



POLYTECHNIC COLLEGE OF BOTOLAN

(Formerly Botolan Community College)

Botolan, Zambales

E-mail: polytechniccollegeofbotolan@gmail.com

Website: www.pcb2009.net



STUDENT MANUAL

REVISED 2022

PCB | *The Place where you can build your future*

STUDENT COMMITMENT FORM

I, _____, a bonafide student of Polytechnic College of Botolan, agree to read and understand the entirety of this Student Manual and thereby abide by the school policies, and regulations set forth my admission/re-admission to and continuance of my students in this institution.

If found remiss on any score, I am fully aware that I shall be liable to any of the corresponding disciplinary action(s) and or sanction(s) stipulated in this manual.

Student's Printed Name and Signature

Program and Year

Parent's/Guardian's Printed Name and Signature

Date Signed/Contact No./E-mail Address

STUDENT HANDBOOK OF POLYTECHNIC COLLEGE OF BOTOLAN

FOREWORD

This Student Manual was prepared by the Polytechnic College of Botolan with the primary intention to prepare its student to become responsible members of their families, the industry, society and eventually become an ideal citizens of the country.

In addition, PCB is tasked to assist and prepare the students to be able to meet the challenges and the requirements of the future life and working environment; hence, it has set norms and standards, rules, and regulations for its guide.

While PCB is committed to providing adequate and relevant education

For students' future, it is of equal importance that it has no imposed just policies and rules.

In the ensuring years, take pride as a part of PCB in pursuing your chosen field of endeavor. It is essential that your success greatly depends on your enthusiasm and purposefulness. The keys, therefore, for the attainment of your goal are discipline, good behavior, and industry.

This manual is a useful tool for your success. Use it and abide by it. This is the way a true PCBian molded.

CORE VALUES

A graduate of PCB is expected to lead a life with **ICARE** in the community and in the workplace; a PCB graduate will be known as a person who has:

I – Integrity

C – Commitment

A – Ardent Desire for Wisdom

R – Responsible, Socially and culturally

E – Exemplar Compassion

PCB at a Glimpse

For almost a decade, the Municipal Government of Botolan has been sponsoring a scholarship to high school graduates who are pursuing tertiary education in the Ramon Magsaysay Technological University (RMTU). As a result, many professionals have been produced who have found employment in the government and respectable companies here and abroad.

However, it has come to a point where the financial demands of these scholars have increased by leaps and bounds, and the local government can no longer sustain this large expenditure. To carry on the principle of providing quality education to the Youth of Botolan, Mayor Roger B. Yap deemed it expedient and reasonable that a municipal-funded and tuition-free college be established in the locality. So, a Feasibility study was undertaken from June 2006 to July 2007, which established among others the course preferences of high school graduates and the possibility of immediate employment.

The feasibility study was presented to the Sangguniang Bayan and was finally approved on Sept 26, 2006.

The campus is located in Batonlapoc with an area of three (3) hectares. Structures for the college are the former Fire Department Building which is the temporary office of the administration and faculty, and a nine (9) room building, which houses the library, laboratory, and lecture rooms.

All things considered, such as the preparation of the needed document, site development, selection and appointment of administrators, faculty and staff, enrollment, etc., the college was formally opened on June 29, 2009, thru Resolution # 40 series 2009 “approving the courses to be offered in BCC (Botolan Community College), such as BSIT (Bachelor of Science in Information Technology), BS HRM (Bachelor of Science in Hotel and Restaurant Management), and BEED (Bachelor of Science in Elementary Education).

The year 2011-2012, the BCC TESDA course became operational with Tech-Voc. course offering such as Bartending NC II, Housekeeping, Food and Beverage, and Front Office Services.

Resolution # 1 series 2015 has been passed “approving Senior High School program by virtue of Government Permit (Region III) SHP #117, series 2015 with the following initial course offerings; Academic - Science, Technology, Engineering and Mathematics (STEM); Accountancy, Business Management (ABM); Humanities and Social Sciences (HUMSS). Technical Vocational – Home Economics, Beauty and Nail Cares, Bread and Pastry Production, Cookery, Front Services, Housekeeping; Computer Hardware Servicing; Animation; Computer Programming; Technical Drafting; Illustration, Industrial Arts and Automotive Servicing.

In October 2015, BCC submitted a request to the Commission on Higher Education for Institutional and Program Accreditation of the College to be officially recognized as a Higher Education Institution (HEI). This accreditation may lead the BCC to pursue its dream to give all Botoleños a free education.

The full blast implementation of the Senior High School for Grade 11 and Grade 12 coincides with an ongoing request for the additional course offerings in the tertiary level, namely Bachelor of Science in Civil Engineering (BSCE) and Bachelor of Science in Accountancy/Financial Management.

PHILOSOPHY AND MISSION STATEMENT

In an environment of freedom, excellence, and relevance, the PCB will harness, develop and catalyze the constructive, productive, decisive, well-disciplined, critical thinkers and active citizens who will contribute to the following:

1. Realization of the Filipino identity and a strong sense of national pride.
2. Cultivation and inculcation of moral and spiritual foundation
3. Attainment of political maturity, economic recovery, stability, and sustained economic growth and equitable social progress;
4. Enrichment of the historical and cultural heritage of the Filipinos;
5. Preservation and enhancement of the nation's natural and environmental resources; and
6. Development of human resources that are responsive to the changing situation or environment.

VISION

We envision POLYTECHNIC COLLEGE OF BOTOLAN as a socio-cultural institution committed to providing quality and globally competitive education.

MISSION

POLYTECHNIC COLLEGE OF BOTOLAN, with its competitive faculty, shall endeavor to explore avenues and opportunities in molding and empowering students by providing relevant and quality education.

GOALS

POLYTECHNIC COLLEGE OF BOTOLAN shall aim to:

- a. Adopt the latest teaching technologies and state-of-the-art instructional tools that facilitate effective learning.
- b. Democratize access to quality education through the adoption of scholarship programs, financial assistance schemes, and the like, and make them available to all qualified applicants, especially the poor yet deserving students of the Municipality;
- c. Develop a pool of highly qualified faculty and staff through an effective hiring scheme, meaningful personnel actions, and relevant staff development program which, in turn, will be beneficial to students;
- d. Establish and maintain a dynamic research program manned by qualified and competent personnel with the periodic publication of their studies in the scholarly journal of the college to ensure responsiveness of the college to the needs of the clientele.
- e. Develop students with outstanding potentials and produce graduates with excellent performance relative to their licensure examinations and/or actual jobs, making them locally active and globally competitive; equip them with knowledge, skills, and attitudes necessary in transforming them into leaders in various fields as pre-requisite to a vibrant economy of this Municipality; and
- f. Institutionalize the outreach program through its community extension services, thereby utilizing the expertise of the college for the betterment of the concerned beneficiaries.

THE PCB LOGO

(Official Seal of Polytechnic College of Botolan)



- Open Book:** This represents a quest for knowledge, acquisition of life-long skills, self -actualization, and productivity.
- The Lighted Torch:** It represents the flame in each of us, to serve as guiding light for others and for the role of education to serve as a beacon light, eradicating ignorance. May our students always remember that lighting the way for others brightens the path for themselves.
- The Laurel:** An ancient symbol of distinction that serves to remind our students that they soon will be part of a long and noble tradition and profession of highly distinguished persons. May our students uphold their stature and place in history by living up to the honors bestowed upon them.
- Banana Leaves:** It represents the origin of Botolan. May our students learn to appreciate, preserve and enrich the origin and cultural heritage of their community.
- The circles:** The circles represent the never-ending support and care that surround them: Family, friends, teachers, advocates. May our students recognize, value, and appreciate the support and encouragements of the academic community and, in turn, seek to serve in that capacity too, for others.
- Natural Resource:** The mountains, the rice fields, and water resources represent the community's source of living. May it be sufficient to support and nourish them.
- Yellow Color:** It stands for integrity, commitment, social responsibility, and compassion, the Institutions' core values. May the students and stakeholders imbibe them.
- Green Color:** It represents life and renewal. May all of us sustain high hopes and expectations in the attainment of our goals.
- Brown Color:** It indicates nature and neutrality. May we be reminded of our human nature, that in spite of our imperfections, we elect to be fair and just.
- White Color:** It represents purity, peacefulness, spirituality, cleanliness, and Goodwill. May God Bless Us All.

THE OFFICE OF STUDENT AFFAIRS AND SERVICES

The Office of Student Services primarily promotes the students' welfare and interest. It exists in order to deliver basic services, which will collaborate to the harmonious existence of a physical, social, and emotional atmosphere conducive to the academic pursuits of the students. Moreover, the office is charged

with the duty of coordinating the operations of various units providing students services and other pertinent activities affecting the students.

Goals

The Student Affairs Services is a proactive implementing arm of PCB to effectively and efficiently perform its mandated responsibility towards shaping Botoleños to become responsible, productive, and globally competitive individuals.

