

MABALACAT CITY COLLEGE STUDENT HANDBOOK

THE COLLEGE

I. HISTORY

The creation of Mabalacat College was borne out of the hard work and commitment of the Honorable Marino P. Morales, Mayor of the Municipality of Mabalacat. This battle cry, which is to provide universal, quality and affordable education to high school graduates of the Municipality who are unable to enter college due to the high cost of tuition fees, is realized through the establishment of the College.

A feasibility study was undertaken by a technical group composed mostly of academicians and in September 2007, a decision was made that Mabalacat College will be opened in its temporary site at Northville Subdivision, Atlu Bola, Mabalacat, beginning June of 2008.

The legal foundation of the College was formulated by the Sangguniang Bayan (SB) members on October 4, 2007; Municipal Ordinance No. 2, series of 2007 entitled "An ordinance establishing a local College in the Municipality of Mabalacat to be known as the MABALACAT COLLEGE and granting its charter providing for the Rules, Regulations and Pertinent Guidelines for its establishment and operation thereof," was passed.

On January 14, 2008, Mayor Morales appointed Dr. Leonardo C. Canlas as the First Ad Interim President of the College. The initial courses offered were BS in Elementary Education, BS in Secondary Education with major fields in Mathematics and Biological Science, and BS Information Technology.

The College officially had its first day of classes on June 9, 2008, with thirty five (35) enrollees in the Institute of Teacher Education, and twenty seven (27) in the Institute of Information Technology.

In June 2009, the Institute of Hospitality Management was opened, offering the courses BS in Hotel and Restaurant Management and BS in Tourism

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the Higher Education Act of 1994, and by virtue of Resolution No. 457-2008, series of 2008, of the Commission en banc, the Government Recognition is granted to Mabalacat College to operate the Bachelor of Elementary Education program (areas of concentration: Generalist, Pre-school) and the Bachelor of Secondary Education program (fields of specialization: Biological Science, Mathematics, Filipino, MAPEH

and English) on February 08, 2011. The same recognition is granted to the Associate in Computer Technology on March 3, 2011.

The Government Authority is granted to Mabalacat College to operate the Bachelor of Arts in History program on November 16, 2011, the Bachelor of Science in Customs Administration program on 8, 2012, the Bachelor of Science in Biology on April 3, 2012, the Bachelor of Science in Hotel and Restaurant Management program on April 16, 2012 and the Bachelor of Science in Tourism Management program on April 17, 2012. In addition, the Technical Education and Skills Development Authority (TESDA) granted the Certificate of Technical and Vocational Education and Training (TVET) Program Registration to offer the Finishing Course for Call Center Agents for 100 hours on December 9, 2011 and the Computer Hardware Servicing NC II for 392 hours on March 5, 2012.

Along with the establishment of the Municipality of Mabalacat as a City in 2012 by virtue of Republic Act 10164, signed into law by the former President Benigno Simeon C. Aquino III, Mabalacat College was renamed Mabalacat City College.

II. VISION, MISSION, GOAL, AND OBJECTIVES

A. Vision

Mabalacat City College envisions being the equalizer of educational opportunities to produce professionals and leaders in building economically progressive and morally responsive communities.

B. Mission

The College aims to provide experiential, innovative modes and values-enriched learnings which hone the multiple abilities of individuals to fully prepare them to be competent and socially responsible professionals and leaders.

C. Goal

A vision of excellence in a mission of service through a TEAM – Together, Everyone Achieves More,

D. Objectives

1. Provide degree programs which are within the standards set by the Commission on Higher Education (CHED)
2. Provide degree programs responsive to the market needs of the local and global communities
3. Integrate moral principles and standards in the curriculum to strengthen the moral responsibilities of the students
4. Provide opportunities for application of theories into practice

5. Continuously evaluate the delivery of instruction and services to ensure high standards and relevant educational programs
6. Strengthen the institution-industry collaboration and partnership to ensure the graduates' employability
7. Establish income generating projects to strengthen the productivity of the College for the welfare of the students
8. Develop research in different disciplines for improved policies and practices, and add to existing knowledge
9. Provide extension programs to sustain the greater impact of the college community development
10. Promote gender sensitivity and equality
- 11.

D. E. Values

1. Professional Integrity
2. Creativity and Innovativeness
3. Collegiality
4. Competence
5. Social Responsibility

E. Motto

Equal opportunities, quality education, productive citizenry, and gender equity,

III. ACADEMIC DIVISION

A. Institute of Teacher Education (ITE)

Vision

The Institute of Teacher Education envisions producing teacher-leaders with professional efficacy and skills who take the lead role in building quality schools and communities.

Mission

To provide the preservice teachers with strong foundation in science and the art of teaching; enhance language facility and critical / creative thinking; strengthen their passion for service and sensitivity to the learners' social needs which are essential in building harmony within the community.

Objectives

1. Provide curricular offerings which are within the standards set by the Commission on Higher Education (CHED)
2. Provide institution-initiated enrichment courses to better equip the-preservice teachers with the essentialities of quality teaching.

3. Expose the pre-service teachers to community-based realities to equip them with competence to participate in various community programs and projects.
4. Provide technical skills and expertise in research to develop, improve, and practice innovations
5. Provide the pre-service teachers with rich and strong foundation in values and techniques of the profession to sustain their desire for service and morally upright living

B. Institute of Computing Studies (ICS)

Vision

The Institute of Computing Studies envisions producing competitive Information Technology (IT) professionals who can man the IT industries both locally and internationally, and conform with moral standards of living.

Mission

The ICS is committed in providing hands-on, problem and competency-based, research-based and work values-enriched learning experiences necessary in giving students an edge in their employment to local and global IT industries and responsiveness in filling their social responsibility.

Objectives

- . Provide curricular offerings which are within the standards set by the Commission on Higher Education (CHED).
2. Integrate enrichment courses to provide greater edge to students' knowledge and skills in IT.
3. Provide greater opportunities for experiential / hands-on and competency-based activities to enhance the skill-competence of the students.
4. Provide adequate IT industry-based experience, to develop their scientific and innovative skills.
5. Strengthen the students' sense of citizenship through community-based programs.
6. Strengthen the students' moral intelligences by equipping them with value-enriched instruction.

C. Institute of Hospitality and Tourism Management (IHM)

Vision

The Institute of Hospitality Management envisions producing competent, friendly, and reliable hotel and restaurant / tourism professionals in the local and international business world.

