject loads;
- 3.1.3. Assignment to or transfer from one office to another requires approval from the Office of Student Affairs and Services; and
- 3.1.4. Incomplete grades must be completed before the start of the succeeding semester.

3.2. Athletic Scholars

- 3.2.1. They must have a minimum of 12 and a maximum of 22- unit load. Otherwise, the scholar needs the approval from the Director for Student Affairs and Services;
- 3.2.2. They must have no incomplete grades before the start of the preceding semester; and

3.2.3. They must be available for practices and official performances.

4. Evaluation and Termination of Non-Academic Scholars

- 4.1. Non-academic scholars are evaluated according to the criteria set by the school before the end of each semester by the moderators or coaches or heads of office;
- 4.2. A non-academic scholar who wants to stop during the semester, especially in the case of SA, must give an official notice one month before officially resigning; and
- 4.3. A non-academic scholar who is convicted of violating any school policy on and off campus will be removed from the list of scholars.

5. Requirements for Renewal of Scholarship

- 5.1. Evaluation of the office heads or moderators or coaches;
- 5.2. Grades in all the subjects taken from the previous semester; and
- 5.3. Submission of filled-out application form to the Student Affairs and Services Office.

SECTION VI. INSTITUTIONAL RULES AND NORMS

A. RIGHTS AND FREEDOM OF STUDENTS

The rights and freedom of students are to be exercised with responsibility and prudence. The students should not use them to discredit their fellow students, the College and its school personnel, or to prevent them from performing the roles and functions required of them. Any violation thereof is a ground for investigation and sanctions as specified in this College Student Handbook. North Valley College Foundations, Inc. recognizes the following rights and freedom of students:

1. The student has the privilege to be admitted and retained in the College subject to the specific provisions stipulated in this College Student Handbook and those that may be promulgated by the institution;
2. The student has the right to be protected from disclosure of personal data, academic grades, counseling, disciplinary and other school records to anybody without his or her approval except for academic deliberation purposes;
3. The student has the right to be protected against improper academic evaluation and to know their evaluation or grades right after the deadline for submission of grades set by the College Dean. A student may appeal for a grade he/she thinks was unfairly and mistakenly given by the teacher;
4. The student has the right to be protected against unprofessional and unethical conduct of school personnel like the following but not limited to:
 - 4.1. Consistent failure of the teacher to meet his/her class without reasonable explanation;

- 4.2. Discriminatory or prejudicial actions of the teacher against the student/s inside the classroom;
- 4.3. Consistent failure of the teacher to present learning materials relevant to the course, and consistent failure of the teacher to present test results and grades;
- 4.4. All immoral acts like sexual harassment, oral defamation and the like, committed by the school personnel to the student/s; and
- 4.5. The students have the right to participate in the review or formulation of rules or policies that directly affect their welfare.
5. The student has the right to enjoy freedom of expression, membership of organizations and clubs and in the election of class and SSC officers and associations, provided that the requirements specified by the school are complied with; and
6. No student shall be subjected to disciplinary action, like suspension, exclusion and expulsion without due process as stipulated in this handbook and explained in the Manual of Regulations for Private Schools.

B. STUDENT DISCIPLINE

1. Concept of Student Discipline

The understanding of discipline flows from proper understanding of the school's vision/mission.

North Valley College Foundation, Inc. reflects in her vision/mission the development of students to become authentic persons and professionals. It means developing fully all aspects of the student's personality so that he/she can become effective catalyst of change in society by establishing love, justice, peace, and genuine service.

Discipline involves internal and external control. It implies that self-control is necessary for an individual to be more effective and productive member of the society. It can also be seen as a learning process by which the students are guided to develop self-control and realize their maximum potentials.

Anyone who is involved in the task of education is involved in discipline. It is not the sole task of a particular sector but it requires the involvement and concern of parents, teachers, administrators, staff and students. Each one in the School has the responsibility to contribute significantly in the achievement of the noble aim of education in general, and discipline in particular.

2. Student Conduct Outside the School

- a. All student of NVCFI are expected to conduct themselves properly and uphold its ideals.
- b. The student has the responsibility, when acting official representative of the School to abide by the rules and regulations of the duly designated school authorities.
- c. Students can only participate as representative of the school in any outside activity if authorized in writing by the Head of Student Affairs and the Dean of the College.

- d. Student should not use the name of the school for solicitation, produce and sell materials carrying NVCFI logo/name and other similar activities without proper written authorization from the College Dean and/or from the Head of Student Affairs.
- e. The School cannot be held responsible of its students outside the school premises. However, student reported for misconduct outside the campus will make him/her subject for inquiry and investigation by the school authorities.

3. Student Conduct Within the School Premises

North Valley College Foundation, Inc. trains and forms students to be responsible citizens of the community and the country as a whole. Thus, good manners and right conduct must be observed by the students at all times in dealing with visitors, school personnel and co- students. Any infraction of the school rules and policies by the students is subject to investigation by the school personnel and must be given corresponding interventions upon the recommendation of the school authorities. The following are expected of a student in NVCFI:

- 1.1. He/she must not utter offensive, vulgar, indecent or blasphemous words;
- 1.2. He/she is not allowed to whistle, howl or make abusive or offensive remarks at anybody;
- 1.3. He/she is prohibited from bringing pornographic pictures and materials inside the campus;
- 1.4. In areas like classrooms, corridors, library, laboratories and areas near the classrooms, students are prohibited to make unnecessary noise such as whistling, boisterous conversations, loud talking, laughing, singing and other forms of disturbances when classes or examinations are going on;
- 1.5. Students are prohibited in staying in the classrooms and laboratories after the last period in the evening classes unless given permission by the school authorities for their use;
- 1.6. Students are prohibited from staying in dark places, inside parked vehicles and in unlighted rooms or corners;
- 1.7. Students are prohibited from scandalous display of amorous behavior.
- 1.8. Students must refrain from depiction or portrayal of licentiousness or lewdness on stage or within the school campus;
- 1.9. Students are expected to take extra care in using school property. Thus, they must not perform any acts that will cause harm or destruction to the school property otherwise the student will face the consequence of damaged property;
- 1.10. Students must properly return all borrowed furniture like chairs, tables and others to their respective places after use otherwise the student will face the consequence of damaged property;
- 1.11. Students are expected to take good care of the school surroundings. Thus, they must avoid littering in the campus. They are requested to follow the "Clean-as You-Go" (CLAY-GO) program of the school. They are encouraged to segregate and throw their garbage properly;
- 1.12. Students are prohibited from smoking and drinking liquor at all times inside the school campus. They are also prohibited from smoking in at least 100 meters from the campus.

(CMO No. 63, S. 2007);

- 1.13. Students are not allowed to indulge in any form of gambling inside the campus.
- 1.14. Students are prohibited to join in any fraternities, sororities and any groups or associations that practice hazing as these are detrimental to their well-being; and
- 1.15. Students who invite guests from outside the campus as lecturers, speakers of seminar, are required to submit a letter to the College Dean or to the Director of Student Affairs and Services for the approval of the activity. The letter should contain the names of persons involved, the purposes of their activity and expected time of arrival and departure of the guests. If they are VIPs' or high-ranking public officials, the organizing group must coordinate with the security personnel for the safety and security of the visitor(s).

Dress Code

- a. Students should come to school properly dressed and well groomed.
- b. Only students wearing the prescribed uniform are allowed to enter the school premises and be admitted to classes during the uniform days.
- c. The school uniform should be required during school days except on wash day which is on Wednesday. During free/civilian day, all students are required to dress decently. The following are prohibited:
 - Plunging neckline
 - spaghetti-straps
 - see through dress
 - very short shorts
 - sleeveless t-shirts for men
 - walking shorts
 - wearing of bakya & slippers.
- d. Gentlemen must not enter the campus without shirts.
- e. The standard uniform and fieldwork are being worn only in their respective areas. For classes, students must wear the standard campus uniform.
- f. The school uniforms are not to be worn while going shopping, meeting, social functions.
- g. Any form of deviation from the provisions of the dress code is considered a violation and maybe a cause for the imposition of fine or not allowing a student to enter the campus.
- h. Students applying for uniform exemption must present the following requirements to the Director of Student Affairs and Services:
 - Medical certificate (for pregnant women or those with medical or health problems)
 - Certificate of employment (for working students)/except for Nursing Student.
 - Certification from the College Dean (for students undergoing their practicum)
 - Certification from the Office of the Barangay (for students who are victims of Fire or flood in the area.)

Note: ONLY working students who have office uniform may be granted uniform exemption. Hence, in lieu of the prescribed school uniform, working students must wear their office uniform in the campus.

School ID

- a. The school ID should be worn by the students at all time while inside the school campus. Administrators, faculty, staff and security officers are empowered to check the ID and confiscate the same if not properly worn.
- b. Upon graduation, transfer to another school, or withdrawal from the school, the student must surrender his/her ID to the Director of Student Affairs and Services as part of clearance requirements.

Conduct in the Classroom

The classroom is the academic medium in the course of instruction. It is a right and the responsibility of the faculty member not to admit non-bonafide students inside classroom and the laboratories.

- a. Only those who submit official class records shall be admitted in class.
- b. Students and instructors must be prompt. Students must wait for 15 minutes in case the instructor is late after 25 minutes the class chairman or secretary notifies the Dean of the Students Affairs and Services of the Instructor's non-attendance. Students are allowed to get out of the classroom.
- c. Students should be considered absent if they are not present within the first fifteen (15) Minutes of the class.
- d. Students may not leave the classroom unless with valid reason.
- e. Cell phones must be put off or set to silent mode while the class is going on.
- f. Only in emergency cases can students be summoned to entertain visitors.
- g. It is prohibited to inscribe or carve on walls, tables and chairs.
- h. Chairs must be arranged properly before and after classes.
- i. Smoking is strictly prohibited within the school campus.
- j. Mutual respect and courtesy therefore must be the norm of conduct in the classroom.

CHEATING

1. During examinations students must refrain from communicating with other students or looking at their neighbors' papers at the risk of being suspected of cheating.
2. An honor student caught even once will be disqualified from the honor list or awards for academic excellence.
3. Cheating is any of the following but not limited to:
 - a. Getting from or getting out information to his/her classmates during examination.
 - b. Use of sign language to convey or acquire information during examination.

- c. Plagiarism and copying work of others and claiming it as his.
 - d. Making erasure/ or tampering with official records.
4. Cheating is classified as major offense and must be subjected to disciplinary action as specified in this handbook.

ON CAMPUS BEHAVIOR

North Valley College Foundation, Inc., students are expected to observe proper etiquette while inside the campus. Students are therefore expected to observe proper conduct in these areas:

- 1. All students are expected to respect authority and show courteousness in their dealing with their co-students, faculty members, school staff and maintenance and security personnel.
- 2. Students are expected to exercise self-control and discipline over matters pertaining to their relationship with the fellow students
- 3. Students should refrain from the use of words that are unpleasant, rude, and indecent in nature.
- 4. Students must bear in mind that library is mainly for study and research. Grouped meeting/discussion should be avoided. Unless permission is secured for their use.
- 5. Male Students are strictly prohibited to have earrings and colored hairs inside the campus.
- 6. Students are strongly advised to keep the campus clean.
- 7. Students who vandalize any school property are subject to disciplinary action.
- 8. Gambling, drunkenness and use of drugs
 - a. Gambling in any form is prohibited in the campus
 - b. Bringing of alcoholic drinks to the campus is prohibited. Student caught under the influence of liquor on campus will subject to disciplinary action.
 - c. Any student caught using or in possession of prohibited drugs of administering or trafficking they will be subject to expulsion.
 - d. Bringing gambling paraphernalia like cards is strictly prohibited.
- 9. Illegal use, possession of or bringing into the campus any explosive and deadly weapon is prohibited.
- 10. Students must always wear their ID upon entering and inside the school premise.
- 11. Campus curfew hour is 9:00 PM. No one is allowed to stay in the campus after in this time.