Objectives

The office of the student services, aside from coordinating student activities, establishes mechanisms that will undertake the following duties:

1. **Student Organization** - To strengthen students' active involvement, cooperation, and participation in the planning, implementation, and evaluation of relevant student development programs and promote strong partnership with the administration towards making PCB a progressive college.
2. **Guidance Services** – To spearhead in the total development of every PCBians through appropriate services geared towards
producing responsible, God-fearing, nationalist, committed, and productive individuals.
3. **Discipline** - To inculcate among PCBians the adherence to laws, policies, and rules so as to become law-abiding, responsible
and disciplined individuals.
4. **Publication** – To uphold the freedom of the press and promote the growth of responsible campus journalism as a means of
strengthening ethical values, creative and critical thinking, and personal discipline.
5. **Library** – To provide relevant references in transferring and generating new knowledge through the integration of technology
in the learning process.
6. **Medical and Dental** – To maintain a safe learning environment for healthy and well-rounded PCBians.
7. **Scholarship and Placement** – To strengthen linkages, both in the government and private entities, so as to provide equal
opportunities to poor but deserving students to earn a quality education, a decent job, become more productive individuals, and eventually help in nation-building.

REQUIREMENTS, GUIDELINES, RULES POLICIES, AND PRACTICES

ARTICLE I

ACADEMIC DIRECTIVES

Section 1. Student Classification

1.1 According to Year Level

- 1.1.1 **Freshmen.** A Freshman is a student in the first year of the program curriculum.
- 1.1.2 **Sophomore.** A Sophomore is in the second year of the curriculum. He/she has completed the prescribed subjects of the first year of the program curriculum.
- 1.1.3 **Junior.** A Junior is in the third year of the curriculum. He/she has completed the prescribed subjects of the first and second year of the program curriculum.
- 1.1.4 **Senior.** A Senior is in the fourth year of the curriculum. He/she has completed the prescribed subjects of the first, second, and third year of the program curriculum.

1.2 According to Load Assignment

- 1.2.1 **Regular Student.** A student who carries a full-term load as prescribed in the curriculum of his/her academic program.
- 1.2.2 **Irregular Student.** A student who carries less or more than the full load required in a given term in the curriculum of his/her academic program.

1.3 According to Nature of Admission

- 1.3.1 **New Student.** A new student is one who enrolls at PCB for the first time regardless of his/her year level.
- 1.3.2 **Old Student.** An old student is one who enrolls at PCB for the second time and so on until he/she graduates within the prescribed period allotted for the course.
- 1.3.3 **Re-entered Student.** A re-entered Student is one with approved Leave of Absent (LOA) who is re-admitted in the College after one complete year effective upon the approval of the leave of Absent.
- 1.3.4 **Transferee Student.** A Transferee student is a student admitted to Polytechnic College of Botolan with previous education at any CHED or TESDA recognized/accredited school.

Section 2. Admission Directives

In recognition of the Constitutional guarantee of institutional freedom, admission to any higher institution is open to all students not otherwise disqualified by law or by policies and rules of the Commission or the higher educational institution (MORPHE, 2007).

Admission to the College is based on the selection process that is applied to all potential students regardless of age, race, sex, religion, national origin, and economic status. Every applicant is assessed in terms of his/her qualifications. The following factors are considered in the assessment:

- Past scholastic records
- College Entrance Test
- Character/recommendation
- Interview
- Applicant's acceptance of the policies, rules, and regulations of the College

The Student Admission personnel accepts applications for enrollment, reviews the authenticity of the documents submitted by the students for admission.

2.1 Admission Requirements

2.1.1 For Incoming Freshmen/Incoming SHS Grade 11

- Original Form 138/SF9 (High School Report Card) or Form 137/SF10

- Certificate of Good Moral Character
- PSA authenticated copy of a birth certificate
- PSA authenticated copy of marriage certificate (if married)
- 3 copies of 2 x 2 ID pictures 1 copy of 1x1 ID picture
- Medical Certificate

2.1.2 For Transferees

- Transfer credential
- Certificate of Grades (complete academic record) duly signed by the registrar or Transcript of Records
- PSA authenticated birth certificate
- PSA authenticated marriage contract (for the female applicant only)
- 3 copies of 2 x 2 ID pictures 1 copy of 1x1 ID picture
- Medical Certificate

2.1.3 For ALS Graduate

- Original Secondary Certificate of Rating
- Certificate of Good Moral Character
- PSA authenticated copy of a birth certificate
- PSA authenticated copy of marriage certificate (if married)
- 3 copies of 2 x 2 ID pictures 1 copy of 1x1 ID picture
- Medical Certificate

2.1.4 For CPE Students

- Must have a Bachelor's Degree
- Original Copy of PSA Birth certificate
- PSA issued marriage certificate (for married only)
- 3 copies 2x2 recent picture
- 2 pieces long brown envelope
- Medical Certificate

2.1.5 If unable to present school record or transfer credential, certification from CHED Chairman or his/her duly authorized representative.

2.1.6 Any person with a different religious affiliation, ethnicity, or group and person with a disability may enroll in this college provided they meet the requirements for admission.

2.2 Admission Policies

2.2.1 For Incoming College Students

Any Senior High School Graduate, regardless of the strand, may be admitted as a college freshman based on the following:

- a. He/ She must submit the above-mentioned requirements for assessment. If any of the requirements are not met, the student may be allowed to register under "Conditional Admission Status".
- b. He/ She must take the Free Tuition Examination administered by the Scholarship Coordinator.
- c. He/ She must take the College Entrance Examination prepared by each department.

2.2.2 For Incoming Senior High School Students

Any Junior High School Completer may be admitted as a senior high school freshman based on the following:

- a. He/ She must submit the above-mentioned requirements for assessment. If any of the requirements are not met, the student may be allowed to register under "Conditional Admission Status".
- b. For Science, Technology, Engineering and Mathematics (STEM) Strand
 - b.1 The student must have a General Point Average (GPA) not lower than 85% for the subjects Mathematics, Science, and English.

b.2 The student must have a General Average not lower than 85% in his National Career Assessment Examination (NCAE).

b.3 If the STEM student applicant fails to attain the aforementioned requirement (c.1 and c.2), he/she may take the STEM Qualifying Examination administered by the Senior High School Department.

2.2.3 For Transferee Students

A student applicant previously enrolled in other CHED recognized institution is considered as transferee and will therefore be subjected to the rules and regulations governing student transferee and may be admitted based on the following:

- a. He/ She must submit the above-mentioned requirements for assessment. If any of the requirements are not met, the student may be allowed to register under "Conditional Admission Status".
- b. He/ She must take the Free Tuition Examination administered by the Scholarship Coordinator.
- c. He/ She must take the College Entrance Examination prepared by each department.

ARTICLE II

GENERAL ACADEMIC REGULATION AND PROCEDURE

Section 1. Registration

Students must follow and complete all the procedures/steps to be officially enrolled. Students must present the OFFICIAL REGISTRATION FORM (STUDENT'S COPY) to all instructors at the start of classes. Students must anticipate the distribution of I.D. cards which will be announced later. Students must keep the OFFICIAL REGISTRATION FORM (STUDENT'S COPY) in good condition for future reference.

1.1 Registration Period

1.1.1 Students shall register on the days specified for enrollment

1.1.2 A student is considered officially enrolled when he paid his tuition and other fees duly signed by the concerned official

1.1.3 A student must be officially registered in order to receive credit or coursework

1.1.4 Admission slip/ clearance/ OTR showing the scholastic standing of old students is required as a credential for enrollment

1.1.5 A student is not allowed to enroll in more than one course during his/ her stay in the college

1.1.6 Rules of sequencing of the subject (prerequisites) in the curriculum are observed and followed in enrollment.

1.2 Late Registration

Generally, late enrollment is allowed after the specified dates of enrollment but in no case will exceed two (2) weeks after the opening of classes. After which, no enrollment will be allowed (CMO.40. s 2008). Late registrants will undergo the regular procedure of enrollment and will be charged an additional fee.

1.3 Cross Enrollment

1.3.1 Within the college

A student may register in two or more subjects in the college provided the total number of units/ credits does not exceed the maximum allowed by the rules of academic load

1.3.2 In other Institution

A student may only be allowed to enroll in other CHED recognized institutions if the desired subject/s are not offered in PCB and it should be done during the enrollment period.

- a. A student registered in the college who wishes to cross-register in another institution must get a permit from the College Registrar. The permit should state in writing the subject the students are authorized to take and the total number of units that students intend to enroll in.
- b. Cross enrollment is allowed in all curricular levels provided these subjects have the same course description, number of units and must not be a major subject.
- c. No other students are allowed to cross-register in 2 or more schools outside the college.

1.3.3 From Other Institution

Students who wish to enroll in PCB must present a permit from the Registrar of their institutions.

1.4 Academic Load

- 1.4.1** The total number of units for which a student may register shall be in accordance with the curricular programs the students enrolled in.
- 1.4.2** The minimum academic load of the student is 15 units equivalent and the maximum academic load must be 24 units in non- laboratory and 26 units including laboratory except in a program where the formal semestral load is more than 21 units.
- 1.4.3** During the summer term, a student may register nine (9) units only, except for graduating students who shall be allowed a higher load not exceeding 12 units.
- 1.4.4** Only graduating students are allowed to take a maximum overload of nine (9) units on the last term of enrollment prior to graduation as per the recommendation of the Dean and based on the student's academic standing (as per Agreement between all Registrars in Region III dated June 9, 2017).
- 1.4.5** A student shall be permitted to take any advanced subject until he/ she has satisfactorily passed the prerequisite subject/subjects. However, a student may be allowed to simultaneously enroll in pre-requisite and advance classes under the conditions as follows;
 - a. When the pre-requisite is a repeated subject;
 - b. When the student has superior scholastic standing;
 - c. When the student is graduating at the end of the school term;
 - d. when it is approved by the concerned official

1.5 Academic Calendar

The Academic Year consists of two semesters and one mid-year class. The CHED prescribes a minimum of 18 weeks per semester; the mid-year class consists of 6 weeks.