Mission

The IHM commits itself in providing the students with relevant, hands-on, creative and values-enriched experiences which are essential in their life as hotel and restaurant managers / tourism professionals, and responsive to community and social needs.

Objectives

1. Provide curricular programs which are within the prescribed standards of the Commission on Higher Education (CHED).
2. Provide hands-on experiences which are based on actual job requirements and standards of the industry, locally and internationally.
3. Provide value enriched experiences to strengthen the moral life of the students and acquire the desired traits of HR/Tourism professionals.
4. Provide community-based activities to strengthen the students' civic responsibility.

D. Institute of Business Education (IBE)

Vision

The institute envisions producing well-rounded, God-fearing, and morally equipped professionals who cohesively enact with justice, integrity and utmost competence in the field of business both in local and international communities thereby nourishing and contributing in the global economic occurrences.

Mission

The institute aims to provide the students, as future competitive professionals, with strong foundation in customs administration, entrepreneurial and management skills, accounting and finance with relevant, hands-on, enriched actual trainings suitable to the challenges from local and global business environments, respectively.

Objectives

1. Provide degree programs within the prescribed standards of the Commission on Higher Education (CHED).
2. Equip learners with high standard educational programs by continuously evaluating the program's medium of instruction and service, teaching techniques, and innovation.
3. Conduct curriculum conference on a yearly basis with consultation from different industry executives.
4. Enhance the students' competencies through actual training in the industry.

5. Strengthen the social and moral responsibilities of the students by integrating moral values, business and work ethics in the curriculum.
6. Ensure employability of the graduates by promoting a strong linkage, build an institution-industry relationship and update job opportunity mapping in the industry.
7. Provide community extension program that creates value added skills to the members of the community in order to inculcate among the learners the value of social responsibilities.

E. Institute of Arts and Sciences (IAS)

Vision

The Institute of Arts and Sciences envisions being a world-class institution of higher learning in the fields of Humanities, Mathematics, and Natural and Social Sciences. It sees itself being the home of renaissance men and finest world citizens, learned and luminaries in their chosen fields.

Mission

The Institute is committed to being a leading institution for social and natural science researches, the advancement and applications of which improve the quality of life of the society and conserve and protect the environment.

Objectives:

1. Provide instruction of the highest achievable standards, and making utmost use of advanced educational technology and diverse teaching methodologies to maximize student learning;
2. Maintain an environment conducive to the propagation of great ideas, development of critical thinking, dynamic research and penchant for knowledge in the fields of Humanities, Mathematics, Natural and Social Sciences.
3. Maintain a Faculty and Staff whose members are physically, academically and morally competent and implement programs for their continuous development, support and security.
4. Produce quality graduates who are competent and skilled to meet national and international standards and become productive citizens.
5. Expand social and environmental awareness among her constituents.

ADMISSIONS AND REGISTRATION

I. ADMISSION POLICIES AND PROCEDURES

No student shall be denied admission to the College by reason of age,

sex, nationality, religious beliefs or political affiliations.

A. Admission Policies

1. Institute of Teacher Education (ITE)

- a. First Year applicants in the ITE must have high school general average of at least 85% and no grade lower than 85% in any subject.
- b. Transferees in the ITE must have no grades lower than 85% (or its equivalent) in the previous school attended,
- c. All applicants must take and pass the Teachers' Aptitude Test (TAT).

2. Institute of Information Technology Education

- a. Freshman applicants must have grades in English, Math and Science of not lower than 82% in their high school report card.
- b. Transferees must have no failing grades in the previous school attended.

3. Institute of Hospitality Management

- a. Freshman applicants must have grades in English, Math and Science of not lower than 82% in their high school report card.
- b. Transferees must have no failing grades in the previous school attended.

4. Institute of Business Education

- a. Freshmen applicants in the IBE/BSCA must have a high school general average of at least Eighty Five Percent (85%) or its equivalent and no grade lower than 85% in any subject.
- b. Transferees in the IBE/BSCA must have a GPA not lower than 85% and no grade lower than 80% or its equivalent in previous school attended.
- c. All students in third year, who will take their major subjects, must have a General Point Average not lower than 2.0 (or its equivalent).

B. Admission Procedures and Requirements

1. For Incoming Freshmen

- a. Pay Testing fee and get College Admission Test (CAT) permit from the Admission's Office.
- b. Take the CAT as scheduled. ITE applicants must also take the Teachers Aptitude Test (TAT).
- c. If passed, have initial interview by the Guidance Counselor and secure the following:
 - Student Information Sheet (SIS), 2 copies

- Recommendation Form
 - Orientation Pass
- d. Attend the Orientation with parent/guardian
 - e. After the orientation, submit the following to the Admissions Office in big brown envelope and secure admission slip:
 - Stamped orientation pass
 - Original report card (Form 138)
 - Accomplished Recommendation Form or Certification of Good Moral Character (signed by HS principal or class adviser)
 - Photocopy of authenticated NSO birth certificate
 - Barangay Certification of Residency
 - Two (2) recent 2x2 ID pictures
 - f. Present admission slip during enrolment.
2. For Transferees
- a. Secure endorsement slip from the Dean concerned (present copy of grades from previous school)
 - b. Pay Testing fee and get CAT permit from Admissions Office.
 - c. Take the CAT as scheduled. ITE applicants must also take the Teachers' Aptitude Test (TAT).
 - d. If passed, have initial interview by the Guidance Counselor and secure the following:
 - Student Information Sheet (SIS), 2 copies
 - Orientation Pass
 - g. Attend the Orientation with parent/guardian.
 - h. After the orientation, submit the following to the Admission's Office in big brown envelope and secure admission slip:
 - Stamped orientation pass
 - Honorable Dismissal
 - Certification of Good Moral Character
 - Photocopy of authenticated NSO birth certificate
 - Barangay Clearance
 - Copy of grades from previous school attended
 - Two (2) recent 2x2 ID pictures
 - e. Have subjects evaluated by the Registrar
 - f. Present admission slip during enrolment.
3. Additional Requirements For Foreign Students
- a. Scholastic records duly authenticated by the Philippine Foreign Service Post in the student's country of origin or legal residence
 - b. Quarantine Medical Clearance Certificate issued by the National Quarantine Office (if most recent arrival in the country for less than one month)

- c. NBI clearance and Police clearance issued by the National Police Authorities in the student's point of origin or legal residence.
- d. Valid Student Visa (9-F Visa) as required by CHED
- e. Acceptance and foreign student's fee per semester as per DECS Order No. 24, 1989.
- f. Must take special courses in English proficiency if coming from a non-English speaking country prior to opening of classes

II. REGISTRATION AND ENROLMENT

A student must be officially registered in order to receive credit for course work. The official registration form, which is a record of subjects in which the student has enrolled, is filed in the Office of the Registrar.