RESTRICTED AREAS

- 1. Loitering in corridors and stairways during class hours is strictly prohibited.
- 2. Library is mainly for study and research. Students are expected to behave with decorum discussion should be avoided unless permitted by the school librarian.

3. Unless they are official business, students are not allowed to loiter in the following areas:
 - a. Finance Office
 - b. Audio Visual Room
 - c. Faculty Room
 - d. Administration Office
 - e. School Clinic/Mini-Barangay Health Center
 - f. Fundamental Laboratory

SECTION VII. VIOLATIONS AND DISCIPLINARY MEASURES

STUDENTS DISCIPLINE

A. CLASSIFICATIONS OF OFFENSES

1. Category A

Students who are found responsible for committing major offense under category A are subject for expulsion. The following are examples of offenses under this category:

- 1.1. Using, possessing, distributing or peddling illegal drugs or hallucinogenic agents;
- 1.2. Carrying deadly weapons, firearms, explosives and components thereof, as well as knife or bolo within the school campus, except if they are being used for class purposes and approved by school authorities;
- 1.3. Direct assault upon any member of the school community or grave threats to inflict harm on other's life or property such as death threats, Hostage Taking, kidnapping and black-mail of any forms;
- 1.4. Molesting or sexually harassing someone in the school campus;
- 1.5. Stealing money from any person or from the funds of the organizations, test papers, reports and other school records;
- 1.6. Forging or altering documents such as admission slips, transcript of records, honorable dismissal, examination permits, clearances, official receipts;
- 1.7. Malversation of funds of the school clubs and organizations and the like;
- 1.8. Leading or participating in illegal or unauthorized assemblies and/or strikes;
- 1.9. Harassing the school community or picketing at the entrance or exit of the College;
- 1.10. Immoral and vulgar sexual acts inside or outside the campus such as prostitution or group sex;
- 1.11. Hazing of any kind either inside or outside of the school campus or recruitment of a student to join any unrecognized organization, fraternity, sorority that practices hazing;
- 1.12. Libelous or malicious defamation expressed either in writing, printing or by signs or pictures which clearly demeans the dignity of the person;
- 1.13. Acts of subversion, insurgency, insurrection or rebellion including possession or distribution of subversive materials.;

- 1.14. Final conviction before any court for a criminal offense;
- 1.15. All acts committed by any student in violation of the Revised Penal Code of the Philippines; and
- 1.16. Any crime or misdemeanor committed by the students not found in this handbook but is considered by the School Authorities and/or the Student Disciplinary Board as under this category.

2. Category B

Students who are found responsible for committing major offense under category B are subject for exclusion. The following are examples of offenses under this category:

- 2.1.1. Fighting or any violent acts causing physical injury and group fighting;
- 2.1.2. An act of conspiring together to dishonor or malign the school and its personnel or his/her fellow students either in speech, writing or through the use of social media;
- 2.1.3. Bringing of alcoholic drinks without permission from the school authorities and drinking or being intoxicated with liquor;
- 2.1.4. Vandalism and destruction of school property, like tearing off or defacing any school documents such as books, journals, reports and the like, writing or carving or drawing on the walls and furniture and the like;
- 2.1.5. Unauthorized collection of money or other instruments used as equivalent for money from other students or any member of the school community;
- 2.1.6. Willful failure to comply with summons or notices issued for purposes of investigation conducted in relation with discipline-related misdemeanors;
- 2.1.7. Publication or circulation of false and inaccurate information about his/her fellow students or about the school and its school personnel;
- 2.1.8. Possession and distribution of libelous publications, writings or other materials;
- 2.1.9. Showing, exhibiting or exposing nudity or nakedness in print media and social media such as youtube, facebook and others which causes scandal to the school and the school community;
- 2.1.10. Bribing or accepting bribe from fellow student or school personnel in exchange of grades and other favors;
- 2.1.11. Threatening, terrorizing or intimidating any person in the school community;
- 2.1.12. Sending emails or posting comments with the intent of scaring, hurting, or intimidating someone else including cyber bullying; and
- 2.1.13. Any crime or misdemeanor committed by the students not found in these lists but is considered by the School Authorities and/or the Student Disciplinary Board as under this category.

3. Category C

Students who are found responsible for committing major offense under category C are subject for suspension or other sanctions as determined by the School Authorities and/or the

Student Disciplinary Board. The following are examples of offenses under this category:

- 3.1.1. Dishonesty like cheating during examination, stealing money intended for tuition without the knowledge of the parents and benefactors;
- 3.1.2. Gambling in any form inside the campus.
- 3.1.3. Smoking inside the campus or at least within 100 meters from the campus. (CMO No. 63, S. 2007);
- 3.1.4. Staying on the campus beyond the curfew hours or overnight without permission from the school authorities;
- 3.1.5. Public display of intimate and amorous gestures that cause scandal to other students and school personnel;
- 3.1.6. Possession or distribution of pornographic materials;
- 3.1.7. Using another person's ID, lending ID to another, using two or more IDs;
- 3.1.8. Not reporting to contest participated by the school without valid reason and approval of the school authorities; and
- 3.1.9. Any crime or misdemeanor committed by the students not found in these lists but is considered by the School Authorities and/or the Student Disciplinary Board as under this category.

4. Minor Offenses- Suspension

The following are considered minor offenses:

- 4.1. Violating the campus dress code;
- 4.2. Failure to wear the ID inside the campus;
- 4.3. Posting of unauthorized notices, announcements on boards or posting of announcements outside the authorized bulletin board;
- 4.4. Throwing of garbage outside the trashcans;
- 4.5. Unauthorized use of bulletin boards;
- 4.6. Loitering in corridors during class sessions;
- 4.7. Putting up of feet on chairs and tables or sitting on the arm of the chair.
- 4.8. Improper use of cellular phones and other electronic devices during class sessions;
- 4.9. Wearing of earrings/face rings for men inside the campus;
- 4.10. Wearing of face rings or multiple earrings for women;
- 4.11. Unauthorized removal or tampering of notices posted for information.
- 4.12. Representing the school in meetings or conferences without authorization;
- 4.13. Wearing or using important identification or symbol of the school such as banner, zeal or using the name of the school without permission;
- 4.14. Unauthorized use of school property and equipment;
- 4.15. Use of classrooms and other school facilities for any purpose without any reservation or proper authorization;
- 4.16. Selling items, engaging in business or soliciting contributions or donations in campus without prior approval of authority; and
- 4.17. Any crime or misdemeanor committed by the students not found in these lists but is considered by the School Authorities and/or Student Disciplinary Board as under this category.

Sanctions for Minor Offenses:

- a. Warning notice to students that continuation or repetition of specific acts may be a cause for another disciplinary actions;
- b. Oral or written reprimand;
- c. Oral and written apology from the student;
- d. Invalidation of quiz, examination, term paper or any other class work;
- e. Disqualification from holding or seeking any position either by appointment or election.

- f. Stripping of honor and awards; and
- g. Suspension from class from a period not to exceed 25% of the prescribed school days.

Procedural Due Process in Handling Disciplinary Cases

1. All cases/complaints should be written and be submitted to the DSAS.
2. The DSAS conducts a preliminary inquiry upon a receipt of a complaint. He shall determine the seriousness of the act and make appropriate action such as informing the students in writing of the complaints towards him/her.
3. The student must be informed in writing of the nature and cause of the accusation against him/her;
4. The student must be informed of his/her right to answer the charges against him/her, with the assistance of a counsel, if desired;
5. The student must be told of the evidence against him/her;
6. The student must be told of his/her right to present evidence for his/her own behalf;
7. Evidences must be considered by the School Authorities and/or Student Disciplinary Board; and
8. Upon completion of the investigation, the student must be informed about the findings and recommendations of the members of the board. He/she will also be informed of her right to make an appeal about the decision to be submitted to the school president. If a student is a minor, his or her parents are required to attend during the hearing and other meetings. If the student is of legal age, his or parents can participate in the hearing and investigation upon request and with the approval of the student.

Note: For minor offenses, the DSAS shall render the decision of the case.

DETERMINING THE VIOLATION

1. The faculty members or the Deans have the right to evaluate and censure their students for any minor violation;
2. With regard to academic matters, the Dean of College assumes the responsibility of determining the nature of the offense committed by the student;
3. The Student Disciplinary Board, upon the recommendation of the Director of Student Affairs and Services (DSAS), shall have the duty to hear and decide the cases. The decision of the Board may be appealed to the Office of the President; and
4. The evaluation of the violation will be based on the mitigating and aggravating circumstances and evidences to be determined by the Student Disciplinary Board.

STUDENT DISCIPLINARY BOARD

Functions and duties

- Investigates cases referred by the DSAS and within its jurisdiction;
- Recommends sanctions for the accused to the President of the School; and
- Submits policy recommendations (crafting, innovation, improvement) to the DSAS pertaining to student discipline and decorum of the school.

Composition

- Director for Student Affairs and Services (DSAS) as chairperson
- Dean of College (Vice-Chairperson)
- Representative from the School Administration
- Representative from the faculty
- Representative from the staff
- Guidance Counselor
- SSC President or his/her representative

SECTION VIII. ORGANIZATIONS AND INTEREST CLUBS

Organizations and Interests Clubs

Organizations and Interest Clubs are duly accredited by the school to provide avenue for students to harness their talents, integrate the core values of the institution and develop their potentials for compassionate and servant leadership.

CLASSIFICATIONS OF ORGANIZATIONS AND INTEREST CLUBS

1. Non-Academic Organizations

These organizations develop students to be socially responsible, culturally literate, politically involved, environmentally educated and community immersed making them witnesses of the

compassionate love of God. Thus, they also help the school community in reaching out to those persons in need of their help, services and expertise.

2. Academic Organizations

These clubs provide avenues for common search for excellence in their fields of specialization through quiz bees, fora, seminars and other effective means or opportunities for academic development. They assist the college in their academic services and other activities of the students. In doing so, the members of the clubs and organizations will enhance their knowledge, skills and expertise to prepare them as effective professionals and intellectual advocates of education in society.

3. Student Councils or Student Governments

Student Councils are the armed wing of the Office of Student Affairs and Services, the different colleges and the school in general in bringing the concern of the students to the administration and vice-versa. They promote student activities that enhance the leadership and other skills and competencies of the students in partnership with the Office of Student Affairs and Services. This is the highest student organization of the school and the other clubs and organizations are under its supervision. The College Supreme Student Government exists to serve the following objectives:

- To safeguard the students' welfare in the formulation and implementation of the school policies;
- To serve as a forum of students' opinion for the improvement of the North Valley College Community;
- To establish rapport between the students and the administration;
- To assist the duly constituted authorities in the implementation of the school rules for the maintenance of a harmonious academic community;
- To assist the Office of Student Affairs and Services in the planning and implementation of non-academic activities and other extra- curricular activities designed to enhance the growth and the welfare of the students; and
- To provide the students with opportunities for a healthy interaction needed in the building of a harmonious community.

SCHOOL PUBLICATION

The **PULSE** is the Official Student paper of North Valley College Foundation Inc., Lanao, Kidapawan City, Cotabato Province and reflects facts, opinions, and interest in the whole studentry. It serves as the voice for the student's freedom of expressing their thoughts and ideas. It is composed of highly skilled student writers. Every writer acts as an epitome of knowledge and a good journalist that embodies the creative and intuitive minds of every student in the school. This is a by semester publication ran, staffed and finished by the students of North Valley College with talents in writing, lay-outing and cartooning can freely contribute or join in the publication as one of the Editorial Board and Staff. They will be properly guided by their moderator during the making of the issues.

NVC ALUMNI ASSOCIATION (NVCAA)

NVCAA is the organization of graduating students. They are afforded the opportunity to mobilize their efforts to pursue activities for their own welfare.