Section 2. Returning Students (After Leave of Absence)

A student may return to the College within the one-year leave of absence from studies filed. Returnee will have to undergo admissions requirements again like taking the entrance examination if he/she goes beyond the one-year grace period to return to the College.

The procedures are as follows:

- ✓ Returnee secures and fills up the Returning to the College Form (PCB-FORMS-RO-22-00) at the Registrar's office.
- ✓ Returnee undergoes interviews by a concerned guidance counselor, coordinators/deans, and registrar.
- ✓ Returnee submits the completely signed form to the registrar.
- ✓ Returnee is advised by the registrar to enroll.

Section 3. Overloading of Units

Only graduating students are allowed to take a maximum overload of nine (9) units on the last term of enrollment prior to graduation as per the recommendation of the Dean and based on the student's academic standing (as per Agreement between all Registrars in Region III dated June 9, 2017).

The procedures are as follows:

- ✓ Students must secure the Overloading Form (PCB-FORM-RO-09-00).
- ✓ Accomplish the Form in triplicate copy.
- ✓ Have a recommendation of the Program Coordinator, noted by the Registrar and approved by the Vice President for Academic Affairs.

Section 5. Crediting of Units, Validating and Substituting Subjects taken from Other CHED-Recognized Institutions

Crediting of subjects previously taken from other CHED-recognized institutions is usually done upon acceptance and enrolment of transferees. This is usually done by the Evaluator to the following conditions:

- 5.1 The course description and coverage are the same as what is required in the subject offered in the college.
- 5.2 The number of units is the same or greater than what is required

The procedures are as follows:

- ✓ Upon presentation of transfer credential and Certificate of Grades or TOR to the Evaluator, accomplish PCB form for Application for Accreditation (PCB-FORM-RO-09-00).
- ✓ Secure signature of approval from the Program Coordinator and submit the accreditation form to the College Registrar for recording and filing to the Program Coordinator

Section 6. Adding, Changing, and Dropping of Subjects

- 6.1 A student may be allowed to change and add subjects within two weeks from the first day of classes during the semester, or within the first three days of classes during summer.
- 6.2 The unofficial dropping of the subject will mean a grade of 5.0.
- 6.3 Changing/adding/dropping of subject shall be made only for a valid reason and stated in writing to be approved by the Program Coordinator.
- 6.4 Subject changed/ added unofficially or without prior approval by the Program Coordinator/ or registrar shall not be given credit.
- 6.5 The total load carried by a student including the additional subject/s must not exceed the maximum under the rule of academic load or that, which is prescribed for his curriculum year during the term/semester.
- 6.6 Dropping of subject shall only be allowed before the mid-term.
- 6.7 Subject changed/added/dropped should be approved by the Program Coordinator and acknowledged by the College Registrar.

The procedures are as follows:

- ✓ If the student wishes to add or change the subject, he/ she must accomplish Adding/ Changing Form (PCB-FORM-RO-06-00) or Dropping Form (PCB-FORM-RO-07-00) if he/ she wishes to drop a subject/course.
- ✓ Secure signature of the subject instructor, approval of the Program Coordinator,
- ✓ Have the MIS in-Charge signed the form for recording and printing of new COR and submit the form to the Registrar's Office for acknowledgment

Section 7. Cancellation/Withdrawal of Registration

- 7.1 A student, who withdraws his registration within two weeks after the start of classes, shall be entitled to a full refund of the tuition fee. No refunds shall be made after the said period.

7.2 A student who withdraws his registration within a period under 1.1 shall be entitled to withdraw the credentials he submitted as a requirement for enrollment. No withdrawal shall be made after the said period.

7.3 No withdrawal of registration shall be made after the specific period. The rules for dropping shall be applied.

The procedures are as follows:

- ✓ Students must accomplish the Withdrawing Form (PCB-FORM-RO-07-00).
- ✓ Secure signature of Program coordinator
- ✓ Have the MIS in-Charge signed the form for recording and submit the form to the Registrar's Office for acknowledgment
- ✓ Submit a copy of the accomplished form to the Collecting Officer for refund claims (if applicable)

Section 8. Shifting/Program Changes

8.1 Any student who wishes to shift/transfer to another course/program must satisfy the entrance requirements for that course/program.

8.2 A Student may be allowed by the Program Coordinator to shift the course. Upon evaluation and deliberation, the student may or may not be academically suited to the course.

8.3 A student should apply for a shifting course to the Program Coordinator where he is getting out to be endorsed to the Program Coordinator of his new course, who in turn shall approve the said application.

8.4 The College Registrar shall be informed of the student's change of course.

The procedures are as follows:

- ✓ Accomplish Shifting Form (PCB-FORM-RO-08-00).
- ✓ If below 18 years old, the student must seek advice from the Guidance Counsellor and his/ her parents.
- ✓ Secure signature from the releasing Program Coordinator and accepting Program Coordinator for approval
- ✓ Submit a copy to the Registrar's office and proceed to enrolment for the new program

Section 9. Offering of Special/Additional Classes and Course Not Offered During the Regular Term

Additional classes which are not regularly offered during the semester or summer maybe opened provided that:

9.1 The student/s is/are graduating.

9.2 There are available instructors.

9.3 There are available rooms.

9.4 There will be a displacement fee for the students who are not part of the free higher education for minimum number of 15 students.

The procedures are as follows:

- ✓ Students should write a petition letter addressed to the Program Coordinator for the offering of a subject not offered during the term. The reason must be stated in the petition letter to be endorsed to the Director of Instructions/dean for approval
- ✓ Fill up the Petition for offering Additional Course Subject Form (PCB-FORM-RO-12-00) from the Registrar's Office and obtain the signatures of concerned officials.
- ✓ Submit a copy to the registrar's Office and MIS for encoding in the Enrolment System.

Section 10. Completion/Removal of Incomplete Grades

10.1. An incomplete grade must be completed within one semester from the date the grade of INC has been received otherwise the grade becomes 5.0.

- 10.2. Incomplete grades in the subject that are prerequisites to other subjects must be completed before enrolment of the latter.
- 10.3. Incomplete grades in the subject that are prerequisites to other subjects must apply for a waiver of prerequisites and must seek the approval of the college registrars and the Program Coordinator.
- 10.4. A grade of 4.0 means conditional failure. It may be removed by successfully repeating the course or by passing a re-examination. If the student passes the re-examination, he is given a grade of 3.0, but if he fails, 5.0. Only one re-examination is allowed which must be taken within the prescribed time.

The procedures are as follows:

- ✓ Students must secure a Completion Form PCB-FORM-RO-11-00).
- ✓ Properly accomplish the form, go to your instructor, comply and secure the signature of the instructor and Program Coordinator
- ✓ The form must be signed by the Registrar and submit copies to the Instructor, Program Coordinator, and Registrar.

Section 11. Complaints and Deliberation on Disputed Grades

The procedures are as follows:

- ✓ A student seeking an appeal for a disputed grade must accomplish the Petition for Disputed Grade Form (PCB-FORM-RO-14-00), stating the reasons/ explanations for making the petition and submit it to the VP for Academic Affairs along with possible documentation of extenuating circumstances like medical certificate, hospital bills, etc. in case of illness or medical condition or certification of the guidance counselor in case of emotional /psychological state the student has gone through due to a traumatic situation or death certificate of a family member or other documents that maybe referred to during the committee deliberation.
- ✓ A fact-finding committee consisting of the Vice President for Academic and Related Affairs, Dean/Department Chair, a representative of the Student Complainant should look into the case within one week from the receipt of the complaint.
- ✓ If the complaint is against the Dean, or Program Chairperson as the case may be, a representative for each of them from the college should be assigned to take their place in the committee.
- ✓ Upon receipt of the student's petition, the instructor involved is contacted for a statement concerning the complaint.
- ✓ The petition along with the instructor's comment is forwarded to the fact-finding committee for review and decision. If the complaint can be resolved at that level, the decision of the committee shall be binding and the President is informed of the decision.
- ✓ The Office of the Registrar will then be informed in writing of the Committee's decision and appropriate modifications are made to the student record.
- ✓ If the Committee cannot resolve the issue at their level of competence/authority, the documents/ proceedings/ findings and recommendations will be forwarded to the President for appropriate action.
- ✓ Copy of the duly acted petition for correction of grades should be submitted to the registrar for the corresponding annotation on the student's permanent record.

Section 12. Attendance

- 12.1. Prompt and regular attendance in all classes is required for all students from the first meeting of every course.
- 12.2. Students are required to attend classes from the first to last meeting on every subject. Time lost due to late enrolment is considered as an absence.
- 12.3. A student shall be considered absent from class if:

- a. He/ She is 15 minutes late in a one-hour class;
- b. He/ She is 15 minutes late in a one and half hour class;
- c. He/ She is 20 minutes late in a two-hour class; 3.4 He/ She is 30 minutes late in a three-hour class.