No student shall be admitted in any subject one (1) week after the start of regular classes, unless the Dean, on the basis of the student's scholastic records, permits his/her registration. A student who enrolls after the scheduled registration period shall be fined for late registration.

In some cases, students may register at any time without the payment of fine for late registration, subject to other regulations of the College. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the College.

A. Cross – Registration

No student shall be registered in another Institute of this College without the permission from the Dean of the Institute where the student is primarily enrolled.

B. Changing of Classes

All transferees to other classes shall be made only for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings had been held. Changes in matriculation shall be effected by filling out the required form and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar's Office for assessment and notation.

C. Cancellation of Registration/Official Dropping and Withdrawal/ Transfer to Another School

Any enrolled student who drops officially prior to opening of classes may have his/her enrolment cancelled and the credentials withdrawn. A student who drops must secure a dropping form to be

signed by the Guidance Counselor, approved by the Dean, and submitted to the Registrar. The date of submission to the Registrar shall be the effective date of dropping/withdrawal and shall be the basis to determine entitlement to refund.

The last day of dropping is two weeks after the first day of classes

A student who withdraws from the College or who intends to transfer to another school is required to secure clearance. Honorable Dismissal or Transfer credentials may be issued only if the student concerned is cleared of his/her accountabilities with the College and has complied with the documentary requirements of the Registrar's Office. The official Transcript of Records (TOR) shall be sent directly to the school/institution upon request of the latter.

A student with record of delinquency shall not be issued a Certification of Good Moral Character by the Office of Discipline.

A student may officially drop any or all of his/her subjects not later than two (2) weeks after the Midterm Examinations, otherwise he/she shall receive a grade of UW, FA, or failed whichever is applicable.

D. Enrolment Procedures

1. For Freshmen and Transferees
 - a. Present Admission slip.
 - b. Proceed to the Department Adviser and secure registration materials (Adviser's Form and Registration Form).
 - c. Copy the subjects and schedule in the Adviser's Form and Registration Form.
 - d. Proceed to the respective deans for checking, enlistment and assessment.
 - e. Pay tuition and other fees at the Finance Office.
 - f. Proceed to the Registrar's Office for signing of Registration Form.
 - g. Secure library card from the Library and apply for school ID.
2. For Continuing/Returning Students
 - a. Present clearance
 - b. Copy the subjects and schedule in the Adviser's Form and Registration Form.
 - c. Proceed to the respective deans for checking, enlistment and assessment.
 - d. Pay tuition and other fees at the Finance Office.
 - e. Proceed to the Registrar's Office for signing of Registration Form.
 - f. Secure library card from the Library and apply for school ID validation.

III. PAYMENT OR REFUND OF TUITION AND OTHER FEES

A. Payment of Fees

Tuition fees vary depending on the number of units enrolled by the student. The miscellaneous, laboratory, and other fees collected are subject to existing regulations and as provided by law.

All fees are computed on a semestral basis and may be paid in full upon registration. Specific amount of tuition and other fees charged are issued by the cashier during enrolment.

If the student opts to pay on installment basis, a specific minimum amount of entrance fee shall be set by the College and the remaining balance is divided into three equal installments payable prior to preliminary, midterm, and final examinations. Upon payment of due installments, the student is given an examination permit. A temporary permit may be issued to students who fail to pay the due fees upon presentation of a promissory note to the Finance Office. No student shall be allowed to take the examination without Permit.

Only the College cashier collects all authorized expenses or fees of students. No unauthorized expenses or fees shall be paid by any student or collected by any teacher or employee of the school.

B. Refund of Fees

A student who drops may be entitled to refund on tuition fees paid as follows:

1. Prior to opening of classes- full refund
2. Within the first week of classes- 90% refund on tuition fees.
3. Within the second week of classes- 80% refund on tuition fees paid.
4. After the second week of classes- no refund is given.

Miscellaneous and laboratory fees are non-refundable.

C. Non-Payment of Account

The Administration reserves the right to suspend or drop from the roll any student who has not paid in full his/her financial obligations on or before the scheduled date of payment. It also reserves the right to withhold from a student the issuance of certain credentials (transcript of records, certificate of honorable dismissal or other records) unless the student has fully settled his financial obligations with the school.

ACADEMIC POLICIES

I. CLASS ATTENDANCE

Students should not have absences of more than twenty percent (20%) of the total required number of class and laboratory periods in a given semester.

The following are the maximum absences allowed per semester:

For MWF classes held 3 times a week, a maximum of 9 absences.

For TTh classes held 2 times a week, a maximum of 6 absences.

For classes held once a week, a maximum of 3 absences.

For classes with 5 hours of class period a week, a maximum of 15 absences.

For classes with 4 hours of class period a week, a maximum of 12 absences.

For summer classes, a maximum of 3 absences for three to five unit subjects and two absences for two unit subjects.

A student who incurs more than the allowed number of absences in any subject within the semester will be given a mark of "FA" (failure due to excessive absences) as his final rating for the semester, regardless of his performance in class.

A student who withdraws without official dropping shall be given a grade of UW (Unauthorized Withdrawal).

Attendance is counted from the first official day of regular classes regardless of the date of enrolment of the student.

II. EXAMINATIONS

Students are required to take three (3) scheduled major examinations in any given semester. These examinations are Preliminary, Midterm and Final Examinations. Students should present an official examination permit issued by the College cashier to their instructor before taking any major examination. No student will be allowed to take an examination without an examination permit.

III. GRADING SYSTEM

A student's scholastic performance is evaluated based on the standardized grading system of the College. Below are the ranges of grades with their descriptions:

Grade	Nominal Description
97 and above	Outstanding
94-96	Excellent
91-93	Superior
88-90	Very Good
85-87	Good
82-84	Satisfactory

79-81	Fairly Satisfactory
76-78	Fair
75	Passed
Below 75	Failed
Inc	Incomplete
U.W.	Unauthorized withdrawal
F.A.	Failure due to absences
DRP	Authorized

III. RETENTION POLICIES

Guidelines on retention are formulated to ensure that students meet the standards set by the different institutes.