REQUIREMENTS FOR ACCREDITATION OF CLUBS AND ORGANIZATIONS

- Each organization must have a Constitution and By-laws;
- The objectives of the organization/club must be aligned with the Vision, Mission, Goals and Objectives of the School and College Department;
- The organization/club must have a moderator(s), who is/are employed in North Valley College. Their designation must be approved by the Director of Student Affairs and Services;
- The organization/club must submit a list of moderator (s), officers, members, Operational or Action Plans (with proposed budget), Calendar of Activities as well as proposed projects and research for the whole year.

REQUIREMENTS FOR AFFILIATED CLUBS AND ORGANIZATIONS

The organization/club that has local, regional or national affiliation may be accredited as a legitimate group of the school provided that the following requirements are complied with:

1. Manual for the Standard Training Procedure that includes all the rituals used for accepting members;
2. Notarized statement that hazing of any form is not used for acceptance of members;
3. Organizational chart which the club/group is affiliated with;
4. List of officers of the organization which the club is affiliated; and
5. Compliance with the requirements as listed above.

PROCEDURES ON ACCREDITATION OF ORGANIZATIONS

- Filing out of Application form;
- Submission of accomplished application form at the Office of Student Affairs and Services with attachments of the requirements within fifteen (15) days from the start of regular class;
- Assessment of submitted documents by Office of Student Affairs within ten (10) days from the date of deadline of submission;
- The Student Affairs and Services endorses application to the Student Services Council for the approval and official recognition;
- Sending of evaluation results and issuance of certificate of recognition or accreditation to the respective organization;
- In case of dis-accreditation, there will be an appeal period for five (5) working days and comply the following:

- The concerned student organization must submit a formal letter of appeal to the Director of Student Affairs and Services.
- The Director of Student Affairs and Services shall act on the appeal within three (3) working days from the receipt of the appeal. During this period the officers of the concerned organization may be invited for a dialogue.
- The Director of Student Affairs and Services shall communicate the decision to the concerned organization through a formal letter.

REQUIREMENTS FOR RE-ACCREDITATION OF CLUBS AND ORGANIZATIONS

- A club or organization is re-accredited if the following requirements are complied:
 6. Operational Plans and Budgets
 7. Annual Performance Reports
 8. Financial Reports
 9. Lists of New Officers and Members and moderator
 10. Updated Constitution and by-laws (if any)
- A club that cannot comply with the above requirements for the set deadline will be informed about their deficit and will be given extension; and
- In case the clubs or organizations cannot submit the required documents for re-accreditation after the extended period, they will be put in a probationary status for one year. If after a year, they cannot still submit the required documents, they will be removed from the lists of accredited clubs and organizations.

QUALIFICATIONS OF CLUB OFFICERS AND MEMBERS

- Only bona fide students currently enrolled in the different colleges may become officers and members;
- Officers must have a minimum load of 15 units every semester.
- They must be students of North Valley College Foundation, Inc. for at least one semester prior to the holding of office;
- Officers could handle major positions in only two organizations or clubs except the presidency. A president of an interest club or organization cannot handle the same position with other interest club or organization; and
- Officers who have not been sanctioned by the school for any major infraction of school regulations are eligible for any position.

ELECTION OF CLUB/ORGANIZATION OFFICERS

- The election of the College Student Supreme Government should be guided by the approved SSC-COMELEC guidelines and is conducted at the later part of the second semester;
- The election of the organization officers should be governed by their approved Constitution and By-laws and is conducted at the later part of the second semester; and
- The election must be conducted at the end of the second semester.

FUNCTIONS OF OFFICERS AND MEMBERS

- The responsibilities of the organization and club officers and members must be clearly indicated in the constitution and by-laws;
- Officers must submit activity and financial reports to the Office of Student Affairs and Services one week after the activity;
- Officers are required to submit an annual evaluation and terminal reports of activities as well as a compilation of the liquidation of financial expenses to the Office Student Affairs and Services before the final examinations;
- Officers are required to submit operational or action plans (with proposed budget), calendar of activities, proposed projects and research, lists of new officers and members for the following year on the first month of the opening of the first semester; and
- Officers and members are required to attend the approved activities of the College Student Supreme Government, the Office of the Student Affairs and Services and the college departments.

ADVISERS OR MODERATORS

- Advisorship or moderatorship is an important function of a school personnel in the leadership development of the students.
- The Moderator must be an employee of North Valley College Foundation, Inc;
- He/She is nominated by the club officers and approved by the Director for Student Affairs and Services;
- The Moderator gives technical assistance and guidance to the club;
- He/She endorses the activities and projects of the club to the Director for Student Affairs and Services;
- He/She must read and scrutinize the activities, projects and budget of the officers and members of the clubs before endorsing them to the Director for Student Affairs Services;
- He/She has the power to disapprove the activities and requests of the officers and members;

- All-important communications of the organization require the perusal and signature of the Moderator/Adviser;
- Motivating the officers and members to attain the goals and objectives of the club is a vital role of the moderator; and
- The Moderator/Adviser attends every major activity of the club especially overnight and off-campus activity.

RECORDS OF ORGANIZATIONS

- The organizations and clubs must keep their own records of the Constitution and By-Laws, minutes of meetings, activity, annual, terminal and financial reports;
- They are allowed to collect reasonable registration fee to be used as funds for their approved activities. However, they have to inform the Director for Student Affairs Services in writing about such plan to collect registration fees;
- They may organize creative activities to raise funds for the organizations and clubs except solicitation;
- The organization and club's expenses must be well-recorded and supported with official or temporary receipts;
- The organizations/clubs are allowed to hold a petty cash fund as specified by the Student Affairs and Services. The excess amount must be deposited in the bank of their choice or in the Finance Office for safekeeping. In case they choose to deposit their money in the banks, they must follow the following guidelines:
 - The bankbook must be deposited in the Office of Student Affairs and Services. The officers can borrow the bankbook only when they need to withdraw or deposit money with the approval of the moderator.
 - The signatories should not be less than the following: moderator, president and the treasurer.
 - If the club or organization chooses to deposit their money at the Finance Office, the receipt of money deposited in the Finance Office must be submitted to the Office of Student Affairs and Services.

ACTIVITIES AND PROJECTS

- Activities of organizations must be endorsed by the moderator and approved by the Director for Student Affairs and Services;
- Clubs or organizations are allowed to hold major on-campus activities provided that they comply with the following requirements:
 - The officers of the club must submit activity proposal, program design, minutes of the meeting, list of participants, budget proposal (if any), resolution, photocopy of the approved venue/facility booking form to the Office of Student Affairs and Services;

- The club officers are required to fill out booking forms for the use of school facilities and have them signed by persons in authority;
 - The club officers must submit Operational Guidelines for Health and Safety Protocol duly signed by Safety and Security Officer and School Nurse;
 - The activity will only be up to 5:00 in the afternoon. Activities beyond the intended time are subject for approval of the Director for Student Affairs and Services. Moreover, officers must seek approval from the School administrator for extension of the use of the venue/facility. In case of overnight stay, the officers of the club are required to get an approval from the President of the School; and
 - The organizations and clubs are required to return borrowed equipment and furniture, and are responsible for the restoration of venue or area after the activity. Failure to do these is a ground for investigation and possible cancellation of the club or organization's right to conduct an activity. Officers of the club or organization might also face disciplinary measures.
- Student organizations and clubs are allowed to conduct off-campus activities provided that the following requirements are complied with:
 - The officers of the club should submit to the Office of Student Affairs and Services an activity proposal and program design attached with the flow of activities endorsed by the moderator or adviser;
 - The officers should secure a notarized affidavit of consent forms for all participants to be endorsed by the Advisers or Moderators, noted by the Dean of College and approved by the Director for Student Affairs and Services. The parent or guardian must sign it and the return slip should be submitted to the moderator or adviser. The moderator or adviser shall give a photocopy of the signed parent consent to the Office of Student Affairs and Services before they are allowed to leave the campus for their off-campus activities;
 - The club officers must submit Operational Guidelines for Health and Safety Protocol duly signed by Safety and Security Officer and School Nurse;
 - The moderator or his/her authorized representative should accompany the group during the whole activity. The club or organization/class is required to have 1 teacher/moderator per 50 students/participants. Personnel-in-charge must have appropriate first-aid and medical emergency training;
 - The officers should secure medical clearance of the participants;
 - The officers should request a complete first-aid kit from the school clinic; and
 - The officers should book a trip ticket from the School Administrator duly signed by the persons in authority. In case of a sub- contracting vehicle, photocopies of certification from LTFRB for the validity of the franchise of

the proposed operator (i. e. legitimate and up-to-date), if applicable, special permit from LTFRB if transportation is out-of-line, updated/valid documents pertaining to registration, insurance coverage, driver's license, and assurance of roadworthiness.

SANCTIONS

- An organization and/or club that has violated any provision of the College Student Handbook and state laws will be investigated by those in authority. If found guilty, the organization or club will automatically be suspended for a maximum of three years;
- Any officer or member of the club who has violated school policies and state laws will be investigated. If found guilty, the following will be imposed:
 - The officers or members will be removed from office or from the organization.
 - The school may impose sanctions based on Section 7 of the College Student Handbook.
- Any damage to school property and equipment will be charged to offending individuals or parties, without prejudice of being investigated and given administrative sanctions based on Section 7 of the College Student Handbook;
- The damaged equipment must be replaced with the same equipment; or else, the organization/club or individual will be charged the total cost according to the current price of the damaged equipment or property;
- The school reserves the right to approve, suspend and dissolve clubs and organizations. The organization and/or club is suspended or dissolved when found guilty of any of the following:
 - If the activity in the name of the club is an infraction of the rules of the College; and
 - If the club violates its Constitution and By-laws or the laws of the country.

SECTION IX

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

A. CO-CURRICULAR ACTIVITIES

Co-curricular activities are outside classroom activities organized and spearheaded by the subject teachers and are intended to complement classroom instruction for the enhancement of skills, assimilation of values, and broadening of understanding of concepts, theories and principles. These may include but not limited to the following:

1. Seminar-workshops
2. Symposia or Fora
3. Socio-cultural Competitions
4. Academic Competitions
5. Field Trips
6. Exposures or Community Immersions

B. EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are those that contribute to the total development of the students and are organized by the school, other institutions or recognized organizations and clubs and other groups that are approved by the administration. Presented in the table below are some of the examples of these activities.

Socio-Cultural Events	Sports Events	Campus Writing and Aesthetic Competitions	Developmental & Environmental Activities
Vocal Solo Duet Chorus Folk Dance Ethic Dance Ethno Jazz Interpretative Dance Cheer Dance Dance Theater Popular dance Sayawitan Band Concert Theatre Visual Arts	Basketball Volleyball Softball Baseball Sepak- Takraw Taekwondo Badminton Table Tennis Lawn Tennis Chess Scrabble Word Factory Dart Swimming Frisbee Athletic Events	Painting Contest Essay-writing Debate Song Composition Drama Presentations Techno-graphics Poetry interpretation Oratorical contests Impromptu Radio Broadcasting News Casting Hosting Modeling	Seminars Conventions Clean-up Drives Parades Tree Growing Bird Monitoring Nature Tripping Camping & training Community- based Research Mountain Climbing Fun run

INTRAMURAL ACTIVITIES (PANAG-INDIGAY)

- Intramural activities will be conducted for only five days excluding Saturday and

Sunday. School days before and after are considered class days;

- The Supreme Student Council and the Local Student Council Officers should not consume all the collected Student Activity Fund (SAF) for the Intramural Activities only. The SAF is also intended for curricular and extra-curricular activities for students' holistic enhancement;
- The Departmental Mini-Olympics which is usually held prior to the conduct of the intramural activities is held only whenever it is necessary for the Colleges to select their players and contestants for the intramural activities. The Colleges are only allowed to withdraw 10% of the collected College Standing Fund during the first semester to finance the expenses of the activity;
- The props, costumes, uniforms of the participants for competitions especially for intramural games should be governed by the following:
 - The College where the players or contestants belong may, or should share 50% of the costumes and uniform of the participants.
 - The t-shirt uniform for students during intramural activities and foundation days will only be on voluntary basis.
 - Costumes and props for the intramural activities may be rented provided that the price involved is reasonable; and
 - The use of harmful objects such as firecrackers, explosives, or burning objects that can cause fire is strictly prohibited.