12.4 Three (3) tardiness is considered as absence.

12.5 When the student's absences in one semester have reached twenty percent (20%) of the required number of hours of recitation, lecture, laboratory, or any other scheduled work and absences are unexcused, and the student shall be given a grade of 5.0

12.6 Absences due to the following reasons are considered excused:

- a. A student sent to the official business by the College to attend athletic meets, conferences, and other similar cases, or who joined approved seminar or field trips with an approved itinerary of travel.
- b. A student who has been ill or/and confined for hospitalization provided certification to this effect is issued by a licensed physician.

Excuses are only for time missed. All work covered by the class during absences shall be made up to satisfy the requirements missed within the semester/summer before any final grade is given.

Section 13. Leave of Absence

A leave of absence is granted to a student under the following condition:

13.1. A student is sick and unable to continue attending classes supported by a medical certificate.

13.2. Leave of Absence shall not exceed one (1) academic year.

13.3. Leave of absence must be filed officially and must submit the following requirements:

- a. Letter of intent and supporting documents that may justify the leave of absence to be addressed to the Dean/Program Coordinator.
- b. Duly accomplished leave form signed by the Director of Instruction and Program Coordinator to be submitted to the Office of the Registrar.
- c. Secure a clearance and certification of Leave of Absence.

Section 14. Honorable Dismissal

The Transfer Credential (Honorable Dismissal) is a document certifying that the student has no pending accountabilities with the school and is eligible for transfer to another educational institution.

A student who requests to transfer to another institution may be granted a certificate of eligibility to transfer to entitle him/her for admission in another school; provided that, he has no unsettled obligation with the college, and provided further that his/her records from his/her previous school have been received, are complete, and in order.

Section 15. Examination and Grades

15.1 There are three examinations scheduled during the semester: prelims, midterm, and final examinations. These are accordingly announced in the school calendar.

15.2 Major examinations can be done either written, actual/performance-based, or online (google forms/LMS), and test booklets are kept in the Dean's/Program Coordinators office for a period of one year for the purpose of verification and clarification if needed.

15.3 Students must secure their permits before the examination from the Registrar's Office.

15.4 Students must at all times observe honesty and silence during examinations. They clear their desk of everything except that which they are allowed to have on hand by the faculty. They must not leave the examination room unless they have completed their work. They must submit their test booklets personally to the faculty.

15.5 As a general policy, students who cheated during the major examinations get a mark of 5.0 for the particular examination.

15.6 Final grades submitted by the faculty and duly approved by the Program Coordinator are deemed final, except when correction is justifiable as supported by the pertinent evidence.

Section 16. Grading System

The Rating System used at the undergraduate level is as follows:

Grade Equivalent		
99 – 100	1.00	Excellent
96 – 98	1.25	Very Good
93 – 95	1.50	
90 – 92	1.75	
87 – 89	2.00	Good
84 – 86	2.25	
81 – 83	2.50	Fair
78 – 80	2.75	Passed
75 – 77	3.00	
72 – 74	4.00	Conditional
60 – 71	5.00	Failed
INC	Incomplete	
Drp.	Dropped	

Section 17. Academic Standing (Scholarship and Retention Policies)

The academic Council shall periodically review and formulate if deemed necessary the provisions for the scholarship and retention policy of the College in accordance with pertinent scholarship and retention standards by regulatory bodies and agencies. All PCB students are scholars. They are either classified as Full (UAQTEA/ UniFAST) or Socialized Scholars.

17.1 The equivalent of the student records for purpose of retention is guided of the following:

Percentage Failure	No. of Units Enrolled	Status	Allowable Load for the Semester
25% - 49%	Any Number of Loads	WARNING (STUDENT NOTICE)	Less than the regular load units from normal load
50% - 75%	Six (6) academic units or more	PROBATION	Fifteen (15) units ONLY
76% - 100%	Nine (9) academic units or more	DISMISSAL	NOT ALLOWED TO ENROLL

- 17.2** The different colleges or programs may create their own retention policies provided the;
- Program retention policies must be aligned to the institutional retention policies/PCB student manual.
 - Programs retention policies must be beneficial to both institutional and students' welfare;
 - Colleges/programs retention policies must not be contrary to the rights and privileges of each Filipino citizen to pursue their education as stated in the article III Bill of Rights under the 1987 Philippines constitution.

- d. The Senior High School Program of the institution is under the provision of the Department of Education, hence the SHS policies shall be in accordance with the rules and regulations set by the DepEd.

17.3 Scholastic Delinquency

17.3.1 Student Notice

A student who fails 25% to 49% of the total units enrolled in the term will be classified as under STUDENT NOTICE.

A student is issued a STUDENT NOTICE by the Program Coordinator if the GWA for the term is 3.0 and below or as required by the program/course or institute, or fails 25% of the total units enrolled for the term.

The STUDENT NOTICE is a reminder from the Program Coordinator for the student to improve his/her academic performance in the following term

17.3.2 Probationary Status

A student with a GWA of 3.0 and below, or failed 50% to 75% of the total units enrolled in the term will be classified as under PROBATION and will be placed on the PROBATIONARY status list.

Students who received STUDENT NOTICE for two (2) consecutive terms/semester will also be placed on the PROBATIONARY status list.

- A student is issued a notice from the Program Coordinator about his/her probationary status. The letter shall include an advisory for the student on how to improve his/her academic performance and be removed from the PROBATIONARY status
- A student is placed under PROBATIONARY status and will be allowed to enroll in a maximum of 15 units in the succeeding term to help him/her improve his/her academic performance.
 - A student will be removed from the PROBATIONARY status list after passing at least 75% of the total units enrolled in the succeeding term and obtaining a GWA of 3.0 or better.

17.3.3 Dismissed Status

A student with a GWA below 3.0 and who failed 76% to 100% of the total units enrolled in the term will be classified as under DISMISSED status.

A student who received PROBATION NOTICE for two (2) consecutive terms will also be placed on the DISMISSED status list.

- A student is issued a notice from the Program Coordinator about his/her dismissed status. The notice letter shall include the advisory for the student on how to apply for re-admission in the same program or in a different program of study.
- A student placed under DISMISSED status must apply for re-admission in the same program or in a different program of study to the Program Coordinator. The Program Coordinator must provide a decision one (1) week after the appeal is submitted.
- All statement stated in Article II Section 17.2 is applicable in this section.

17.3.4 Disqualified Status

A student with GWA below 3.0 and failed 100% of the total units enrolled in the term will be classified as under DISQUALIFIED status.

A student who received DISMISSED NOTICE for two (2) consecutive terms will also be placed on the DISQUALIFIED status list.

- A disqualified student may submit an appeal for re-admission in a different college/program to the Director of Instruction. Should the Director of Instruction find merit in the appeal, the letter will be recommended for approval by the Vice President.
- A re-admitted student will be advised to shift to a less demanding program of study and will be allowed to enroll at the most 12 units in the succeeding term.
- All statement stated in Article II Section 17.2 is applicable in this section.
 - A student with denied re-admission appeal will be advised to transfer to another institution and will be given honorable dismissal, and a transcript of record after all school clearances are accomplished.

17.4 Re-Admission

Students who stopped/failed subjects for any apparent reason for one (1) school year and wish for re-admission from the college must secure the following:

- a. Letter of Appeal addressed to the Dean, Program Coordinator indicating a brief background of the student's failure.
- b. Notarized statement from parents attesting/confirming the student's reason for failing to maintain good academic standing and promising to assist/supervise the student if re-admitted.
- c. A true copy of the Grades/ Evaluation Form from the concerned program. It must indicate all grades from freshman until the last semester the student is enrolled with the reason for the grades of 5.0 as indicated in the grading sheet in the last semester, semestral scholastic status, leaves of absence, and re-admission.
- d. A re-admitted student will be allowed to enroll in a maximum of 12 units in the succeeding term to help him/her improve their academic status
- e. A re-admitted student will be removed from the DISMISSED status upon passing at least 75% of the total units enrolled in the succeeding term and obtaining a GPA of 3.0 or better.

Section 18. Requirements for Graduation

It is the policy of the College to confer upon a candidate the degree which he/she seeks upon satisfactory completion of all academic and other requirements prescribed for graduation.

To be eligible for graduation, a candidate should meet the following requirements:

- Satisfactory compliance with all academic, non- academic, and other requirements of the given program including PE & NSTP as prescribed by the Commission on Higher Education (CHED).
- Residence in the College should be at least one (1) academic year
- The student must have completed his/her clearance signed by all concerned offices.

18.1 Procedure for Application for Graduation

- ✓ Student secures and fills up important information on the application for graduation form (PCB-FORM-RO-15-00) from the Registrar's office. This is to be done upon enrolment of his/her last semester in the College. *Note: Two (2) copies of the form are required. (One for the student and one for the registrar)*

- ✓ The student submits the form to the Registrar.
- ✓ Registrar submits pertinent documents to the student's coordinator and dean for verification of the student as a candidate for graduation.
- ✓ If student's documents prove graduation compliance, said form is signed by the coordinator, dean, and registrar. A student's copy is given to the candidate for graduation.
- ✓ If non-compliance occurs, a student's copy is given to the student with the lacking requirements indicated in the remarks of the form and signed by the coordinator, dean, and registrar.