A. Institute of Teacher Education

1. A student who fails in only one of the Professional Education/major subjects and/or earns a GPA that is lower than 2.0 at the end of any semester shall be on probationary status. If the student's GPA in the following semester is again lower than 2.0, he/she will be advised to shift to another course.
2. A student who incurs failing grades in three or more subjects within a semester will not be admitted for re-enrolment.
3. A student who fails in two (cumulative) Professional Education/major subjects will not be admitted for re-enrolment.

B. Institute of Information Technology Education

1. A student who incurs failing grades in three or more subjects within a semester will not be admitted for re-enrolment.
2. A student with GPA lower than 2.25 shall be on probationary status for one semester. If a student again earns a GPA lower than 2.25, he/she will not be admitted for re-enrolment.
3. A student who fails in 50% of the major subjects (cumulative) will not be admitted for re-enrolment.

C. Institute of Hospitality Management

1. A student who incurs failing grades in three or more subjects within a semester will not be admitted for re-enrolment.
2. A student with GPA lower than 2.25 shall be on probationary status for one semester. If a student again earns a GPA lower than 2.25, he/she will not be admitted for re-enrolment.
3. A student who fails in 50% of the major subjects (cumulative) will not be admitted for re-enrolment.

D. Institute of Business Education

1. A student who fails one of any major subjects and/or earns a GPA that is lower than 2.0 at the end of any semester shall be on a

probationary status. If the student's GPA in the following semester is again lower than 2.0 he/she will be advised to shift to another course.

2. A student who incurs a failing grade in two or more subjects within a semester will not be admitted for re-enrolment.
3. A student who fails in two cumulative major subjects will not be admitted for re-enrolment.

IV. ACADEMIC HONORS

The College gives recognition to all outstanding students at the end of every semester provided they carry at least 75% of the total number of units prescribed in the curriculum; have not violated any of the school rules and regulations, and have met the required grade-point averages (GPAs).

A. Classification of Honor Lists:

1. Chairman's List: GPA of 1.26 to 1.0 with no grade below 1.5
2. President's List: GPA of 1.51 to 1.25 with no grade below 1.5
3. Dean's List: GPA of 1.75 to 1.50 with no grade below 1.75

V. GRADUATION

A. Requirements for graduation

1. The student must have satisfactorily complied with all academic requirements of the College and other requirements prescribed by the Commission on Higher Education (CHED).
2. The student must have a minimum of four full semesters or two-year residence in the College.
3. The student must have completed his/her clearance (signed by the Treasurer, Property, Registrar, and Discipline Offices).

B. Conferring of Honors/Recognition

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

1. Summa Cum Laude
 - a. Must have obtained a GPA of 1.26 - 1.0 in all academic subjects with no grade lower than 1.5.

- b. Must have taken all academic units prescribed for graduation in the College.
- c. Must have carried the number of units prescribed by the curriculum per semester.
- d. Must not have violated any less grave or grave offense throughout their stay in this College.
- e. Must have represented the school in academic or sports competitions.
- f. Must have been involved in curricular, co-curricular activities in school.

2. Magna Cum Laude

- a. Must have obtained a GPA of 1.50 - 1.25 in all academic subjects with no grade lower than 1.75.
- b. Must have taken all academic units prescribed for graduation in this College
- c. Must have carried the number of units prescribed by the curriculum per semester.
- d. Must not have violated any less grave or grave offense throughout their stay in this College (refer to pages 24-26).
- e. Must have represented the school in academic or sports competitions.
- f. Must have been involved in curricular and co-curricular activities in school.

3. Cum Laude

- a. Must have obtained a GPA of 1.75 - 1.51 in all academic subjects with no grade lower than 2.0
- b. Must have taken at least seventy five percent (75%) of the total number of academic units prescribed for graduation in the College; the units in other institutions must meet the grade requirement of the college.
- c. Must have carried the number of units prescribed by the curriculum per semester.
- d. Must not have violated any less grave or grave offense throughout their stay in the College.
- e. Must have represented the school in academic or sports competitions
- f. Must have been involved in curricular and co-curricular activities in school.

SCHOLARSHIPS, GRANTS AND PRIVILEGES

To sustain the education of the students, the College offers in-school scholarships and grants and establishes linkages with sponsors and benefactors. As a general rule, a student may avail of only one scholarship/grant. In case of eligibility to more than one scholarship/grant, the student concerned may choose the higher grant and waive the rest.

I. ENTRANCE SCHOLARSHIPS

A tuition fee discount of 100% is granted to valedictorians and salutatorians of high schools duly recognized by the Department of Education. Honor graduates (residents of Mabalacat only) may take the qualifying examination for scholarship to avail of tuition fee discount.

II. ACADEMIC SCHOLARSHIPS

At the end of every semester, students with outstanding academic performance may qualify for academic scholarships. Reimbursement of tuition on the preceding semester shall be given to the following honor students:

Chairman's Listers: 100% tuition fee discount

President's Listers: 75% tuition fee discount

Dean's Listers: 50% tuition fee discount

III. NON-ACADEMIC GRANTS

A. Talent Scholarships

Active members of the school publication, performing arts, sports teams, marshals, and chorale are given tuition fee discounts after compliance with performance standards and other requirements and upon recommendation of the Scholarship Committee.

B. Educational assistance

As part of the community service of the College, educational assistance in the form of free tuition and other fees shall be given to qualified Student Assistants (SAs). The SAs must meet the requirements set by the College.

All qualified SA's must render 4-hour office duty in the College. The screening, selection, and performance evaluation of SA's shall be by a committee composed of the Scholarships Officer, VPAA, VPSAS, Guidance Counselor, and HRM Officer, or other officers who may be appointed by the College President.

C. Loyalty Grant/Privilege

When there are three or more siblings simultaneously enrolled in the College in any given semester, the more senior in year level shall be given 100% tuition fee discount.

D. Grants Sponsored by Benefactors

A student who is sponsored by a benefactor must present an endorsement letter every semester. The student grantee must comply with the admission and retention requirements of the College. The benefactor shall be given semestral feedback on the academic performance of their grantees/beneficiaries at the end of the semester.