OTHER ACTIVITIES

Any group of students can organize other school activities not in the list provided that the activities are not contrary to school rules and are duly approved by the Director for Student Affairs and Services.

PRACTICES OF PRESENTATIONS

- The practice or rehearsal of presentations shall be done only on the school campus, except for tune-up games that may be held outside the campus;
- The practices shall not go beyond 5:00 o'clock in the evening and shall not be earlier than 4:00 o'clock in the morning;
- The students must book the place within the school campus and the equipment to be used ahead of time;
- If and when circumstances would call for the organizer to hold practices outside the school, the organizer must submit the following to the Director for Student Affairs and Services for approval;
 - Letter indicating the date, time and venue of practices;
 - Letter of approval from the authorized persons of the selected venue;
 - Agreed amount of payment or rent of the place and venue;
 - Safety Guidelines and Health Protocols;
 - List of Participants;

➤ Parent's Consent of the Participants

REQUIREMENTS FOR OFF-CAMPUS ACTIVITIES

- ❖ The following are required for off-campus activities, like immersion, field trip, recollection, retreat, exposure, camping, swimming, seminar, conventions and others:
 - Letter from the Organizer
Activity Proposal
 - Program Design with Activity Flow
 - Minutes of the Meeting
 - Budget Proposal
 - Resolution (if applicable)
 - List of Participants
 - Approved House Rules – Health and Safety Protocol duly signed by School Nurse and Safety and Security Officer
 - Notarized Affidavit of Consent
 - Parent's Consent
 - Medical Certificate

- ❖ Trip ticket from the School duly signed by the persons in authority. In case of a sub-contracting vehicle, photocopies of certification from LTFRB for the validity of the franchise of the proposed operator (i. e. legitimate and up-to- date), if applicable, special permit from LTFRB if transportation is out-of-line, updated/valid documents pertaining to registration, insurance coverage, driver's license, and assurance of roadworthiness.

- ❖ There must be a presence of Lifeguards and/or Safety Officer during outdoor activities especially for swimming, camping, community immersion, mountain climbing and the like; and

- ❖ Organization officers, moderators and/or teachers accompanying the students must ensure that the requirements are complied. Moreover, they have to check the condition of the vehicles and other means of transportation that they will use in transporting students to the desired venues of the activities.

REQUIREMENTS FOR ON-CAMPUS ACTIVITIES

- The following are required for on-campus activities:
 - Activity Proposal
 - Program Design with Activity Flow
 - Minutes of the Meeting
 - Budget Proposal
 - Resolution
 - Approved House Rules – Health and Safety Protocol duly signed by School

- Nurse and Safety and Security Officer
 - List of Participants
 - Booking of facilities/equipment needed
 - Parent's Consent, if on-campus activity is conducted beyond 5:00 pm
- The activity must always start with a prayer, followed by the singing of the Philippine National Anthem, School Hymn, the recitation of the Vision, Mission and Core Value of the school; and
 - The theme of the program must always be anchored on the annual institutional theme.

PROCEDURES FOR APPROVAL OF ACTIVITIES

- Fill out activity proposal form and submit to the Office of Student Affairs and Services with attachments of required documents at least five (5) working days before the activity;
- For off-campus and overnight activities, parent's consent of participants is required;
- For overnight activities in the campus, organizers must secure approval from the Office of the President;
- The procedures in the signing of the parent's consent are as follows:
 - The Moderator or Adviser, Dean of College, Director of Students Affairs and Services, Parent or Guardian and student must sign the Parent's Consent Form;
 - The Moderator or Adviser distributes the Parent's Consent Forms and thereafter collects them from the participants. Student will not be allowed to join the activity without parent's consent.
 - The organizers must secure copy of the approved activity proposal at the Office of Student Affairs and Services before conducting the activity.

ATTENDANCE OF STUDENTS IN VARIOUS ACTIVITIES

- The students are required to participate in on- and off-campus activities as may be required by those in authority;
- The students who are absent during the required activity shall be considered absent in all the enrolled subjects of that day;
- The school does not allow the imposition of fines as a punishment due to absences during the required activity; and
- The moderators should be present during meetings and other activities to provide guidance to the students and to monitor the implementation of activities or events.

BEHAVIOR OF STUDENTS DURING ON AND OFF-CAMPUS ACTIVITIES

- Students are not allowed to utter vulgar words and green jokes during presentations. Words that desecrate and blaspheme the Lord, and expressions that malign the Church, the Institution, or any person in the community are taboo;
- Any misconduct or misbehavior of participants and students during the show or presentation, like howling, shouting, unnecessary noise and other behavior will be dealt with accordingly; and
- Students who are under the influence of liquor and prohibited drugs will not be allowed to participate in the activity without prejudice of being investigated and given appropriate sanction according to existing rules of the school.

BUDGET AND LIQUIDATION OF FUNDS

- The organizing group should prepare a budget and secure an approval from the Director for Student Affairs and Services;
- The liquidation of funds must be done one week after the holding of the activity and it must be supported with official or temporary receipts;
- A person given an honorarium should sign a voucher where the amount received is indicated. This is countersigned by the disbursing officer;
- The organizer must limit expenses according to the budget approved by the Director for Student Affairs and Services. In case of a deficit, the organizer should get the approval of the Director for Student Affairs and Services for additional funds;
- The auditor, treasurer, chairperson, president and the moderator or adviser should sign the financial report;
- Any remaining funds should be re-deposited to the Finance Office or the bank; and
- Celebrations outside or inside the school after any institutional activity using the funds of the club, organization, college must have approval from the Director for Student Affairs and Services.

RESTORATION AFTER ACTIVITIES

- Organizers should return borrowed materials and equipment to their respective places or offices right after the activity;
- Borrowed property or equipment must be handled with utmost care. Any damage or loss incurred due to negligence will be subjected to replacement or payment of the actual value of the equipment based on the Finance Office assessment;
- They should remove decorations, props, and other materials used during the activity; and
- They should also clean the venue after the conduct of the activity.

DISAPPROVAL OF ACTIVITIES

The school reserves the right to disapprove activities or events organized by the College Student Supreme Government or Student clubs and organizations if they contain one of the following:

- The activities are contrary to the core value and beliefs upheld by the College;
- The activity is very expensive and detrimental to the well-being of the students and the school as a whole;
- The activities are against the constitution of the club, the policies and rules of the school and the laws of the country; and
- If the organizations are caught violating the provisions of this handbook and found guilty of deliberately doing such or of negligence of duty such as cleaning the venue after the events and the like.

SECTION X

INSTITUTIONAL, ACADEMIC AND NON-ACADEMIC AWARDS

The following are the institutional, academic and non-academic awards to be given to graduating students who have excelled in various areas of student life. The awards are classified as:

A. INSTITUTIONAL AWARDS

1. DR. SAMUEL BABOL LEADERSHIP AWARD

1.1. Guidelines

To be eligible for the award, nominees must satisfy all of the following guidelines:

- 1.1.1. A member of the graduating class
- 1.1.2. Continued residence for the last three years
- 1.1.3. Has no failing grades in academic and non-academic subjects for the last three years
- 1.1.4. Has no dropped subject for the last two years
- 1.1.5. Has not been found guilty of any violations of the rules of the institution on and off campus for the current School Year
- 1.1.6. Has been an elected officer of any recognized school organization for the last three years
- 1.1.7. Has completed the program within the prescribed number of years

1.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 1.2.1. Leadership skills and qualities (40%)
- 1.2.2. Academic Performance (20%)
- 1.2.3. Non-academic Performance on-campus (20%)
- 1.2.4. Non-academic Performance off-campus (20%)

2. NAIDA BABOL COMMUNITY SERVICE AWARD

2.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 2.1.1. A member of the graduating class
- 2.1.2. Continued residence for the last three years
- 2.1.3. Has not been found guilty of any campus violation of the rules during the current school year
- 2.1.4. Has no dropped subjects and/or failing marks in the final grades in academic and non-academic subjects for the last two years
- 2.1.5. Has completed the program within the prescribed number of years

2.2. **Criteria**

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 2.2.1. Community Services Involvement (30%)
- 2.2.2. Community Projects or Services Involved, organized and implemented (30%)
- 2.2.3. Attitude and Values (20%)
- 2.2.4. Position held outside school (10%)
- 2.2.5. Academic Performance (10%)

3. **LOYALTY AWARD**

3.1. **Guidelines**

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 3.1.1. Has completed the course in North Valley College
- 3.1.2. Has no failing grade/s in the curricular year
- 3.1.3. Has not been found guilty of any violation of rules on- and-off campus during the current school year

3.2. **Criteria**

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 3.2.1. Has studied at North Valley College since senior high school until the completion of a collegiate course (20%)
- 3.2.2. Has taken all subjects in the institution (10%)
- 3.2.3. Has completed his course up to a limit of an additional year to the normal length of studies (10%)
- 3.2.4. An active member of at least one interest campus organization or club for the last three years (10%)
- 3.2.5. Has been active in academic and non-academic activities during his/her stay in the college (10 %)
- 3.2.6. Has exhibited proper respect and pride in being a student of North Valley College Foundation, Inc. (20%)
- 3.2.7. Has integrated the values of prayerfulness, service, commitment and compassion to others (20%)

B. SPECIAL AWARDS

1. OUTSTANDING INTEREST ORGANIZATION

1.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 1.1.1. Is duly recognized by the school as a campus organization
- 1.1.2. Has complied with the DSAS requirements
- 1.1.3. Has existed for at least three years
- 1.1.4. Has not been found guilty of violating school rules by causing to implement an activity contrary to school rules, laws and ordinances.