Section 19. Conferring of Honor/Recognition

During graduation, the following Latin honors shall be awarded to students with excellent academic achievements:

- 19.1** Students who had completed their curriculum with the following averages, computed on the basis of units will graduate with honors as follows:

For Degree Program:

SUMMA CUM LAUDE	1.00 to 1.25 (GWA) with no grade lower than 1.50
MAGNA CUM LAUDE	1.26 to 1.50 (GWA) with no grade below 1.75
CUM LAUDE	1.51 to 1.75 (GWA) with no grade below 2.0

For Non-Degree Program

With Highest Honors	1.00 to 1.25 (GWA) with no grade lower than 1.50
With High Honors	1.26 to 1.50 (GWA) with no grade below 1.75
With Honors	1.51 to 1.75 (GWA) with no grade below 2.0

For Senior High School

With Highest Honors	With an average of 98 – 100
With High Honors	With an average of 95 – 97
With Honors	With an average of 90 – 94

- 19.2** Students shall graduate with honors if the number of academic requirements is complied with.
- 19.3** Completed at least 100% of the total number of academic units required in his curriculum in the college.
- 19.4** Enrolled at least the normal load not less than 18 units/semester.
- 19.5** Completed the degree/course within the specified/required number of years to finish such degree or course.
- 19.6** Has not been charged and found guilty of any punishment by at least one-week suspension.
- 19.7** Must not have any repeated subject or failing marks in this College or in any other educational institution.

ARTICLE III

STUDENT AFFAIRS AND SERVICES

Section 1. Guidance Services

Guidance services shall be extended to students by professional counselors and psychologists in the following areas:

1.1 Orientation Activities

These will orient the student to their new school environment, school staff, academic and social life.

1.2 Counseling

Counseling services aim to help each individual understand himself better, cope with stresses of life, make sound decisions and life goals and achieve personal/career growth through individual personal counseling, individual career counseling, and group counseling.

1.3 Placement

It provides career guidance and placement services. The counselors assist the freshmen in the proper selection of courses and juniors in the selection of proper majors.

1.4 Evaluation and Testing Services

Tests are given to students to derive information to their general school abilities and aptitude for educational purposes.

Using standard measurements, the data gathered from these tests are useful to a psychologist in obtaining a holistic picture of students' capabilities.

The information required functional in assessing academic failure, counseling, and problem-solving.

Testing services enable the students to know themselves better to make a wise career decision.

Section 2. Library Services

The following provisions are adopted from SUC III Student Manual

- 2.1** The library provides materials and services to meet the instructional, research, and extension needs of the various constituents of the institution.
- 2.2** Students shall be required to pay a library fee upon enrolment. Library card privileges shall be extended to students upon the presentation of an identification card issued by the college and duly countersigned by the Librarian.
- 2.3** Students who wish to take out books for home reading will be required to secure a borrowers' card at the general circulation desk.
- 2.4** Reserved books assigned by professors and instructors for course reading are for room use only: Overnight loans are checked out during the last hour before the library closes. They must be returned the following day on or before 9:00 am.
- 2.5** Students who do not return books on time will be fined.
- 2.6** Lost or damaged library books shall be replaced with a copy that is acceptable to the Librarian.
- 2.7** Smoking, eating, littering, and bringing in bags are strictly prohibited inside the library.

Section 3. Medical and Dental Services

In view of inadequate medical and dental facilities and dental, medical staff, linkages between PCB and Rural Health Center must be developed to strengthen existing services.

- 3.1** The PCB health clinic endorses students to the RHU referral services for physical and medical examination, dental examination, and dispensary treatment.
- 3.2** The PCB and RHU designated shall draw up other provision of linkages memorandum of agreement.

Section 4. Scholarship

- 4.1 Universal Access to Quality Tertiary Education Act (UAQTEA) or RA 10931**
 - a. Free Higher Education**

All Filipino students who are either currently enrolled at the time of the effectivity of the Act or shall enroll at any time thereafter, in the course leading to a bachelor's degree in any SUC or LUC shall be exempt from paying tuition and other school fees for units enrolled in.

Students should pass or meet the admission and retention policies of the institution (no age or financial requirements).

No previous undergraduate degree.

Not overstaying at the college level (maximum residency rule plus one year grace period as provided by the law)

Exceptions to Free Higher Education

- Students who have already obtained a bachelor's degree or comparable undergraduate degree from any public or private HEI.
- Students who fail to comply with the admission and/or retention policies of the SUCs or LUCs provided that the failure to comply with the SUC or LUC's retention policies results in the student's permanent disqualification from enrolling in any SUC or LUC.
- Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program:

(1) provided that in the case of shifters, any semester wherein the student has availed of the benefits of free higher education will be subtracted from the expected duration of the current program in which the student is enrolled;

(2) provided further, that in the case of transferees, any semester wherein the student has availed of any form of government-funded StuFAP shall be subtracted from the expected duration of the current program in which the student is enrolled;

(3) provided further, that in the case of returning students and other students who went on a leave of absence (LOA), the determination and computation of their free higher education benefit shall be without prejudice to the most expedient way of completing their studies; and

(4) provided finally, that the SUCs and LUCs shall decide on the cases that merit the extension of the availment of free higher education.

- Students who voluntarily opt out of the free higher education provision.

b. Tertiary Education Subsidy (TES)

Students who are part of the Listahanan 2.0 DSWD National Household Targeting Office.

Students are not part of the Listahanan 2.0 but ranked according to the estimated per capital household income with proof of income.

Exemptions to TES

- Students enrolled in programs and/or institutions not included in the Registry of CHED-recognized programs and institutions.
- Students who have exceeded the maximum Residency Rule (MMR) of their program.

4.2 Other Scholarship Offer

PCB students who do not qualify for the free higher education may seek to apply other scholarship opportunities.

Section 5. Student Publication

The College shall have a college-wide publication. It is primarily intended to:

- a. Provide information that is of general interest to students;

- b. Develop students' creative writing skills; and
- c. Train students in different aspects of journalism. The College also encourages the publication of newsletters and newspapers by other student organizations.

Section 6. Student Organizations

6.1. Accreditation

- a. **Application.** Any group of students may apply to the Coordinator of Student Services to organize and operate a student organization. Membership to such an organization shall be limited to bonafide students of the college.
- b. **Constitution and By-Laws.** Each student organization to be operational must have a Constitution and By-Laws approved by the Director of Student Services.
- c. **Certificate of Recognition.** Authorization to operate or recognition of the organization shall be granted by the Student Services Office. A corresponding certificate of recognition shall be issued to each student organization upon compliance with the requirements issued by the Student Services Office. Such certificate shall be effective for one year only and may be renewed each time for a similar period.
- d. **Faculty Adviser.** Each student organization must have a faculty adviser who is presently employed on a full-time basis in the college.
- e. **Election of Officers.** The officers of each organization shall be elected by the members thereof provided; however, every election should be under the supervision of and subject to regulation by the assigned faculty adviser. Any candidate for election, appointment or designation to any position in the organization shall have no failing grades or dropped subjects.
- f. Organizational Objectives must be school-oriented, and activities must be school-based.

6.2. Qualifications of Student Organization Officer

The Office of the Student Organization shall have the following classification:

- a. They must be officially enrolled in PCB, carrying the regular load prescribed by the curriculum or degree program in which he/she is enrolled.
- b. They must not have any incomplete, conditional, or failing grades throughout the stay in PCB (or other schools if a candidate is a transferee). He /she must have a minimum general average of 2.50 across all subjects enrolled at the time of filing his/her certificate of candidacy.
- c. They have a good moral character with no derogatory record, as per written certification to be issued by the Guidance Counselor.
- d. They must possess leadership potential and must have at least one-year residency in the College

6.3. Advisory of Student Organization

The advisers of various students' organizations shall have the following qualifications:

- a. A full-time faculty member of PCB.
- b. A faculty adviser for each student organization shall be designated by the College President upon the recommendation of the Director of Student Affairs in consultation with the program coordinator concerned.

Section 7. Operation of the Student Organization

7.1. Privileges

A student organization that has been granted the permit to operate shall be entitled to the following privileges;

- a. Free use of institutional facilities for its operations.
- b. Participation in institutional activities.

- c. To carry the name of the College in any activity involving the organization outside the college subject to institutional policies.

7.2. Submission of Report

- a. Reports on the activities of the organization shall always be submitted to the Student Affairs Office.
- b. Plan of Activities/ Operational Plan
- c. Monthly Report of Accomplishment
- d. Annual Report with receipt of collection and displacement
- e. Noncompliance with the requirements automatically disqualified an organization from operating in the succeeding school year.

Section 10. Constitution and By-Laws

Each organization shall have duly ratified Constitutions and by-laws and with the conveyance of the Director of the Student Affairs.

- a. The Constitution and By-laws of the college student organization (SSC, CSBO, SSG, Socio-cultural clubs, recognized fraternities, etc.) must be reviewed/approved by the OIC/ President, Director of Instruction/Program Coordinator, upon recommendation of the College Student Affairs Services coordinator in consultation with the Student Affairs and Services (SAS) officials.
- b. The constitution and by-laws of the SSC/SSG must be reviewed/approved by the President of PCB upon recommendation of the Council of SAS Officials.