STUDENT DISCIPLINE AND AFFAIRS

I. POLICIES ON STUDENT CONDUCT

It is axiomatic that a school should maintain good school discipline inside the school campus as well as outside the school premises when the students are engaged in school-sanctioned activities. The College recognizes the necessity of spelling out the procedures providing for remedies in case of infractions committed by any student against the institution, the employees or co-students.

All students in this College are expected to conduct themselves properly and strictly observe the following policies:

A. On Wearing of ID, School Uniform and Personal Attire

1. All students are required to wear their ID's with the official ID lace inside the school campus, whether or not they have classes.
2. All students are required to be in prescribed school uniforms except on Wednesdays and Saturdays. Wednesday and Saturday are wash day to give students a break from wearing their school uniforms. However, modesty and decency should be observed in wearing civilian attire. Shorts, muscle shirts, tattered denims and slippers are not allowed for men. Shorts, sleeveless or hanging blouses, sleeveless dresses tops with low or plunging neckline,

- miniskirts, tattered denims and slippers are not allowed for women.
3. Wearing of slippers will only be allowed during floods and other calamities.
 4. The prescribed hairstyle for male students is short (exposing the nape) and fringe of banded hairs.
 5. All students must wear their IDs at all times while inside the school premises. Lost IDs must be reported immediately to the Guidance Services Office / ODS to obtain an ID pass or permit.
 6. Students not in proper uniform will not be allowed to attend their classes and shall be marked absent.
 7. Students are not allowed to attend their academic classes in PE or NSTP uniform.
 8. All students must refrain from body piercing and excessive use of accessories and loud or heavy hair coloring.
(Wearing of earrings is prohibited for male students, while very large earrings for female students. Earrings will be immediately confiscated).

B. On the Use of School Facilities

1. Observe library and computer science laboratory rules and regulations.
2. Conserve water and energy whenever possible. Turn off lights and faucets when not needed.
3. Exert utmost care and concern in handling laboratory equipment.
4. Keep the comfort rooms clean. Close the faucets when not in use.
5. Help keep the campus clean and orderly. Refrain from acts of vandalism.

II. STANDARDS OF CONDUCT

All students are expected to conduct themselves in a manner befitting a student of the College, and not to violate any of the rules and regulations of the College.

A. Classification of Violations/Offenses

1. Light Offenses. Light offenses are punished by fine or warning. Commission of three light offenses aggravates the nature of offense to less grave and grave depending on the likelihood of habitual delinquency. The following are considered light offenses:
 - a. Violation of the Policy on ID, school uniform and attire
 - b. Violation of the Policy on the use of school facilities
 - c. Loitering along the hallway during class hours.
2. Less Grave Offenses. Offenses which are not very serious in nature, a suspension from school not to exceed three (3) days may be

justified. However, parents must be informed by the Office of the Discipline Services Coordinator or the Dean of any misconduct on the part of their children for which disciplinary action is necessary.

The following are considered less grave offenses:

- a. Failure to get grades and to have the clearance signed on the scheduled date.
 - b. Use of curses and vulgar words and roughness in all aspects of behavior.
 - c. Use of cellular phones and other gadgets during classes and/or academic functions. Playing loud music from gadgets inside the classrooms or along the corridors during break time.
 - d. Posting of posters, streamers or banners within school premises without prior permission or approval from the Office of Student Affairs.
 - e. Public display of intimacy whether inside or outside the college especially while in school uniform.
 - f. Deliberate cutting classes or unofficial withdrawal during class hours.
3. Grave Offenses. For a persistent offender or one guilty of a serious offense, a suspension for not more than one (1) year may be imposed. The school, however, should forward to the Commission on Higher Education Regional Office concerned within ten (10) days from termination of the investigation of the case for its information.

The following are considered grave offenses:

- a. Smoking and drinking hard drinks while in school uniform
- b. Vandalism
- c. Theft and willful destruction of school equipment and properties.
- d. Hooliganism and brawls on campus.
- e. Smoking and gambling within the campus.
- f. Violation of the Dangerous Drugs Law and other related laws.
- g. Forging, falsifying and tampering of official school documents and records.
- h. Carrying of firearms, explosives and deadly weapons such as ice picks or blades which are more than 1 ½ inches long and other similar objects within the school premises.
- i. Use of offensive words and disrespectful deeds towards any member of the faculty, administrators, non-teaching personnel and co-students.
- j. Dishonesty and cheating in any form.
- k. Gross misconduct
- l. Hazing
- m. Drunkenness / Drinking liquor or bringing intoxicating beverage while inside the campus.
- n. Assaulting a co-student or school personnel;
- o. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes

- p. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties.
- q. Illegal use of school name, seal and logo for solicitation and other unlawful activities.
- r. Smoking, drinking or gambling outside the campus while in school uniform.
- s. Any form of cyber crime against co-student, faculty, staff or the institution.
- t. All other unlawful acts

The College reserves the right to promulgate future rules and regulations for offenses not contemplated in this student manual. In the absence of school rules defining and punishing an unlawful act, the Philippine general laws shall be the basis. Violation of the general laws of the land committed within the campus, shall authorize the Committee to impose discipline to erring students.

B. Procedure for processing of student discipline cases

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

- 1. The Committee on Student Discipline (CSD) shall be composed of:
 - a. The Discipline Services Coordinator sitting as the Chairman
 - b. Representative from the School Administration
 - c. Representative from the Institute Student Council
 - d. Representative from the Mabalacat College Student Council
 - e. Representative from the members of the Faculty

C. Jurisdiction of the Committee on Student Discipline (CSD)

The Committee on Student Discipline (CSD) has the jurisdiction to hear and decide the following cases, without prejudice to the complainant’s right to seek redress of grievances in proper venue:

- 1. Violation of the policies in the Student Manual
- 2. Violation of a School Memorandum
- 3. Crimes involving moral turpitude
- 4. Other unlawful acts

D. Filing of a Complaint and Reply Thereof:

A complaint should be in writing, dated and signed. Oral complaint will not be allowed. The complainant should personally submit the written complaint to the Discipline Services Office in three copies. Additional copies shall be required if there are more than one respondents.

A complaint should state:

1. The name of the complainant and the name of the student who caused him damage or prejudice. When the offense is committed by more than one student, all of them shall be included in the complaint.
2. The complaint should specify in details the acts or omissions complained of, the damages it caused to the complainant, and the remedy the complainant sought to obtain.
3. If the offense is specified in the Student Handbook or Philippine laws, its designation should be stated.
4. The complaint should also indicate the date of the commission of the offense and the place where it was committed.