1.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 1.2.1. Academic Leadership & Research (40%)
- 1.2.2. Community Extension (30%)
- 1.2.3. Spiritual Program (30%)

2. HALL OF FAME AWARD

2.1. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 2.1.1. Has been successfully chosen as an Outstanding Interest Organization for at least three consecutive years (70%)
- 2.1.2. Has consistently planned and implemented activities geared towards holistic development of the students, especially the members for the last three years (30%)

3. MOST OUTSTANDING STUDENT

3.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 3.1.1. A member of the graduating class
- 3.1.2. Continued residence in North Valley College Foundation, Inc. for the last three years
- 3.1.3. Has not been found guilty of any violation of the rules of the institution or of any existing law and ordinance of the country during the current school year
- 3.1.4. Has no failing grades and dropped subjects in both academic and non-academic subjects for the last two three years
- 3.1.5. Has no dropped subjects for the last three years

3.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 3.2.1. Leadership qualities (30%)
- 3.2.2. Personal and Professional qualities (30%)
- 3.2.3. Academic Performance for the last three years 40%)

4. OUTSTANDING ORGANIZATION MEMBER

4.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 4.1.1. Must be a member of the graduating class
- 4.1.2. Must have a continued residence for the last three years
- 4.1.3. Must have no failing marks in both academic and non- academic subjects
- 4.1.4. Must have no dropped subjects for the last two years
- 4.1.5. Must have not been found guilty of any violation of school rules on and off campus during the current school year

4.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 4.2.1. Qualities and contributions of a member (30%)
- 4.2.2. Academic performance (40%)
- 4.2.3. Non-academic performance (30%)

5. OUTSTANDING ATHLETE

5.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 5.1.1. A member of the graduating class
- 5.1.2. Continued residence for the last three years
- 5.1.3. Has not been guilty of any violation of the rules of the institution on- and-off campus during the current year
- 5.1.4. Has no failing mark in the academic and non-academic subjects for the last two years
- 5.1.5. Has no dropped subjects for the last two years
- 5.1.6. Has been an active player for the last three years

5.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

- 5.2.1. Sportsmanship (30%)
- 5.2.2. Achievement in Provincial Meet (15%)
- 5.2.3. Achievement in Regional Meet (15%)
- 5.2.4. Achievement in National Meet (20%)
- 5.2.5. Academic Performance (20%)

6. OUTSTANDING JOURNALIST

6.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

- 1.1.1 A member of the graduating class
- 1.1.2 Continued residence for the last three years
- 1.1.3 Has not been found guilty of violating the existing laws and ordinances of the school for the current year

1.1.4 Has no failing marks in academic and non-academic subjects for the last two years

6.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

6.2.1. Editorial work (10%)

6.2.2. Journalistic Style (5%)

6.2.3. Integrity (15%)

6.2.4. Quality of output (20%)

6.2.5. Commitment (10%)

6.2.6. Attendance (5%)

6.2.7. Presswork (5%)

6.2.8. Achievement in the local, regional and national levels (20%)

6.2.9. Academic Performance (10%)

7. OUTSTANDING STUDENT ASSISTANT

7.1. Guidelines

To be eligible for the award, a nominee must satisfy all of the following guidelines:

8.1.1 A member of the graduating class

8.1.2 Has been a grantee for the last three years

8.1.3 Has not been found guilty of any violation of the rules of the institution or the existing laws and ordinances of the country during the current school year

8.1.4 Has no failing marks in the academic and non-academic subjects for the last two years

8.1.5 Has no dropped subjects for the last two years

7.2. Criteria

To be given the award, a nominee must get a total of at least 85% of the following criteria:

7.2.1. Office management skills (35%)

7.2.2. Personal qualities (25%)

7.2.3. Academic performance (20%)

7.2.4. Non-academic performance (20%)

7.2.5.

PROCEDURES ON THE SELECTION OF AWARDEES

- Students/organizations may only apply for the category of award which he/she thinks is suited for himself/herself. Multiple application is discouraged not unless the applicant really suffices the guidelines and requirement, thus, deserving of many awards.
- Applicants should obtain endorsement from the moderator, duly noted by the college dean.
- Applicants should fill out the application form available at the Student Affairs and

Services Office. The application form contains the following parts:

Guidelines. To be eligible for the award, applicants must satisfy all the guidelines. Applicants should indicate in the application form the corresponding label of appendices as compliance to the required guidelines. Certification as proof of compliance must be obtained from the following offices:

7.2.6. The Registrar for items pertaining to school residency, subject dropping and grades

7.2.7. The Director for Student Affairs and Services for items pertaining to records of violation of school rules.

7.2.8. The Director for Student Affairs and Services for items pertaining to records of student activities, leadership in the campus and association of clubs and organization.

7.3. **Criteria.** Applicants should supply information accordingly and indicate corresponding number of appendices as evidences exhibiting the truthfulness of the claimed information.

7.4. **Signature of the Applicant.** Applicant should see to it that the application is duly signed to confirm the veracity of the information.

7.5. **Rating.** This portion is reserved for the awards committee.

8. Applicants should see to it that award application pack is complete and submitted in due time. The award application pack contains the following:

8.1. Application form duly filled out (as cover page)

8.2. Endorsement letter from the moderator noted by the dean of the College

8.3. Write up (essay) depicting the living out of the **V i s i o n , M i s s i o n a n d C o r e V a l u e s o f t h e S c h o o l .**

8.4. Appendices with labels containing certifications, documents and other references as exhibits of proofs

9. Applicants should submit the award application pack in hard copy on or before the set deadline.

10. The Awards Committee screens and evaluates the credentials of the nominees. The committee may decide to call on the nominee and his/her adviser / moderator for additional documents, interview and further verification. Hence, applicants and/or the moderators should make themselves available during the schedule of deliberation in case the committee asks for their presence for some inquiry and clarification.

11. The committee endorses the lists of awardees to the Academic Council for approval by the President.

12.

SECTION XI: ACADEMIC SUPPORT FACILITIES SERVICES

1. SCHOOL LIBRARY

Library Hours:

The Library is open from 7:30 – 11:30 in the morning and 1:00 – 5:00 in the afternoon, Monday to Friday.

General Rules:

- I. All students, faculty and staff of NVCFI are allowed to enter in the library.
- II. Library is a place for study and research. It has been air-conditioned to make it more conducive to learning. Silence is to be maintained. Loud voice and other unnecessary noise must be avoided.
- III. Cellular phone should be place in a silent mode. Calls must be made outside the library.
- IV. Smoking, eating and sleeping is prohibited inside the library.
- V. Keep the library clean. Do not litter tables or floors with waste papers and other scraps.
- VI. Keep things in order. Return books, newspapers and magazines in their proper places.
- VII. Folding, cutting and tearing of pages of any library materials is strictly prohibited and subject to disciplinary actions.
- VIII. Users from other schools / agencies / organizations can make use of the library provided by the approval of the librarian.

Rules on Circulation:

- For Students
 - I. Periodicals and vertical files may be read inside the library only.
 - II. General references such as Encyclopedia, Dictionaries, and Comprehensive reports are strictly for library use only.
 - III. Each borrower is allowed to borrow two (2) books at a time for 3 days subject for renewal for another 3 days if nobody puts in a request.
- For Administration, Faculty & Staff:
 - I. NVCFI Faculty members are allowed to borrow a maximum of ten (10) books for a period of one semester only. Books borrowed must be returned on or before the end of semester.
 - II. Periodicals and vertical files are strictly for library used only.
 - III. General references are strictly for library use only.

- IV. Book/s connected with the subject taught by the faculty may be borrowed for one (1) semester.
- V. Book/s not connected with the subject taught by the faculty may be borrowed for three (3) days only.
- VI. Faculty Reminder Slip is issued for faculty who failed to return books on time.

Reserved Books:

- a. Reserved books are intended for library use only.
- b. Reserved books may be borrowed for over noon and overnight use only. For over Noon use, books may be loaned out at 11:30 a.m. and must be returned at 1:00 p.m. of the same day. For Overnight Use, books may be loaned at 4:30 p.m. and must be returned between 7:30 – 8:00 a.m. of the following school day.
- c. Only one (1) reserved book is allowed for over noon and overnight use.
- d. Reserved books of single copy are strictly for library use only.

Use of Library Identification Card:

- a. All library transactions should require a validated library I.D.
- b. Library I.D. should be deposited upon borrowing of reserved books, periodicals, comprehensive reports, etc.
- c. Replacement for lost of library I.D. and a penalty of P50.00.
- d. Lending and borrowing of Library I.D. is not allowed.

Fines and other Penalties:

- a. Overdue circulation book/s are fined P2.00/day excluding Saturdays, Sundays and Holidays.
- b. Overdue reserved book/s are fined P2.00/hour excluding Saturdays, Sundays and Holidays.
- c. Willful keeping of long standing overdue is subject to suspension from borrowing of library materials.
- d. Lost book/s must be reported to the librarian so as not to accumulate fines. It must be replaced with the same book/s (copyright, title, and author). If it is impossible, the current value of the book should be paid doubled.
- e. Damaged book/s must be returned immediately for repair.
- f. Damage book/s must be returned immediately for repair.
- g. Damaged book/s beyond repair must be paid for or replaced by the concerned students.
- h. Any student who shall willfully tear, deface, mutilate or steal any library property shall be punishable. The extent of which shall be at the discretion of the Librarian.

Library Clearance:

At the end of the semester / summer, library clearance should be secured. Library ID will be surrendered to the Librarian for validation. Clearance will be signed only when accountabilities had been settled.

2. AUDIO – VISUAL EQUIPMENT

- Overhead Projector
- Speaker
- Microphone
- LCD

1. Faculty who wants to use any AV equipment should book a day or two days prior to the scheduled day.
2. Reservations and bookings should be made with the AV in charged.
3. AV equipment is intended for classrooms use only and not be taken out in the school campus.
4. Students must fill up the AV slip or logbook for reservation.
5. Teacher in charge who uses the AV equipment is responsible for return.

3. COMPUTER LABORATORY

Policies:

1. Entry to the Laboratory request both, access card and valid school I.D.
2. Transferring from one computer to another is discourage.
3. Changing the computers configuration is not allowed.
4. Students who caused damage to the computers will be sanctioned.
5. Unruly behavior (e.g. Shouting, Cursing, and Roaming around) is not tolerated.
6. Pornography, games, chat is strictly prohibited.
7. Students should make sure that they have all their belongings before leaving the laboratory.

Use of Internet Laboratory Access Card:

- The Access Card is Non-Transferable
- Entry of the Laboratory request either Access Card or valid school ID.
- Do not fold the Access Card

- An affidavit of LOSS is required for Lost Access Card.

4. Registrar's Office

The Registrar's Office is responsible for the issuance of official transcripts, student IDs, and Official reports and other documents upon demand by the authorized agency, office or person; keeping and updating of official faculty records, transacting official business with appropriate government and other agencies concerning the School academic offerings, preparing information summaries such as catalogs, bulletins, etc., regarding the school's academic offerings, and preparing utilization studies, analysis and forecast based on the information generated and stored by the office.

5. Business Office

The Business Office is in charge with the responsibility of the day-to-day management of the School's finances and financial transaction in such a way that the School's financial assets are safeguarded and optimally used.

6. Guidance and Counseling

The Guidance provides professional services which aim at self-management, academic success and character development of its client. Its program seeks to assist the student to discover and develop his abilities, interest, values and relationships so that he may function productively at peak levels indifferent social settings and environment.

7. Health Services

The College Health Clinic / or Barangay Health Center, is open from 8:00 – 10:00 AM and 1:00 – 5:00 PM a full-time registered nurse attend to the daily health needs of the student faculty and school staff. While a Medical Officer comes on scheduled visit for consultation. The annual physical and dental exam is scheduled by the nurse in-charge.

8. Financial Assistance

This is extended to students through scholarships grants.

- a. Library Aide
- b. Laboratory Aide
- c. Working Student

9. Nursing Skills Laboratory

These consist of the Fundamental of Nursing Laboratory, the Anatomy Laboratory, Delivery Room, Operating Room and Ward Room. These are equipped with mannequins, biological models and other equipment and instrument necessary for the demonstration and other activities. It prepares the student for their actual care of the clients' in the various clinical settings.

10. Athletics and Recreational Facilities

Indoor Game Equipment – indoor games / sports facilities for table tennis, dart, chess, scrabbles and the like are also available for the students use. Request may be made through the property custodian.

11. Auxiliary Services

Food Services – this is provided by the North Valley College Foundation, Inc. Canteen which is located at the lower level of North Valley College Foundation, Inc.

12. GUIDANCE OFFICE PROGRAMS

1. Orientation of Entering First Year Students and Transferees

This program introduces the freshmen and transferees to the academic atmosphere of the institution at the same time giving them a chance to get to know other students for an easier and gradual adjustment to college life.

2. Career Information Drive and Recruitment Program

Proper information about North Valley College Foundation Inc. is given to high school graduating students in feeder school. General information about campus life at NVCFI is given. Brochures for each college and posters are distributed to feeder schools to inform the graduating students of the nature each college, admission requirements and qualifications requirements and qualifications required from each applicant.

3. Peer Counseling Program

Peer Counseling Program gives opportunity to college student to provide assistance to their peer, usually of the same age, to improve their social life or to help them cope with their problems.

4. Information Program

This program is designed to give more detailed information relevant to the wholesome development of the faculty, staff and students of NVCFI. It aims to strengthen the information service of the Guidance Office. It prepares collage articles

which contain social, educational, health, personal, parenting, marriage and vocational information.