Section 11. Recognition of Student Organization

Application of Recognition and Renewal

- a. Letter of application to be filed at the Student Affairs Office accompanied by the following.
 - ✓ Goal and objectives of the organization
 - ✓ Constitution and by-laws duly ratified by its founding member with their names, addresses, courses/year levels, and specimen signatures.
 - ✓ Action plan for the current year.
 - ✓ Name of the Faculty advisers with the letter of acceptance addressed to the Director of Student Affairs. *(Note: The President of the student organization obtains permission from at least (2) qualified faculty members to be given recognition within one (1) month after the start of the school year.)*
- b. The Student Affairs Office shall announce the period of application for recognition or accreditation for recognition within one (1) month after the start of the school year.
- c. Recognized student organizations shall be issued a certification of recognition by the Student Affairs Office. However, such certificate shall be effective for one year only and will have to renew yearly.
- d. Any Student organization which does not renew its recognition for a period of (1) school year shall be considered inactive. However, it may be given a chance for renewal upon submission of a written explanation of its inability to reapply. Any student organization that fails to renew for more than one (1) school year shall be considered defunct.
- e. The certificate of recognition shall be revoked if the student organization fails to comply with the College policies, rules, and regulations.

Section 12. Activities

12.1 Fund-Raising Activity

The only recognized student organization is allowed to conduct fund-raising activities. A letter on this shall be secured from the SAS.

The letter should include the following:

- a. The nature and purpose of the activity

- b. The specific date, time, and venue of the activity.
- c. The manner in which the fund generated shall be used.
- d. The names of the members/officers directly in charge of the activity.
- e. The permit from the DSWD in case the activity is considered outside the institution.

The said request letter must be filed two weeks before the start of the said activity. The student organization granted the permission to hold such activity must submit a financial report to the SAS Director within one (1) month after the conduct of the activity.

12.2 Other Activities

The Office of the President, through SAS, shall be informed about other programs and projects of the organization. Every activity must be in conformity with the institution's policies, rules, and regulations. Activities are to be known to every member through posters, notes, etc., and duly signed by the Director of SAS.

12.3 Submission of Report

Report on the activities of the organization shall always be submitted to SAS.

- a. Plan of Activities/Operational Plan
- b. Monthly Report of Accomplishment
- c. Annual Report with receipts of collection and disbursement
- d. Noncompliance with the requirements automatically disqualifies an organization to operate in the succeeding school year.

12.4 OFF-CAMPUS ACTIVITIES GUIDELINES General Overview and Responsibilities

- a. In accordance with the **CMO No. 63 S. 2017 "Policies and Guidelines on Local Off-Campus Activities"**, In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery processes through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate more meaningful learning experiences for the students in addition to regular classroom instructional programs and in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the student's learning opportunities and allow them a feel of the real world, and therefore could be a way to strengthen academe-industry linkage.
- b. A school-organized off-campus activity is recognized as one that 1) meets the criteria specified in CMO No. 63, S. 2017; 2) is properly authorized by the Head of HEI, Administrator, and other authorized people if applicable.
- c. Trips should be planned so that students are not absent from school. In the event this is not possible, absences shall be limited to the least number of school days possible.
- d. As much as possible, the destination of off-campus activities should be near the concerned HEI in order to minimize cost. The destination and schedule should be relevant to the subject matter.
- e. Only the sponsor (PIC/Faculty members), chaperones, support staff (i.e., nurse or medical assistance personnel), and students on the field trip roster may participate in a field trip. No other persons may travel with the group or participate in the field trip.
- f. Provisions must be made for the proper supervision of students by school employees.
- g. Guidelines established by travel agencies for issuing scholarships to students and gratuitous tickets to parent chaperones for the approved off-campus activity must be strictly adhered to by the sponsor/institution.
- h. Students must have insurance and medical clearance duly signed by the HEI or government Physician
- i. Consent of parents or students' guardians must be duly notarized/subscribed consent.
- j. The sponsor/school/HEI should provide a first-aid kit.

- k. The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.
- l. There must be proper coordination with the destination/company/LGUs/NGOs.
- m. Minutes and attendance of the briefing and consultation conducted to concerned students, faculty, and stakeholders.
- n. Students are not permitted to transport other students on field trips
- o. The Chaperone/PIC/Faculty members that will supervise the trip must be at least 21 years old. And required to remain with the group during the entire activity.
- p. Students/PIC/Chaperone/Faculty Members are prohibited from consuming alcoholic beverages and smoking at any time.
- q. Students (as young adults) are expected to be responsible and be abided by the school's handbook/manual and these guidelines and to the authority vested to the PIC/Faculty members/Chaperones.
- r. Review the CMO No. 63 s. 2017 for the "Policies and Guidelines on Local Off-Campus Activities" for the full guidelines of HEI on such activity.

Note: The college must submit a copy of the requirements documentation to the office of the Student Affairs and Services.

Section 12. Awards for Graduating Students

12.1 Group Awards

a. Outstanding Volunteers

b. Outstanding Service Awardees

12.2 Individual Awards

a. Campus Leadership Award for Outstanding President

b. Outstanding Organization/Member Special Citation Award

12.3 Point System and Activity Rubrics

For every activity that the organization will conduct or participate, corresponding points will be given to both the officers and organization. The activity shall be measured based on the following criteria:

a. Individual Organizations

Compliance with Documentary Requirements	Requirements Submission Schedule	Points
Program Design (Upon Application of Activity)	1 month before the activity	15
Activity Application on Time	1 week before the activity	5
Narrative with Pictures Documentation (Hard and Soft Copies)	1 month after the activity	10
Financial Report	1 week after the activity	10
Evaluation	1 week after the activity	5
Registration/Attendance Sheet	1 week after the activity	5
TOTAL		50
Rubrics for Group Awards		
Organizational – Related Activity		40
Environmental Activity		25

Religious Activity	30
Outreach Program	40
Rubrics for Individual Awards	
Activities within the Community	10
Regional Seminars	15
National Seminars	30
Documents needed for Additional Points	
Certificate as activity organizer or committee head	30
Certificate as facilitator	20
Certificate of participation/attendance	10
ID as organizer, facilitator or participants	10

Note: Submission of the said requirements shall be one (1) month after each activity. After the lapse of the given time to submit all the requirements, no points shall be given for the activity conducted.

b. Coordinated Activities

Research or Community Outreach Program for Organization	Points
Attendance to Lecture Series	30
Title Proposal	30
Final Presentation	30
Edited Copy (book bound)	30
TOTAL	120/Organizations
Spiritual/Religious Program for	
Program Design	15
Documentary Requirements	25
Narrative Reports with Pictures	10
TOTAL	50/Organizations
Environmental and Socio-Civic Programs	
Program Design	30
Documentary Requirements	25
Narrative Reports with Pictures	15
TOTAL	70/Organizations

c. Leadership Award

Criteria for Leadership Award (Graduating Student)

- (1) A weighted average not lower than 2.50;
- (2) No failing mark in any academic subject;
- (3) Has garnered a grade not lower than five (5) points from the standard criteria for outstanding recognition set by the Committee on Awards;
- (4) Must not have been found guilty of a major offense.

Standard Rubric for Leadership Award

POSITION	POINTS	POSITION	POINTS	POSITION	POINTS
Officer of the College Student Government		Class President for at least 2 semesters		Community Involvement/ Trainings and Seminars	

President	3	Gold Medalist in 2 Academic Competition	1	International	2
Vice President	2	Editor-in-Chief	2	National	1
Secretary	1	Editorial Board/Staff	1	Regional	0.75
Treasurer	1			Municipality/City	0.50
Senator	1			Barangay	0.25
President of any Student ORganization	1				

Note: Application for awards should be supported with corresponding documents as per investigation by the OSA, Program Head, and Organization and Advisers and to be approved by the Awards Committee.

ARTICLE IV

STUDENT CODE OF CONDUCT AND DISCIPLINE

The Polytechnic College of Botolan is now your school; it is your second home. We would like to believe that you have come to PCB because you contend that it is the school for you. Otherwise, you should have enrolled in other institutions. As such, you should feel proud to be under her wings because PCB intends to have your mind and body trained, to strengthen your will to do and to dignify manual labor as well.

Remember, you are a PCB student in and out of the schools. Show your loyalty and attachment to your Alma Mater wherever you are. Your conduct anywhere, desirable or undesirable, will accordingly be a reflection of the good name of the college.

Section 1. Duties and Responsibilities of Students (Education Act of 1982)

In addition to those provided for under existing laws, every student shall:

- 1.1** Exert his/her utmost to develop his/her potentialities for service, particularly by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society.
- 1.2** Uphold the academic integrity of the school, endeavor to achieve academic excellence, and abide by the rules and regulations governing his/her academic responsibilities and moral integrity.
- 1.3** Promote and maintain the peace and tranquility of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationships with fellow students teaching and non-teaching personnel.
- 1.4** Participate actively in civic affairs and in the promotion of the general welfare of their fellow students, particularly in the social, economic, and cultural development of the community and in the attainment of a just, compassionate, and orderly society.
- 1.5** Exercise the rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and of the rights of others.