The Discipline Services Coordinator shall evaluate the complaint and shall determine whether or not the acts or omissions complained of constitute an infraction of the Student Handbook, standing school memoranda or the laws of the Republic of the Philippines. The Discipline Services Office shall also determine whether there is enough ground to hold the respondent for due process.

If the Discipline Services Coordinator, in a sound exercise of his discretion, finds the complaint to be sufficient in form and substance, and that there is a strong possibility that the act complained of, which constitutes an offense, had been committed, shall convene the Committee on Student Discipline (CSD). CSD shall order the respondent to reply within 48 hours.

The respondent should submit the reply to the CSD in three copies. Additional copies shall be required if there are more than one complainants. Failure to submit the reply within the time required, the respondent shall be deemed to have waived his right to file said reply. Requests for extension of time to file reply shall be allowed at the sound discretion of the Committee.

Upon receipt of the reply, the complainant at his option, may make a comment to the reply within forty-eight (48) hours from receipt thereof. Upon the receipt of the comment, the respondent at his option, may also make a reply to the comment within forty-eight (48) hours from receipt thereof. After the lapse of forty-eight (48) hours without comment or reply filed, the submission of said pleadings shall be deemed waived.

E. Hearing

After the submission of the last pleading, the parties are notified

by the CSD of the date and time of hearing. The parties are requested to bring along with them their witnesses and evidence/s to support their claims.

During the hearing, the complainant shall first establish his cause in the presence of the respondent. He shall produce testimonial, documentary and object pieces of evidence to prove his claims. He shall be examined, through questions and answers, either by the CSD or by the respondent himself to ascertain the veracity of his claims.

The respondent may, during the same hearing, present testimonial, documentary and object pieces of evidence in defense of himself. He shall also be examined, through questions and answers, by the CSD who ascertain the veracity of his defenses and counterclaims.

Unjustified absence of any party during the hearing shall not postpone the hearing. The absent party's right to present any form of evidence apart from those submitted as part of his pleadings shall be waived.

F. Decision and Range of Penalties/Sanctions

If the respondent pleaded "guilty," the case is immediately decided and the penalty is one step lower.

After the hearing of a case, the CSD shall release the Decision within fifteen (15) days from the last day of hearing. The respondent shall be notified of the decision. If the decision is contested, the respondent may submit an appeal to the Vice-President for Student Affairs and Services (VPSAS) within 15 days from receipt of the decision. If the decision of the VPSAS is still contested, the respondent may submit another appeal letter to the College President within another 15 days. The decision of the College President is final and executory.

For non-appealed decisions of the CSD, the recommendations become executory.

The list of sanctions/penalties includes but is not limited to the following: verbal reprimand, written undertaking, community service, public apology, suspension, exclusion, and expulsion.

III. STUDENT ORGANIZATIONS

Under Batas Pambansa Blg. 232, students are duty-bound to promote and maintain the peace and tranquility of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationship with fellow students, the teaching and academic staff, and other personnel.

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

A. Recognized Student Associations

The students shall enjoy the right to form, establish, join and participate in organizations and clubs recognized by the school to foster their intellectual, cultural, spiritual, leadership, and physical growth and development. The student organizations must be registered with or accredited by the Office of Student Affairs (OSA). A corresponding Certificate of Accreditation shall be issued to each student organization upon full compliance with the prescribed requirements. Such certificate shall be effective for only one school year and may be renewed each time for a similar period, and that the certificate may be revoked or cancelled for violations of school rules and regulations. Recognition carries the privileges of using the school's name and the enjoyment of school facilities. (Solicitation using the school name is not allowed.) An accredited student organization may apply for reaccreditation upon submission of accomplishment and financial reports.

Requirements for accreditation:

1. A copy of the approved Constitution and By-laws of the organization, signed by the initial set of officers and members of the organization;
2. A list of the set of officers and members of the organization, including an indication of their respective positions, date of assumption to office, and their respective specimen signatures;
3. Strategic plans of the group, its proposed projects and prospective date of implementation.
4. Such other documents as may be required under the school rules and regulations.

Any group of thirty (30) students of the College may apply with the OSA to organize and operate a student organization. The membership of such organization shall be limited to bonafide students of the school. OSA shall forward such application, with his comments and recommendations to the College President for approval.

Each approved student organization shall be assigned a faculty adviser. The faculty adviser shall be endorsed by the organization concerned and approved by the College President, upon

recommendation of OSA. The faculty adviser of every student organization must be employed on full-time status with the school at the time of his/her appointment. The officers of each student organization shall be elected by its members. Every election of officers of the organization shall be under the supervision of the assigned faculty adviser. Any personnel under the Student Affairs Services Department may not serve as adviser but may be consulted.

B. Student Interest Groups

With the aim of discovering and nurturing the students' talents and potentials for total integrated development, the College encourages the creation of interest groups such as debating clubs, dramatic and theater art clubs, reading, science clubs, math clubs, music clubs, dance troupes and others.

C. Student Governance

The institutes have their respective student councils and a supreme council- the Mabalacat College Student Council (MCSC). The officers are elected in an annual popular election held before the end of the second semester.

The elective positions under the MCSC are: President, Vice-President for Internal Affairs, Vice-President for External Affairs, and six (6) Representatives (two for each institute). The elective positions under the Institute Councils are: Chairman, Vice-Chairman, and five (5) Councilors. Candidates for the elective positions must not be on academic probation and with no record of delinquency at the Discipline Office.

The student councils and accredited student organizations shall be funded from minimal fees collected from the students for that purpose. The *student council fees* collected shall be deposited in a government-owned local bank, with the respective treasurers and faculty advisers as signatories. Financial statements/reports with accompanying documents/receipts must be prepared by the student councils and to be published in the school publication every end of the school year. The financial statements must be approved by SAS and endorsed to the Finance Office prior to the organization of the latter's collection of student council fees. Misuse or malversation of funds shall subject the erring student/s to disciplinary action and/or administrative charge/s without prejudice to filing of legal suit.

SAS shall supervise and regulate the operations as well as activities of all duly recognized Student Councils and student accredited organizations, for the purpose of directing as well as maximizing the utilization of their resources and efforts toward the attainment of their avowed and approved objectives.

The College Electoral Board (CSEB) shall oversee the conduct of student elections.