5. Admission Program

Its basic function is the scheduling of test administration, receiving of admission requirement of incoming freshmen and transferees and orientation of these new students. This program is usually implemented during the enrolment period.

SERVICES

1. Counseling Services

It is a service where competent person assist an individual person or group of persons toward better understanding of himself and his environment and encourages him/them to satisfactory adjustments or acceptable resolution of problem being considered.

Academic Counseling

The classroom teachers who have been trained in counseling perform this activity. It is more meaningful to the teachers and students because teachers are in daily contact with their students. They are the ones who know the needs of the students. They are in a better position to assist the students through individual counseling.

2. Individual Inventory Services

This program is designed to gather data about students to enable the counselor, teacher, and administrators to understand the students better. It includes pertinent data accumulated from birth, which can give appropriate picture of the individual, such information as individual's home and family background, school history, mental ability and achievements. It serves as the key to counseling activity upon which the personal assistance is based. It is maintained throughout the stay of the student in school.

SECTION XII: REGULATIONS AND GUIDELINES ON EMERGENCY CASES AND CAMPUS SECURITY

A. REGULATIONS AND GUIDELINES ON EMERGENCY CASES

1. Safety Protocol

In case of emergency that requires everyone to move out of classrooms, laboratories, offices and other buildings in the campus the following are to be executed:

1.1. In case of FIRE:

At the notice of any fire incident, teachers, staff and students of a particular affected building are asked to STAY CALM and upon the instruction and direction of the teacher or person in-charge, the following are to be done:

- 1.1.1. Leave the room immediately. Proceed to the nearest building exit and go to the nearest Designated Safe Place (DSP);
- 1.1.2. Walk quickly but calmly. Do not run and push anybody along the way;
- 1.1.3. If the building is covered by smoke or when the exit passage is in smoke, be aware that probably clean air shall be several inches off the floor, get down and crawl toward the nearest building exit going to the Designated Safe Place (DSP); and
- 1.1.4. Stay at the Designated Safe Place (DSP) until further instruction. Your teacher or person in charge will check the attendance to make sure that everyone is able to evacuate safely.

1.2. In case of EARTHQUAKE:

At the start of the quake, teachers, staff and students should STAY CALM and upon the instruction of teacher or person in charge, the following are to be executed:

- 1.2.1. Stay put and perform duck, cover and hold;
 - DUCK.** Stoop down on your knees and head bowed down;
 - COVER.** Take cover under desks, tables, corner, doorway or other sturdy furniture. Cover head with your bag or book or hard material within your reach. Move away from windows, shelves and heavy objects that may fall; and
 - HOLD.** Get hold and stay in the position until the ground stops shaking.
- 1.2.2. Almost immediately after shaking and upon the instruction of the teacher, proceed to the exit passage going to the Designated Safe Place (DSP);
- 1.2.3. Walk quickly but calmly. Do not run and push anybody along the way; and
- 1.2.4. Stay at the Designated Safe Place (DSP) until further instruction. Your teacher will check the attendance to make sure that everyone is able to evacuate safely.

2. Designated Safe Places DSP

Designated Safe Places (DSP) are designated open spaces in the campus in which members of the NVCFI community are advised to go to during emergency evacuation. They are considered to be safe spots because they are a little away from buildings, trees, electric posts and other objects which may cause harm during fire or earthquake. The following are the Designated Safe Places (DSP) of the campus.

Code	DSP Name	Area Covered
DSP 1	Parking area fronting MAB building and gym fronting NSB building	Parking area, benches and gymnasium fronting the MAB and NSB Buildings
DSP 2	Open field near school canteen	Open field near school canteen
DSP 3	Open space fronting Gate 1 guard house	Open space fronting Gate 1 guard house

3. Incident Command System

The following are the basic command structures and systems applicable only to North Valley College Foundation, Inc. which has to be activated during incidents of fire or earthquake that need system of control and management of people in the campus particularly evacuation management and risk reduction control during such incidents.

3.1. Evacuation Management

- 3.1.1. **Safety Protocol Orientation and Reminders.** Teachers, office heads, activity organizers shall regularly give orientation and reminders of the safety protocol for emergency evacuation.
- 3.1.2. **Command for Evacuation.** Teachers, office heads, event organizers shall responsibly give the instruction and direction of the evacuation procedure during incidents of fire or earthquake.
- 3.1.3. **Head Count and Assessment.** Teachers, office heads, activity organizers shall conduct quick count of the respective classes, officemates and activity participants to assess that no one is injured or left behind.
- 3.1.4. **Reporting to the nearest member of ICRT.** After evacuation, quick count and assessment have been done, teachers, office heads, activity organizers shall give

report to the nearest member of the **Incident Command Response Team (ICRT)** if there are incidents needed for first aid response, retrieval operation or any other response needed.

3.2. Response Team Control

- 3.2.1. **Incident Command System (ICS) Activation.** During the occurrence of fire or earthquake, incident command system shall be activated simultaneously while evacuation procedures are going on.
- 3.2.2. **Command Post and Deployment of Response Team.** Upon activation of the ICS, command post shall be established and members of the Incident Command Response Team shall immediately proceed to their respective assigned Designated Safe Place (DSP) and monitor the ongoing evacuation.
- 3.2.3. **Reporting and Updating.** Upon establishment of the post and deployment of the response team, the incident commander shall call the attention of all the incident command response team/ responders to give reports and updates of their respective assigned post.
- 3.2.4. **Report Processing.** Reports of eventualities like cases that need first aid response, retrieval operation and others shall be catered to by the responders (ICRT) in their respective assigned DSPs which have to be reported likewise to the command post for appropriate action.
- 3.2.5. **Response Action.** Upon the report of the respective responders of the eventualities which requires first aid, retrieval operation and others, the incident commander shall now activate first aid responders or medical teams, retrieval operatives, fire responders or transportation team (depending on the situation) and order them respectively to proceed to area for the needed response action.

Note:

If response action coming from outside is needed due to the intensity or gravity of the incident, like the need for disaster responders, fire trucks or ambulance coming from the City or Province, the incident commander shall coordinate and communicate with the Safety and Security Officer of the school to make the emergency request for outside responders.

3.3. Incident Aftermath Action

- 3.3.1. **Reporting to the Responsible Person.** Once needed response action had been executed appropriately and everything has settled down, like checking of the building after earthquake or fire, the incident commander shall now report to the immediate responsible person – School Administrator or the Assistant to the Vice President Academic Affairs (alternatively in case of the absence of one) regarding the executed action in response to the occurring incident and the over-all status of the evacuation. The incident commander shall also ask the responsible person as

to the over-all course of action of the institution after the incident, like dismissing of classes or office works.

- 3.3.2. **Dissemination of the Course of Action.** The incident commander upon the order of the responsible person, shall give the information to the member of the ICRT to disseminate the course of action to all teachers or office heads in the respective DSPs.
- 3.3.3. **Execution of the incident aftermath action.** Teachers, office heads and event organizers shall facilitate the execution of the incident aftermath course of action in an orderly manner as relayed by the ICRT in the respective DSPs.

4. Safety Protocol in Case of Bomb Threat or Presence of any Explosive Devices

The presence of an explosive device and/or notification of a bomb threat are both situations that the teachers, staff, and students must be prepared to deal with calmly and professionally. Although many bomb threats turn out to be hoaxes, they must be taken seriously in order to protect students, faculty, staff, and visitors.

4.1. Receiving a Threat

A bomb threat could be communicated verbally, in writing, or via phone or social media sites. The majority of bomb threats are made over the phone. A bomb threat call is typically made for one of two reasons: the caller wants to reduce personal injury and is certain of the explosive device's existence or the caller wants to disturb daily routines by provoking fear and panic.

4.1.1. Phone Threat

- a. Remain Calm & DO NOT HANG UP. If possible, signal other students, teachers, and staff to listen to the call;
- b. Immediately notify the Safety and Security Officer, Teachers, or Security Guards;
- c. Note down the phone number the caller is using to call;
- d. Write down the exact wording of the threat;
- e. Keep the caller on the line for as long as possible to gather as much information as you can; and
- f. If possible, record the call.

4.1.2. Verbal Threat

- a. If the perpetrator leaves, note which direction they went to;
- b. Immediately notify the Safety and Security Officer, Teachers, or Security Guards;
- c. Write down the exact wording of the threat;
- d. Note the description of the person who made the threat:
 - i. Name (if known)
 - ii. Gender
 - iii. Body size (height/weight)

- iv. Distinguishing features
- v. Type/color of clothing
- vi. Hair & eye color
- vii. Voice (loud, deep, accent, etc.)

4.1.3. Written Threat (posted in any social media, text message, email, letter, or any other form of written note)

- a. Immediately notify the Safety and Security Officer, Teachers, or Security Guards;
- b. Note the following:
 - i. Date/time/location document was found
 - ii. Any situations or conditions surrounding the discovery/delivery; and
 - iii. Full names of any person who saw the threat
- c. Secure the original note of the threat.
 - i. If the threat is through a note or letter;
 - Do not alter the item in anyway;
 - If small/removable, place in a bag or envelope;
 - If large/stationary, secure the location;
 - ii. If it was sent through text message,
 - leave the message open on your cellphone, laptop, or computer;
 - Make sure that you take a screenshot of the actual text message;
 - Take note of the cellphone number of the sender.
 - iii. If it was sent through an email,
 - Leave the message open on your cellphone, laptop, or computer.
 - Make sure that you take a screenshot of the actual email. Please ensure to include the subject line, the email address of the sender, and the date and time it was sent.
 - iv. If it was posted through any social media:
 - Make sure that you take a screenshot of the actual post. Please ensure to include the account name of the person who posted it as well as the date when it was posted.

4.2. Incident Command System

The following are the basic command structures and systems applicable only to North Valley College Foundation, Inc. which has to be activated during incidents of Bomb Threat or in a presence of any explosive devices that need a system of control and management of people in the campus particularly evacuation management and risk reduction control during such incidents.

4.2.1. Upon receiving the report of any bomb threat or reports of the presence of explosives the Safety and Security Officer must assess the report thoroughly. The facts and context must be considered before determining whether there is a potential threat.

- a. **LOW RISK.** Lacks Realism: A threat that poses minimal risk to the school and

public safety. The probable motive is to cause disruption.

- i. The threat is vague and indirect;
- ii. Information contained within the threat is inconsistent, implausible, or lacks detail; and
- iii. Caller is definitely known and has called numerous times.

b. **MEDIUM RISK.** Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.

- i. Threat is direct and feasible;
- ii. Wording in the threat suggests the perpetrator has given some thought to how the act will be carried out;
- iii. May include indications of a possible place and time;
- iv. No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility;
- v. Indication that the perpetrator has details regarding the availability of components needed to construct a bomb; and
- vi. Increased specificity to the threat. (e.g. "I'm serious!" or "I really mean this!")

c. **HIGH RISK.** Specific and Realistic: The threat appears to pose an immediate and serious danger to the safety of others.

- i. Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of the device;
- ii. Perpetrator provides his/her identity.
- iii. Threat suggests concrete steps have been taken toward carrying out the threat; and
- iv. Perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance.

4.2.2. In case a SUSPICIOUS ITEM is found: A suspicious item is anything (e.g., package, vehicle) that is reasonably believed to contain explosives, an IED or other hazardous material that requires a bomb technician to further evaluate it. Potential indicators are threats, placement, and proximity of the item to people and valuable assets. Examples include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally, anything that is **Hidden, Obviously suspicious, and not Typical (HOT)** should be deemed suspicious.

- a. DO NOT touch, tamper with, or move the item;
- b. Immediately report the suspicious item to the security guards on duty or the Safety and Security Officer; and
- c. The Safety and Security officer will assess the threat risk if there is a need for law enforcement to step in and if there is a need for evacuation.