Section 2. Rights of the Students (Education Act of 1982)

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

- 2.1** The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;

- 2.2 The right to freely choose their field of study subject to the existing curricular offering and to continue their course therein up to graduation, except in cases of academic deficiency or violation of disciplinary regulations;
- 2.3 The right to school guidance and counseling services for making wise decisions and selecting the alternatives in fields of work suited to his/her potential;
- 2.4 The right to access to his/her own records, the confidentiality of which the school shall maintain and preserve;
- 2.5 The rights to the issuance of official certificates, diplomas, transcript of records, grades, transfer of credentials, and other similar documents within thirty (30) days from request;
- 2.6 The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school and institution;
- 2.7 The right to publish a student newspaper and similar publications, as well as the right to invite resource persons endorsed and approved by college administration during assemblies, symposia, and other activities of similar nature;
- 2.8 The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law; and
- 2.9 The right to be free from involuntary contributions, except those approved by their own organizations and societies

Section 3. Conduct

3.1 Conduct Inside the School

- 3.1.1 PCB students must respect authority and all those vested with it.
- 3.1.2 The faculty and personnel of the school are persons with authority vested upon them directly by the institution and indirectly by the parents of the students. Cognizant of this authority, students must give their full cooperation to their instructors in pursuance of school goals.
- 3.1.3 Students must always wear their identification cards (ID) within the school premises.
- 3.1.4 Students must be neat, clean, and well-groomed at all times.
- 3.1.5 Students must observe proper haircuts, no hair-dyed.
- 3.1.6 Students must observe silence in the library, conference halls, and study areas. Unnecessary noise, boisterous laughter, whistling, and the like must be avoided along hallways.
- 3.1.7 Students must refrain from using indecent, vulgar, and offensive language.
- 3.1.8 PCB is strictly a no-smoking institution.
- 3.1.9 Students must always wear the prescribed school uniform with ID.

3.2 Conduct in the Classroom

- 3.2.1 Students must report to their classes regularly and on time. In the event that the instructor or his substitute fails to arrive within the first fifteen minutes, the class is considered dismissed.
- 3.2.2 Only students duly enrolled in a subject are admitted to the classroom
- 3.2.3 Respect, courtesy, and politeness to instructors and fellow students are to prevail in the classroom.
- 3.2.4 During examinations, students must conduct themselves in such a way that their honesty is held above suspicion.
- 3.2.5 Students must follow safety measures during laboratory hours.

3.3 Netiquette Guide for Online Class and Meeting, Webinar and Email

3.3.1 Security

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.

3.3.2 Appearance

Bear in mind that you are attending a class, dress appropriately.

3.3.3 General Guidelines

When communicating online, you should always:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by the first name.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or J.
- Be cautious when using humor or sarcasm as the tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via e-mail.

3.3.4 Email Netiquette

When you send an email to your instructor, teaching assistant, or classmates, you should:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.
- Sign your message with your name and return your e-mail address.
- Think before you send the e-mail to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, "reply all."
- Be sure that the message author intended for the information to be passed along before you click the "forward" button.

3.3.5 Message Board/Group Chat Netiquette

When posting on the group chat or discussion board in your online class, you should:

- Make posts that are on-topic and within the scope of the course material.
- Take your posts seriously and review and edit your posts before sending them.
- Be as brief as possible while still making a thorough comment.
- Always give proper credit when referencing or quoting another source.
- Be sure to read all messages in a thread before replying.
- Don't repeat someone else's post without adding something of your own to it.
- Avoid short, generic replies such as, "I agree." You should include why you agree or add to the previous point.
- Always be respectful of others' opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Be open-minded.

3.4 Uniform and Haircut Exemption

Working Students may apply for uniform & Haircut exemption at the Office of Student Affairs and when found qualified, they will be issued a Uniform & Haircut Exemption Permit. Beyond the deadline set for application for exemption, no application will be accepted. Those exempted from wearing the uniform must comply with the following dress code:

For Men, the following are not allowed:

- Faded or torn types of denim
- Short pants
- Slippers

For Women, the following are not allowed:

- Torn types of denim
- Sleeveless, see-through or hanging blouses
- Plunging necklines
- Spaghetti straps
- Short pants
- Micro mini skirts
- slippers

3.3 Conduct in the Classroom

- 3.2.1** Students must report to their classes regularly and on time. In the event that the instructor or his substitute fails to arrive within the first fifteen minutes, the class is considered dismissed.
- 3.2.2** Only students duly enrolled in a subject are admitted to the classroom
- 3.2.3** Respect, courtesy, and politeness to instructors and fellow students are to prevail in the classroom.
- 3.2.4** During examinations, students must conduct themselves in such a way that their honesty is held above suspicion.
- 3.2.5** Students must follow safety measures during laboratory hours.

Section 4. Discipline

4.1 General Provisions

4.1.1 The Office of Student Affairs, through the Committee on Discipline (SAS Coordinator, Guidance Counselor, Program Coordinator, and Adviser), after due process, shall determine and recommend to the Dean/Program Coordinator the proper penalty, taking into account the following:

- a. nature and inherent gravity of the offense;
- b. the previous record of the student;
- c. character and position of the aggrieved person;
- d. established precedents;
- e. pertinent and applicable aggravating and mitigating circumstances.

4.1.2 A student who is certified as undesirable by the Committee on Discipline shall be dropped from the rolls of the College, in addition to such disciplinary actions as may be imposed by the Committee.

4.2 Grounds for Disciplinary Action

In the application of disciplinary penalties, offenses are classified as follows:

4.2.1 Minor College Offenses

Offense	1 st Offense	2 nd Offense	3 rd Offense
1. Littering on the campus	Warning and promissory note	Summon to parents	30 school days suspension
2. Posting printed materials in the College without the approval of College Official	Warning and promissory note	Summon to parents	30 school days suspension
3. Viewing reading, pictures, or literature that are indecent or obscene	Warning and promissory note	Summon to parents	30 school days suspension
4. Entering campus without the ID	Warning and promissory note	Summon to parents	30 school days suspension
5. Representing the College in national/international affairs without official sanction by the College Official	Warning and promissory note	Summon to parents	30 school days suspension
6. Disturbing the peace and order of the school, unless properly classified as a major offense	Warning and promissory note	Summon to parents	30 school days suspension
7. Using school facilities without permission from the official concerned	Warning and promissory note	Summon to parents	30 school days suspension
8. Organizing meeting of the students without permission from the school authorities concerned that cause disorder or disturbance	Warning and promissory note	Summon to parents	30 school days suspension
9. Entering the campus not wearing the College Uniform during uniform days.	Warning and promissory note	Summon to parents	30 school days suspension
10. Wearing of earring for male students while inside the campus. For female students, maximum of one pair of earrings only.	Warning, promissory note and confiscation of the earring	Summon to parents	30 school days suspension

4.2.2 Major College Offenses

Offense	1 st Offense	2 nd Offense	3 rd Offense
---------	-------------------------	-------------------------	-------------------------

1. Prohibited Drugs a. Processing, selling, using, taking, prohibited drugs or chemicals in any form within the campus.	Summon to parents and Subject for rehabilitation	Expulsion	
2. Smoking in the classroom, corridors, and lobby/rest rooms.	Summon to parents	15 school days suspension	30 school days suspension
3. Liquor a. Entering the college in a drunken state/intoxicated b. Processing, selling, using, or taking intoxicating liquor or chemicals in any form within the campus. c. Bringing liquor in the College premises	Summon to parents	15 school days suspension	30 school days suspension
4. Subversive Activities a. Posting, disturbing, disseminating, and circulating leaflets and other printed matters that tend to instigate subversion towards the government and cause chaos to the College	Summon to parents and 15 school days suspension	30 school days suspension	
5. Mass Action a. Joining, instigating, or leading violent rallies, demonstrations, and other forms of approved and unapproved group action that create disorder. b. Organizing and joining a fraternity or sorority whose purpose is contrary to law c. Organizing and joining any student organizations which create disorder and disciplinary problems to the College	Warning and Summon to parents 30 school days suspension 15 school days suspension	15 school days suspension Expulsion 30 school days suspension	30 school days suspension Expulsion
6. Extortion a. Extorting or forcibly asking money from other students or faculty members without prior approval from school authorities concerned	Summon to parents and 30 school days suspension and payment of the account	Suspension for the rest of the semester	Expulsion and payment of the amount
7. Deadly and dangerous weapon a. Carrying a deadly and dangerous weapon, including explosives and incendiary materials within the school premises	Summon to parents and 15 school days suspension	30 school days suspension	Expulsion
8. Violent and Physical Assault/ injury resulting from any acts of violence that result in physical bodily harm whether individually done or during student activity program.	Summon to Parents	15 school days suspension	Expulsion