IV. STUDENT PUBLICATION

The Equalizer is the official student publication of the College. The members of the editorial staff are selected through an editorial examination which is conducted annually. Previous staffers may re-apply but are required to take the annual editorial examinations. The term of service of the new staffers is for two semesters. The administration appoints the Adviser of the publication. Publication fees are authorized to be collected from the students, and the funds collected must be deposited to a government-owned local bank, with the Editor-in-chief and Faculty Adviser as joint signatories.

Financial statements/ reports with attached pertinent documents and official receipts must be submitted to OSA at the end of every semester and published in the Equalizer, prior to the release of future publication funds/budget. Misuse or malversation of funds shall subject the erring student/s to disciplinary action and/or administrative charge/s without prejudice to filing of legal suit.

V. STUDENT CRIME PREVENTION COUNCIL (SCPC)

The College created the Student Crime Prevention Council (SCPC) which shall pursue an intensive and unrelenting campaign against all forms of crimes and criminal behavior which may take place within the campus. The organization shall inculcate vigilance among students to avert criminal acts and behavior within the campus.

A. Composition of the SCPC

1. Chairperson- the President of the Mabalacat College Student Council (MCSC) concurrent capacity
2. Vice-Chairperson- the Vice-President for External Affairs of the MCSC in concurrent capacity
3. Members- the Class Presidents or the Vice-Presidents, in the absence of the former
4. The Secretary of the MCSC shall serve as such in the SCPC in a concurrent capacity

B. Duties and Responsibilities of the Council

The Council shall have the following duties and responsibilities:

1. Formulate crime prevention programs for implementation by the Council.
2. Recommend to the College the conduct of seminars or trainings on crime and drug prevention and control.

3. Conduct intensive information drive on crime prevention, particularly on drug abuse, alcoholism, illegal gambling, fraternity quarrels, hazing and other undesirable activities.
4. Report all illegal activities of students and/or recommend the imposition of appropriate sanction by the College authorities, which shall include but not limited to reprimand, transfer, suspension or exclusion/expulsion from the school.
5. Submit to CHED through its Regional Offices (CHEDROs)—composition of SCPC and program of activities and projects for the Academic Year two months after the closing of enrolment in the First Semester and accomplishment report within two months after finishing the Second Semester of the Academic Year.

D. The Board of Advisers

1. College President—as Chairman
2. Chief of Police (COP) –as Vice Chairman
3. Coordinator, Discipline Services- as member
4. Adviser of the MCSC- as member
5. Punong Barangay of Barangay Dolores, Mabalacat- as member
6. Representatives of interfaith sectors designated by the College President

APPENDIX A

MABALACAT COLLEGE HYMN

Mabalacat College the honor of our being
 You draw the path towards the brighter destiny
 Amidst our inabilities
 You gave us hope to live victoriously.

Hail to you my dearest Alma Mater
 For sure we will not fail you
 The torch you lit will always shine in glory
 For family and country, and God’s glory.

Excellence will always be seen in us
 In our workplace and in our community

The values and wisdom you've made us embrace
Our life will make the difference.

Hail to you my dearest Alma Mater
For sure we will not fail you
The torch you lit will always shine in glory
For family and country, and God's glory.

Mabalacat College hail to you.

/Dr. Leonardo C. Canlas and Hancel O. Lapid

APPENDIX B

Anti-Sexual Harassment Act of 1995

(Republic Act No. 7877)

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

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

Section 3. Work, Education or Training-Related, Sexual Harassment Defined. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from

the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

Section 10. In a work-related or employment environment, sexual harassment is committed when:

(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

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

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

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

Section 11. Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

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

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

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

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

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

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

Section 5. Liability of the Employer, Head of Office, Educational or Training Institution. – The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

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

Section 7. Penalties. – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand

pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

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

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

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

Section 10. Effectivity Clause.- This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

APPENDIX C

Anti-Hazing Law

(REPUBLIC ACT No. 8049)

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

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

The term "organization" shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training and Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of

the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

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

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

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

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or

incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

(d) when the hazing is committed outside of the school or institution;
or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

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

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

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

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

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

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

APPENDIX D

Campus Journalism Act

RULES AND REGULATIONS FOR THE IMPLEMENTATION OF THE CAMPUS JOURNALISM ACT OF 1991

INTRODUCTION

Pursuant to Section 9 of Republic Act No. 7079, otherwise known as the “Campus Journalism Act of 1991,” the following rules and regulations for the effective implementation of the said Act are hereby promulgated.

RULE I

Title

SECTION 1. Title. – This body of rules shall be known as the Rules and Regulations for the Implementation of the Campus Journalism Act of 1991 or “RULES,” for short.

RULE II

State Policy

SEC. 1. Declaration of Policy. – It has been declared a State Policy to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of the students concerned and promoting responsible and free journalism. It is, therefore, the duty of the Department of Education, Culture and Sports (DECS), school/college/university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary and tertiary levels of education to support and promote the campus journalism program policies and objectives under Republic Act No. 7079 and existing laws embodied as principles in the Constitution.

RULE III

Definition of Terms

SEC. 1. Definition of Terms. – For a better understanding of this Act, terms which are used therein are hereby defined or explained.

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

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

c) Student Journalists. – Any bona fide student or enrolled for the current semester or term, who has passed or met the qualifications and standards of the editorial board. He must likewise maintain a satisfactory academic standing;

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

concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.

e) Editorial Policies. – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration’s policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

RULE IV **Student Publication**

SEC. 1. All educational institutions on the elementary, secondary and tertiary levels, public or private shall be encouraged to establish a student publication.

SEC. 2. Student Publication. – There shall be three categories of student publications, namely: a) elementary level student publication; b) secondary level student publication; and c) tertiary level student publication. Once the publication is established, the editorial board shall freely determine its editorial policies and manage the publication’s funds.

SEC. 3. The members of the editorial board of the tertiary student publication shall be responsible to the school/college/university, to third parties for its decisions, actions, policies and legal consequences arising from such.

SEC. 4. Aims and Purposes of the Student Publications. – Student Publications shall be utilized to train interested students in a) the application of the communication arts in journalism; b) the basic mechanism and technical skills in journalism; c) the responsibilities and privileges in journalism in relation with the contents of articles to be published; d) the use of the student publication in support of the educational development of the learner/student, the school, the community and the country; e) train interested students in the application of the art and science of journalism for technological advancement; f) develop intelligent and responsible student leadership and good citizenship in a free and democratic society; g) serve as a channel for unifying all members for the school and the community towards desirable educational and cultural development objectives; h) serve as a pool of all learning experiences of student journalists; i) advocate social consciousness and uphold the interests of the Filipino people; and j) advance student’s rights and responsibilities as well as promote their general welfare.