4.2.3. If the threat turns out to be Medium or High Risk, immediately call Law Enforcement for assistance.

- a. The safety and security officer will then authorize the evacuation of students, Faculty, and Staff to the designated safe places. Ensure that those with special needs receive assistance in evacuating;
- b. Students, Faculty, and Staff should complete a visual check of the classroom/building as they exit. Report any unusual objects or activity and do not touch any suspicious items. Wait for Law enforcement to begin the search;
- c. Establish a command post at least 300 feet from any of the campus buildings; and
- d. Employ runners to communicate with the Faculty, Staff, and Students at designated assembly areas.

NOTE:

Use of radio communications is NOT recommended unless the area has been searched and cleared. The Incident Command System will be similar to the guidelines on emergency evacuation and incident command system in case of fire and earthquake incidents.

B. CAMPUS SECURITY AND SAFETY

The security officer is in charge to monitor the workplace activities to ensure that workers comply with school policies and government safety regulations. Particularly, the security officer has responsibilities pertaining to safety development, safety inspections and safety training.

1. OBJECTIVES

- 1.1. To patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsubstantiated places of the school to ensure the safety and well-being of students and staff and the security of the facility;
- 1.2. To ensure a smooth traffic flow of students through the hallways, exits and entrances, assisting students with on-time arrival to classes;
- 1.3. To assist with supervision in the morning arrival and afternoon dismissal of students;
- 1.4. To remove disruptive students from classes when needed;
- 1.5. To assist the emergency responders, police, and emergency personnel in handling emergencies or disruptive situations.
- 1.6. To encourage and ensure that students wear identification card;
- 1.7. To assist visitors with directions and secure proper identification;
- 1.8. To challenge unauthorized visitors and escort them to exits;

- 1.9. To notify the School President, School Administrator, Police, and/or (IC) Incident Commander of any emergency, potentially dangerous, or unusual situations;
- 1.10. To notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances;
- 1.11. To participate in appropriate in-service and workshop programs;
- 1.12. To promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally; and

1.13. To display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

2. PROGRAMS

2.1. Disaster Risk Reduction Programs

2.1.1. **Fire and Earthquake Drill.** Fire and Earthquake Drill is a simulated exercise for emergency circumstances or incidents designed to practice the ability of the members of North Valley College Foundation, Inc. community to make appropriate response and action. The drill aims to familiarize the emergency procedure in terms of evacuation proceeding to the designated safe places during fire or earthquake incidents with the hope that the exercise shall lessen panic and eventually help save lives. The following are the drill procedures:

a. Pre-Drill Activity

Classes and offices shall conduct the following orientation

- i. Safety protocol;
- ii. Designated Safe Places;
- iii. Process of exiting from the classrooms and offices going to the assigned DSP; and
- iv. Reminder for students to always follow the instruction of the teacher and that they have to actively participate in and take the drill seriously.

b. During the Drill Activity

For fire drill, the **Siren sound** is a cue for everyone to evacuate and proceed to the nearest designated DSP. For earthquake drill, the **alarm** is a cue for everyone to perform the duck, cover, and hold for 1 minute, followed by evacuation to the nearest designated safe places.

- i. Teachers and office heads shall execute evacuation management, namely: command for evacuation; head count and assessment; and reporting of updates to the nearest member of the Incident Command Response Team (ICRT);
- ii. Incident Command Response Team shall perform the response team control, namely: ICS activation, Deployment of Response Team, Reporting and Updating, Report Processing, Response Action; and
- iii. The incident commander shall facilitate the incident aftermath action for the termination of the drill, namely: Reporting to the Responsible Officer (School Administrator, VP-Acad), Dissemination and Execution of the Course of Action.

c. Post-Drill Activity

- i. Classes or offices shall conduct evaluation session for the purpose of

- assessing and improving the evacuation management; and
- ii. Incident Command Response Team shall conduct evaluation session for the purpose of assessing and improving the system of control and the over- all process of the drill.

2.2. Security and Safety Orientation

- 2.2.1. Campus Security Prohibition: The security guards see to it that the prohibition on the carriage of guns, knives, and all kinds of deadly weapon is implemented. To this end, the security guards are authorized to frisk all persons for concealed weapons, knives, fire crackers etc. Legitimate holders of weapons are asked to deposit them with the security guards; and
- 2.2.2. A visitor should leave their personal I.D. card and wear the visitor's I.D. card issued by the security guard.

APPENDIX A

EXCERPTS FROM 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 Therefore, and for Other Purposes)

ARTICLE III

DANGEROUS DRUGS TEST AND RECORD REQUIREMENTS

Section 36. Authorized Drug Testing. - Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes. The following shall be subjected to undergo drug testing.

- a) Applicants for driver's license. – No driver's license shall be issued or renewed to any person unless he/she presents a certification that he/she has undergone a mandatory drug test and indicating thereon that he/she is free from the use of dangerous drugs.
- b) Applicants for firearm's license and for permit to carry firearms outside of residence. – All applicants for firearm's license and permit to carry firearms outside of residence shall undergo a mandatory drug test to ensure that they are free from the use of dangerous drugs: Provided, that all persons who by the nature of their profession carry firearms shall undergo drug testing.
- c) Students of secondary and tertiary schools. – Students of secondary and tertiary schools shall pursuant to the related rules and regulation as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, that all drug testing expenses whether in public or private schools under this Section will be borne by the government.
- d) Officer and employees of public and private offices. – Officers and employees of undergo a random drug test as contained in the company's work rules and regulations, which shall be borne by the employer, for purposes of reducing the risk in the workplace. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively which shall be a ground for suspension or termination, subject to the provision of Article 282 of the Labor Code and pertinent provisions of the Civil Service Law.
- e) Officers and members of the military, police and other law enforcement agencies. – Officers and members of the military, police and other law enforcement agencies shall undergo an

annual mandatory drug test.

- f) All persons charged before the prosecutor's office with a criminal offense having an imposable penalty of imprisonment of not less than six (6) years and one (1) day shall have to undergo a mandatory drug test.
- g) All candidates for public office whether appointed or elected both in the national or local government shall undergo a mandatory drug test.

Section 37. Issuance of False or Fraudulent Drug Test Results. - Any person authorized, licensed or accredited under this Act and its implementing rules to conduct drug examination or test, who issues false or fraudulent drug test results knowingly, willfully or through gross negligence, shall suffer the penalty of imprisonment ranging from six (6) years to one (1) day to twelve (12) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00)

An additional penalty shall be imposed through the revocation of the license to practice his/her profession in case of a practitioner, and the closure of the drug testing center.

Section 38. Laboratory Examination or Test on Apprehended/Arrested Offenders. – Subject to Section 15 of this Act, any person apprehended or arrested for violating the provisions of this Act shall be subjected to screening laboratory examination or test within twenty-four (24) hours, if the apprehending or arresting officer has reasonable ground to believe that the person apprehended or arrested, on account of physical signs or symptoms or other visible or outward manifestation, is under the influence of dangerous drugs. If found to be positive, the results of the screening laboratory examination or test shall be challenged within fifteen (15) days after receipt of the result through a confirmatory test conducted in any accredited analytical laboratory equipment with a gas chromatograph/mass spectrometry equipment or some such modern and accepted methods, if confirmed the same shall be prima facie evidence that such person has used dangerous drugs, which is without prejudice for the prosecution for other violations of the provisions of this Act: Provided, That a positive screening laboratory test must be confirmed for it to be valid in a court of law.

Section 39. Accreditation of Drug Testing Centers and Physicians. - The DOH shall be tasked to license and accredit drug testing centers in each province and city in order to assure their capacity, competence, integrity and stability to conduct to laboratory examinations and tests provided in this Article, and appoint such technical and other personnel as may be necessary for the effective implementation of this provision. The DOH shall also accredit physicians who shall conduct the drug dependency examination of a drug dependent as well as the after-care and follow-up program for the said drug dependent. There shall be a control regulations, licensing and accreditation division under the supervision of the DOH for this purpose.

For this purpose, the DOH shall establish, operate and maintain drug testing centers in government hospitals, which must be provided at least with basic technological advanced equipment and materials, in order to conduct the laboratory examination and test herein provided, and appoint, such qualified and duly trained and other personnel as may be necessary for the effective implementation of this provision.

ARTICLE IV

PARTICIPATION OF THE FAMILY, STUDENTS, TEACHERS AND SCHOOL AUTHORITIES IN THE ENFORCEMENT OF THIS ACT

Section 41. Involvement of the Family. - The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects on dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. Student Councils and Campus Organization – All elementary, secondary and tertiary school's student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. School Curricula. - Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrials as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- 1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- 2) Preventive measures against drug abuse;
- 3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- 4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- 5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Sec. 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of article 11 of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the

proper authorities.

Failure to do so in either case, within a reasonable period from the time of discover of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

Section 45. Publication and Distribution of Materials on Dangerous Drugs. - With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills, Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

Section 46. Special Drug Education Center – With the assistance of the Board, the Department of Interior and Local Government (DILG), the National Youth Commission (NYC), and the office a special education drug center for out-of- school youth and the street children. Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of education the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

Random Drug Testing for HS and College to be implemented

Due to the passage of the Comprehensive Dangerous Drugs Act of 2002 or RA 9165, President Gloria Macapagal-Arroyo's expressed priority of addressing the escalating drug problem, government will implement the provisions of the law. In relation to schools, the law provides for random drug testing of students and other school personnel.

DepEd Secretary Edilberto De Jesus said that it is the obligation of the government to do something to suppress the threat posed by illegal drugs, which is more serious than Severe Acute Respiratory Syndrome.

The Department of Education (DepEd) consulted with government agencies and the private sector on the operational guideline on random drug testing among secondary and tertiary students. Representatives from student and youth organizations. Parents and Teachers Community Associations, and state colleges and universities also participated in the workshop.

CEAP Executives Director Mariano U. Piamonte, Jr. represented CEAP and COCOPEA in the consultation as well as in the drafting of implementing guidelines. He likewise attended the public hearings (NCR, Luzon, and Visayas-Mindanao) where the draft guidelines were presented.

The hearings were conducted to ensure that careful deliberation on each provision will be

made to safeguard the privacy and dignity of the students as well as the confidentiality of random drug test results.

DepEd Health and Nutrition Center (HNC) Director Thelma Santos said its must emphasize that principles have been formulated to serve as the framework for the guidelines.

She added. "Some of these principles highlight the primary responsibility of the family, the right of the students, confidentiality of drug test results and that random drug testing be implemented primarily for prevention and rehabilitation rather than law enforcement and punishment.

Expenses for drug testing shall be borne by the government. However, the cost would be too high for government to shoulder if all students and personnel in all schools will be subjected to drug testing. Thus, it will only be conducted in a number of schools (a sampling of the total) and on randomly selected individuals.

There are no penalties specifically provided in the law for individuals found to have taken illegal drugs. The schools can only impose penalties based on what is stated in their own student handbooks. Schools should then be reminded to make sure that there are provisions in their student handbook on drug abusers.

There is a possibility that COCOPEA will organize training seminars for guidance counselors on counseling drug dependents.

For schools to know more about the details of implementation, the general guidelines for the conduct of random drug testing for secondary and tertiary student have been reprinted in this issue of the CEAP Bulletin.

Republic of the Philippines Office of the President DANGEROUS DRUGS
BOARD

5th Floor CHAMP Building, Bonifacio Drive, Port Area, Manila

BOARD REGULATIONS NO. 6

Series of 2003

SUBJECT: General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students

Pursuant to Section 36©, Article III of Republic Act No. 9165, the following guidelines are hereby promulgated:

The guidelines shall be applicable to the random drug testing of students in public and

private secondary, tertiary/higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation.

All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug dependent. The school must not violate the constitutional rights to due process, equal protection and self-incrimination.

A. GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS

1. Government recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing treatment and rehabilitation of drug users and dependents.
3. The school, with the assistance of Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug free- environment to its populace.
4. Cognizant of the right of the student to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed at the guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165.
6. The implementation of drug abuse prevention and education programs in schools shall be intensified as an integral part of the over-all demand reduction efforts of the government.
7. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug-testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The test results shall be treated with utmost confidentiality.
11. The drug test results shall be used in any criminal proceedings.

B. PROCESS OF RANDOM DRUG TESTING

1. To determine the prevalence of drug users among the students
2. To assess the effectivity of school-based and community-based prevention programs
3. To deter the use of illegal drugs
4. To facilitate the rehabilitation of drug users and dependents
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents

C. DEFINITION OF TERMS

“Drug Counselor” shall mean a person trained in the techniques of guidance counseling particularly dealing with cases of drug dependency. The Drug Coordinator shall designate such person.

“Drug Testing Coordinator” shall be the point person in the school tasked with handling random drug testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive officer in tertiary institutions.

“Parents” shall, for purposes of these guidelines, include court appointed guardians,

“Random selection” refers to the unbiased process of selecting students who are to undergo drug testing.

“Rehabilitation” is the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials and render him/her to become a law-abiding and productive member of the community.

“School” shall mean an institution that has as its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions.

“Selection Board” shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from these stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parents' association, the School Head may appoint any parent who shall be a member of the Selection Board.

“Supervising Agency” shall refer to the government agency that exercises supervision over the school such as the Department of Education (DepEd), Commission on Higher Education (CHED), or the Technical Education and Skills Development Authority (TESDA).

D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification

The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government against illegal drugs.

The school's administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the school's handbook or listing of procedures.

(The Supervising Agencies; Memorandum Circulars should include a list of DOH-accredited Testing Centers/Laboratories)

All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

2. Samples

- a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug testing program.
- b. The whole student population of the school selected shall be included in the random sampling.
- c. The number of samples should yield a statistical 95% confidence level for the whole student population.

3. Selection of Samples

- a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- d. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- e. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
- f. The random selection of students and the drug testing shall be done on the same day.
- g. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- h. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategies, places/visible areas of the school.
- i. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- l. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

- j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, the teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
- b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 or RA 9165 and such other appropriate laws.
- c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.
- d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.
- e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parent full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
- f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
- g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
- h. The Drug Testing Coordinator shall inform both parents and the student of the result of the test.
- i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.
- k. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
- l. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
- m. The student may opt for a private DOH-accredited facility or physician from this initial determination provided it is at his/her own expense.
- n. In the event that it is determined that the student is a drug dependent the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.
- o. The student shall then undergo a three (3) month observation and counseling period under

the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

- p. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, RA 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-provision facility.

If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of A 9165 without prejudice to the provision of Section 73, RA 9165.

E. REPORTORIAL REQUIREMENTS OF RESULTS OF THE RANDOM DRUG TESTING

1. The Drug Testing Coordinator, Drug Counselor and employees of DOH- accredited facilities, testing laboratories, shall not reveal the names of the students or test results to any other persons except to the student concerned of his/her parents.
2. The aggregate test results from each school which shall not include the identities of the students tested, shall be submitted by the School Head to the Division Superintendent of DepEd for secondary schools, the Regional Director of CHED for tertiary schools and Training institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

F. TRAINING OF GUIDANCE COUNSELORS

The Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, the Philippine Drug Enforcement Agency and Dangerous Drug Board in coordination with each other, shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

G. EXPENSES OF THE PROGRAM

The Department of Health, in coordination with the Supervising Agencies shall designate the

drug testing laboratories that shall be utilized for purposes of the program.

Payment of testing fees shall be done by the government thru Department of Health to the Drug Testing Laboratories.

H. ENFORCEMENT OF COMPLIANCE

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB)

Miscellaneous Provisions

Separability clause. If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.

Effectivity. These Guidelines shall take effect immediately after its approval by the Dangerous Drugs Board.

ADOPTED and APPROVED this 1st day of August, 2003 at Camp Crame, Quezon City.

JAIME M VIBAR

(Representing the President, Integrated Bar of the Philippines) Regular Member

MIGUEL A. PEREZ-RUBIO

(President, Katotohanan Foundation-NGO) Regular Member

MARIA MECEDITAS N. GUTIERREZ

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Ex-Officio Member LOURDES G. BALANON

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(Undersecretary, Representing the Secretary of Foreign Affairs Ex-Officio Member

RAMON C. BACANI

(Undersecretary, Representing the Secretary of Education Ex-Officio Member

ROLANDO R. DIZON

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(Director-General) Philippine Drug Enforcement Agency Ex-Officio Member

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(Chairperson, National Youth Commission) Ex-Officio Member

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EDGAR C. GALVANTE

(Undersecretary, Permanent Member, Dangerous Drugs Board)

JOSE D. LINA, JR.

Secretary, Department of Interior and Local Government and OIC, Chairman, Dangerous Drugs Board

Attested by:

EFREN Q. FERNANDEZ

Undersecretary

Executive Director, Dangerous Drugs Board

APPENDIX B REPUBLIC ACT NO. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE

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

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

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

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

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

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

- (a) The penalty of reclusion perpetua if death, rape, sodomy or mutilation results therefrom.
- (b) The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- (c) The penalty of reclusion temporal in its medium period if in consequences of the hazing the victim shall have lost the use of speech or the power to hear, or shall have lost an eye, a hand.

- (d) A foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- (e) The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
- (f) The penalty of prison mayor in its maximum period if in consequences of the hazing victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
- (g) The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten days (10) or more, or that the injury sustained shall require medical attendance for the same period.
- (h) The penalty of prison mayor in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged
from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
- (I) The penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habituation activity or work nor require medical attendance.

The responsible officials of the school or the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in

- (a) when the recruitment is accompanied by force, violence, threat intimidation or deceit on the person of the recruit who refuses to join;
- (b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.
- (c) When the recruit, neophyte applicant having undergone hazing is prevented from reporting the unlawful act to his parent or guardians, to the proper school authorities, through force, violence, threat intimidation;
- (d) When the hazing is committed outside of the school institution; or
- (e) When the victim is below twelve (12) years of age at the time of the hazing.

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

The school authorities including faculty members who consent the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by including the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein.

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

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

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

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

Approved, June 7, 1995

APPENDIX C

REPUBLIC ACT NO. 7079 AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND 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 declared policy of the Sate 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 means of strengthening of 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 projects 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 dependently published by and which meets the needs and interest of the studentry.
- (c) Student Journalist – Any bona fide student enrolled for the current semester or term, who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- (d) Editorial Board – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In case of elementary and high school levels, the editorial board shall be composed of duly appointed faculty and adviser, the editor who qualified and the 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
At the tertiary level, the editorial board may include a publication adviser at the option of its members.
- (e) Editorial Policies – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of 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 by fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial student subscriptions, 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 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/her status as student in order to retain membership of the publication staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of the performance of his/her duties in the student publication.

Section 8. Press Conferences and Training Seminars – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and

teachers-advisers of student publication in 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 Conference in places 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, and tertiary organizations or official advisers of student publications, together with the student journalist at the level and existing organizations of student journalists, shall promulgate the rules and regulations and 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 journalist as provided for in this Act shall exempt from donors 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 for the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as maybe necessary shall be included in the General Appropriations Act.

Section 12. Effectivity. This Act shall take effect after fifteen (15) days following the completion of its publication in the Office Gazette or in at least two (2) newspapers of general circulation (87 OG 37, Sept. 16, 1991, 5337.)

Approved, July 5, 1991

APPENDIX D

REPUBLIC ACT NO. 7877

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, 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 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, trainer, or any other person who, having authority, influence or moral ascendancy over another on a work or training or education environment, demands, requests, or otherwise requires any sexual favor from the other regardless of whether the demand, request or requirement for submission is accepted by the object said Act.

- a. In a work-related or employment environment, sexual harassment is committed when:
 1. The sexual favor is made as a condition on the hiring or in the employment, reemployment or continued employment of said individual or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting.
 2. Segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
 3. The above acts would impair the employee's rights or privileges under existing labor laws; or
 4. The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- b. In an education or training environment sexual harassment is committed
 1. Against one who is under the care custody or suspension of the offender.
 2. Against 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 considerations; or

5. When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another or 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 or 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 the office shall.

- a. Promulgate appropriate rules and regulations in consultation with the jointly approved by the employees or students or trainees through their duly designated representatives, prescribing the procedures 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 shall (or) include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

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

In the case of educational or training institutions, the committee shall compose of one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case maybe.

The employer or the head, 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 of head of office, educational or training institution shall be solidarily liable or damages, arising from the acts of sexual harassment committed in the employment, education or training

enrichment 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 thereon.

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 (P10,000.00) or more than twenty thousand pesos (P20,000.00), or both such fine and imprisonment at the discretion of the court.

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

Section 8. Separability Clause. If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. Repealing Clause – All laws, decrees, order, rules and regulations, other issuances, or parts thereof consistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. 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 E

REPUBLIC ACT NO. 10627

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

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

SEC. 1. Short Title. – This Act shall be known as the “Anti-Bullying Act of 2013”. SEC. 2. Acts of Bullying – For the 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 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;
- c. Any act that causes damage to a victim's psyche and/or emotional well-being;
- d. 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
- e. Cyber-bullying or any bullying done through the use of technology or any electronic means.

SEC. 3. Adaptation of Anti-Bullying Policies. – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

- (a) Prohibit the following acts:
 - (1) Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the use of technology or an electronic device owned, leased or used by school.
 - (2) Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
 - (3) Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;
- (b) Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;
- (c) Establish clear procedures and strategies for:
 - (1) Reporting acts of bullying or retaliation;
 - (2) Responding promptly to and investigating reports of bullying or retaliation;
 - (3) Restoring a sense of safety for a victim and assessing the student's need for protection;
 - (4) Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
 - (5) Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;
- (d) Enable students to anonymously report bullying or retaliation: Provided, however, that no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an

anonymous report;

- (e) Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
- (f) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
- (g) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and
- (h) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of student who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any.

The Department of Education (DepEd) shall include in its training programs, courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

SEC. 4. Mechanisms to Address Bullying. – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying.

Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act retaliation witnesses, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or designated school officer or person shall promptly investigate. It is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- (a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- (b) Take appropriate disciplinary administrative action;
- (c) Notify the parents or guardians of the perpetrator; and
- (d) Notify the parents or guardians of the victim regarding the action taken to prevent any further involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

SEC. 5. Reporting Requirement – All schools shall inform their respective schools division

superintendents in writing about the anti-bullying policies formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools.

Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective school's division superintendents all relevant information and statistics on acts of bullying or retaliation. The school's division superintendents shall compile these data and report the same to the Secretary of the DepEd who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

SEC. 6. Sanction for Noncompliance – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepEd shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition, thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

SEC. 7. Implementing Rules and Regulations – Within ninety (90 days) from the effectivity of this Act, the DepEd shall promulgate the necessary rules and regulations to implement the provisions of this Act.

SEC. 8. Separability Clause – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

SEC. 9. Repealing Clause – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

SEC. 10. Effectivity – This Act shall take effect (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved,

(Sgd.) **JINGGOY EJERCITO ESTRADA**
Acting Senate President

(Sgd.) **FELICIANO BELMONTE JR.**
Speaker of the House of Representatives

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

(Sgd) **EMMA LIRIO-REYES**

Secretary of the Senate

(Sgd) **MARILYN B. BARUA-YAP**
Secretary General

(Sgd) **BENIGNO S. AQUINO III**
President of the Philippines

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APPENDIX F

LOCATION MAP: NORTH VALLEY COLLEGE FOUNDATION, INC.

APPENDIX G

NAME OF SCHOOL BUILDING