<p>9. Slanders/Libel Gossip</p> <p>a. Uttering or posting defamatory, slanderous, and libelous statements/ remarks against any College official or his authorized representative.</p> <p>b. Disrespecting or molesting faculty members, employees, or officials of the administration by ridiculing, mocking, or instigating quarrels.</p> <p>c. Disrespecting school's events and activities.</p>	<p>Summon to parents and 15 school days suspension</p> <p>Summon to parents and 15 school days suspension</p>	<p>30 school days suspension</p> <p>30 school days suspension</p>	<p>Suspension for the rest of the semester</p> <p>Suspension for the rest of the semester</p>
<p>10. Falsification of Documents, Records, and Credentials.</p> <p>a. Forging, falsification, or tampering College records, documents, or credentials furnishing the College with false or fraudulent information in connection with an official document.</p> <p>b. Forging signatures of authority.</p> <p>c. Entering school with fake, tampered, or borrowed ID</p>	<p>Summon to parents and 30 school days suspension</p> <p>Summon to parents and 15 school days suspension</p> <p>Summon to parents and 15 school days suspension</p>	<p>Suspension for the rest of the semester</p> <p>30 days suspension</p> <p>30 school days suspension</p>	<p>Expulsion</p> <p>Suspension of the rest of the semester</p> <p>Suspension for the rest of the semester</p>
<p>11. Vandalism</p> <p>a. Committing acts of vandalism on any property such as tearing or defacing library books, magazines, and periodicals.</p> <p>b. Removing official notices and posters from the bulletin board,</p> <p>c. Destroying college property</p>	<p>Summon to parents and Buy one new book or pay the actual price of the book</p> <p>Summon to parents and 15 days suspension</p> <p>15 school days suspension and repair/buy a new one and summon to parents</p>	<p>15 school days suspension and buy one new books or pay the actual price.</p> <p>30 school days suspension and repair/buy a new book</p> <p>30 school days suspension and repair/buy a new one</p>	<p>30 school days suspension</p> <p>Suspension for the rest of the semester</p> <p>Suspension for the rest of the semester</p>

<p>12. Stealing</p> <p>a. Stealing property of the College (Tools, gadgets, equipment) or any employee.</p> <p>b. Stealing examination papers and other student records</p>	<p>Summon to parents and 15 school days suspension paying and paying/ replacement of the stolen thing</p> <p>Summon to parents and 15 school days suspension</p>	<p>30 school days suspension and payments/ replacement of the stolen things</p> <p>30 school days suspension</p>	<p>Suspension for the rest of the semester</p> <p>Suspension for the rest of the semester</p>
<p>13. Immoral Acts</p> <p>a. Engaging in any acts of lasciviousness and other considered indecent</p>	<p>Summon to parents and 15 school days suspension</p>	<p>30 school days suspension</p>	<p>Suspension for the rest of the semester</p>
<p>14. Gambling</p> <p>a. Bringing playing cards.</p>	<p>Confiscation of playing cards and reprimand.</p>	<p>Summon to parents and 15 school days suspension</p>	<p>30 school days Suspension</p>
<p>b. Engaging in any form of gambling</p>	<p>Summon to parents and 15 school days suspension</p>	<p>30 school days suspension</p>	<p>Suspension for the rest of the semester</p>
<p>15. Defalcation of Funds</p>	<p>Summon to parents and payment of the amount</p>	<p>30 school days suspension and payment of the amount</p>	<p>Expulsion and payment of the amount</p>
<p>16. Violation of any rules and regulations promulgated by the DepEd and CHED</p>	<p>As stated in CHED memorandum</p>	<p>30 school days suspension</p>	<p>Expulsion</p>
<p>17. Any Other misbehavior or misconduct which may endanger or threaten the health or safety of an individual</p>	<p>Summon to parents and 15 school days suspension</p>	<p>30 school days suspension</p>	<p>Suspension for the rest of the semester</p>

4.2.3 Major Personal Offenses

Offense	1 st Offense	2 nd Offense	3 rd Offense
1. Violence and Physical Assault/Injury a. Intentionally hitting students. b. Behavior – unbecoming of a gentleman like putting up a fight with a woman or abuse of physical strength to fight a woman. c. Fighting inside the classroom or in the lobby or in the corridor	Summon to parents and 15 school days suspension	30 school suspension	Suspension for the rest of the semester
2. Slander/Libel/Gossip a. Uttering or posting defamatory and libelous remarks against any faculty member. b. Gossiping or rumor-mongering with the malicious intention of destroying the reputation of another person	Summon to parents and 15 school days suspension	30 school suspension	Suspension for the rest of the semester
3. Stealing a. Stealing any property of the student	Summon to parents and 15 school days suspension and replacement of the stolen property	30 school days suspension and replacement of the stolen property	Suspension for the rest of the semester and replacement of the stolen property

4.2.4 Minor Academic Offenses

Offense	1 st Offense	2 nd Offense	3 rd Offense
2. Loitering during class hours, making unnecessary noise such as singing or boisterous, conversation causing annoyances as well as loitering in the corridor during class hours	Warning and promissory note	Summon to parents	5 days community works
3. Coming to school, not in proper uniform or wearing a sleeveless t-shirt, shorts, sandals, for both female and male students	Warning and promissory note	Summon to parents	5 days community works
4. Leaving the room without permission from the instructor while the class is going on	Warning and promissory note	Summon to parents	5 days community works
5. Entering the room without permission from the instructor while the class is going on.	Warning and promissory note	Summon to parents	5 days community works
6. Intentionally disturbing class by shouting, chanting, talking aloud, or singing in corridors	Warning and promissory note	Summon to parents	5 days community works
7. Absenteeism. Students gain 3 absences or more in a	Warning and promissory note		See Article II Section 12-5

term.			
-------	--	--	--

4.2.5 Major Academic Offenses

Offense	1 st Offense	2 nd Offense	3 rd Offense
1. Violence and Physical Assault/Injury/Fighting inside the classroom	Summon to parents and 15 school days suspension	30 school days suspension	Expulsion
2. Slander/Libel/Gossip a. Uttering defamatory and libelous remarks against any faculty member. b. Disrespect or molest faculty members by ridiculing, mocking, or instigating quarrels.	Summon to parents and 15 school days suspension	30 school days suspension	Suspension for the rest of the semester
3. Vandalism a. Committing acts of vandalism, writing, drawing on walls and pieces of furniture; breaking of glasses windows, showcases, cabinets, electrical devices, and improper use of tables and chairs, tools and machines in the shop/laboratory	Summon to parents and Clean/paint wall, window, etc.	Clean/paint wall, window, etc. and 15 school days suspension	Clean/paint wall, window, etc. and 30 school days suspension
4. Cheating a. Cheating b. Taken exam by proxy	Summon to parents and 15 school days suspension	30 school days suspension	Suspension for the rest of the semester

Section 5. The imposition of the disciplinary sanctions for violation of any rules under this code shall not preclude the College from endorsing the case to the proper government authorities when the same may involve violations of the Penal Code.

ARTICLE V

SENIOR HIGH SCHOOL STUDENTS' CONDUCT AND DISCIPLINE

The Polytechnic College of Botolan Senior High School is still under the provisions of the Department of Education; hence the PCB SHS policies shall be in accordance with the rules and regulations set by DepEd.

Section 1. Responsibility on Student Discipline Limitation

No physically harmful punishment shall be applied. No disciplinary sanction shall be imposed upon any student except for valid causes as defined in the school rules and regulations and in accordance with due process.

Section 2. Authority to Promulgate School Rules

PCB has the authority and prerogative to promulgate such reasonable norms, rules, and regulations as it may deem necessary for the maintenance of good discipline. The school rules governing student

discipline and the corresponding sanctions are specified in this manual and should be available to the students.

Section 3. Absences

A student who incurs absences of more than twenty percent (20%) of the prescribed number of classes or laboratories during the school year or term should be given a failing grade and given no credit for the course or subject. However, the school may adopt an attendance policy to govern absences of the students who belong to the upper half of their respective classes.

Section 4. Action on Minor Offenses

Teaching personnel or school officials, in school officials, in the exercise of his right as substitute parent in relation to his students shall have the authority to impose appropriate a reasonable disciplinary measure in the interest of good order and discipline in case of minor offenses committed in his presence. When the offense is committed is serious, the teaching personnel or school officials shall submit a report concerning the violation to the school head who may cause the institution to appropriate disciplinary action against the erring student if warranted by the circumstances of the case.

Section 5. Filing of Disciplinary Administrative Action

When the offense committed is serious and circumstances so warrant, the school head shall cause the filing of the corresponding administrative action against the erring student. No disciplinary sanction shall be applied upon any student except for cause as defined in the rules and regulations of the school or in this manual, and after due process shall have been observed. The punishment shall be commensurate with the nature and gravity of the offense.

Section 6. Categories of Administrative Penalties

6.1 Suspension

It is a penalty that denies or deprived an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the school year or term. *NOTE: The decision of the school on every case involving the penalty of suspension which exceeds 20% of the prescribed school days for a school year or term shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case for its information.*

6.2 Preventive Suspension

Preventive Suspension. A pupil or student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the pupil or student during the period of the investigation constitutes a distraction to the normal operations of the school or poses a risk or danger to the life of persons and property in the school.

6.3 Exclusion

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

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

6.4 Expulsion

Expulsion is an extreme penalty on an erring pupil or student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a pupil or student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties, forging or tampering with school records or school forms, and securing or using forged school records, forms and documents.

6.5 The decision of the school on every case involving the penalty of expulsion, together with the supporting papers shall be forwarded to the Regional Office concerned within ten days from the termination of the investigation of each case.

Legal Bases: DO 88, s.2010 Title III. Student Discipline