RULE IV **Financing Student Publication**

SEC. 1. Funding of Student Publication. – For public elementary and secondary school, publication fees, subsidy sourced from savings realized from the school’s appropriations, revenues realized from donations and grants, and

advertisements shall be the sources of funding for the student publication. For private schools, publication fees, revenues realized from donations and grants, and advertisements shall be the sources of funding for student publications. Publication fees from the students shall be collected during enrolment period. In both public and private schools, all student publication funds shall be automatically released to the student publication staff one month after the last day of enrolment.

SEC. 2. Preparation of Student Publication Budget. – The editorial board, with the assistance of the student publication staff, shall prepare the student publication budget for each semester/year. The budget shall be posted on the school bulletin board and published in the student publication. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and the teacher-adviser during their work at the printing press, office and photo supplies, attendance of the student publication representatives at the annual divisional, regional, national press conferences or workshops, honoraria/allowances for staffers and teacher-adviser, and other incidental expenses. Disbursements of student publication fund shall be made according to accounting and auditing regulations.

SEC. 3. Publication Fee. -

a) The editorial board, in coordination with the school administration, may provide a mechanism for the collection of publication fees from the students. The publication fee shall be determined by the editorial board in consultation with the student body. In the private elementary and secondary schools, the editorial board shall determine the publication fee for each individual student in consultation with the student body. In the public elementary and secondary schools, the publication fee for each individual student shall in no case be more than what is provided for in DECS Order No. 40, s. 1988. The publication funds shall be deposited in the account of the student publication in an authorized depository bank through at least two (2) authorized signatories of the editorial board.

SEC. 4. Printing of the Student Publication. – The printing of the student publication by a private printer shall be conducted by the editorial board and the student publication staff through canvass or public bidding.

SEC. 5. Financial Reports of Expenses. – A financial report of expenses shall be prepared by the editorial board and student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary level properly audited by a COA/authorized auditor for the public schools. For the private schools, a certified public accountant shall properly audit the expenditures based on the approved budget of the editorial board. Thereafter, the audited summary financial statement shall be published in the student publication at the end of the school term.

SEC. 6. Use of Student Publication Funds. – Publication fees, savings, donations, grants and other funds collected from other sources for the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by the editorial board, any student-staff, faculty-adviser, and/or school administrator/official shall be cause for administrative and/or criminal action against the violator.

RULE VI

Publication Adviser

SEC. 1. Publication Adviser. – The faculty adviser of a tertiary student publication shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the publication adviser shall be one of technical guidance.

In the elementary and secondary levels, the teacher-adviser, exercising special parental authority over student staffers who are minors shall, jointly with the Parents-Teachers Association, be held fully responsible for the contents of the student publication.

SEC. 2. Working/Advising Load. – In the public elementary and secondary schools, student publication advising task/assignment shall be considered as one (1) teaching/work load.

RULE VII

Selection of Staff Members

SEC. 1. Selection of Student Staff Members. – The selection of the chief editor and other members of the staff of tertiary student publication shall be through competitive examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors to be chosen by the outgoing editorial board.

Secondary and elementary student publication staffers should pass a qualifying examination conducted by a committee composed of the student publication adviser, who shall act as chairperson, the past student-editor as vice-chairman, one (1) faculty member, and two (2) former student-editors.

RULE VIII

Security of Tenure

SEC. 1. Student Staffers. – A member of the student publication staff must maintain his/her satisfactory standing in order to retain membership in the staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of the performance of his/her duties in the publication staff.

RULE IX

Press Conferences/Training Seminars

SEC. 1. Press Conferences and Training Seminars. – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars/workshops in which student-editors/writers and teacher-advisers of student publications of the elementary, secondary and tertiary levels shall participate. Such activities shall be held on the institutional, divisional and regional levels culminating with the holding of the annual national elementary, secondary or tertiary school press conferences in places of historical and or cultural interest in the country.

SEC. 2. Expenses of Student Publication Staff and their Teacher-Adviser at Press Conferences and Training Seminars. – Expenses relative to the attendance of the student publication staff and their teacher-adviser in the divisional, regional and national press conferences and training seminars shall be subsidized from the student publication funds and from appropriations when funds are available.

RULE X

Tax Exemption

SEC. 1. Tax Exemption. – Pursuant to Paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in R.A. 7079 shall be exempted from donor's or gift tax.

RULE XI

Appropriations

SEC. 1. Appropriations. – For the initial year of implementation, the sum of five million pesos (P5,000,000.00) is authorized by R.A. 7079 to be charged against the savings of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

RULE XII

General Provisions

SEC. 1. The Department of Education, Culture and Sports (DECS) shall help ensure and facilitate the proper carrying out of the Implementing Rules and Regulations of Republic Act No. 7079. It shall also act on cases on appeal brought before it. The DECS regional office shall have the original jurisdiction over cases as a result of the decisions, actions, and policies of the editorial board of a school within its area of administrative responsibility. It shall conduct investigations and hearings on these cases and shall report its decision of each case within fifteen (15) days after the completion of the resolution of each case.

SEC. 2. The Secretary of Education, Culture and Sports may amend these “Rules” when there are compelling reasons for amendments provided that any amendment shall be made in consultation with the representatives of duly recognized student journalism associations and adviser associations as well as representatives of the administration, and provided further that all amendments shall be in accordance with R.A. 7079.

RULE XIII

Effectivity

SEC. 1. Effectivity. – These Rules and Regulation implementing the Campus Journalism Act of 1991 shall take effect immediately after publication and circulation in a DECS Order to all the public and private schools in the country.

ACKNOWLEDGEMENT/UNDERTAKING

This is to acknowledge having fully read this Student Handbook and understood all the contents herein. I therefore hereby undertake to abide by the policies, rules, and regulations of the Mabalacat College. If found remiss, I am aware of and shall be liable to appropriate disciplinary action or sanction.

In testimony hereof, I hereby affix my signature below, with the assistance and consent of my parent/guardian.

Signature over Printed Name of Student

Course and Section

Date signed

Signature over Printed Name of Parent/Guardian

(Note: Detach this page and submit to OSA)