



# PHILIPPINE ADVENT COLLEGE, INC

*"The School That Prepares Students to Serve"*

**SINDANGAN MAIN CAMPUS  
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**STUDENT HANDBOOK  
REVISED EDITION  
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## **FOREWORD**

Welcome!

You are a part of the Philippine Advent College's academic community as a student, and as such, you should be aware with the institution's resources, organizational structure, policies, and expected conduct.

This guidebook aims to assist you in this regard. This Christian institution will serve as your second home from the beginning of this year until the end of your course. Studying requires focus, dedication, and commitment. You will benefit most from investing your valuable time and effort into achieving this admirable objective.

The purpose of the college's extracurricular and co-curricular programs is the holistic development of the student. A person with a heart that is devoted to serving and loving the Lord, hands that recognize the value of hard work, and a mind that is capable of taking on great duties both now and as a citizen of the world to come. As a Filipino-only institution, Philippine Advent College will also work to instill the virtues of discipline, honesty, self-reliance, dignity, and patriotism.

We sincerely hope that Philippine Advent College, your alma mater, would see you as an engaged and helpful future alumnus.

**VPSAS**

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## **Counsels to Students**

Students, make your school life as productive as possible. You will pass this way but once and precious are the opportunities provided for you, you are not only to learn but also to practice the lessons of Christ.

While obtaining your education, you have the opportunity to tell of the wonderful truths of God's word. Improve every such opportunity.

God will bless every minute spent this way..." the high experience you gain will be of more value to you than silver of gold or any worldly accomplishment.

EGW, Counsels to Teachers, Parents and Students, Page 545

### **What is a student?**

A student is the most important person in this institution whether he comes in person, calls or writes to us.

A student is not an interruption of our works- He is the purpose of it. He is doing us a favour by giving us the opportunity to serve him/her.

A student is not dependent upon us. We depend upon him for our living.

A student is not someone with whom to argue or match our wits no one ever won an argument with a student.

A student is not a cold statistic... He is a flesh and blood human being with emotions and prejudices like our own.

A student is a person who comes to us because he needs certain services. It is our job to provide him in the best possible way that we can.

A student is the most important person in this 'Christian Institution' ...

Without him we would have no reason for being here...opportunities provided for you, you are not only to learn but also to practice the lessons

of Christ. While obtaining your education, you have the opportunity to tell of the wonderful truths of God's word. Improve every such opportunity.

God will bless every minute spent this way..." the high experience you gain will be of more value to you than silver of gold or any worldly accomplishment.

--Counsels to Teachers, Parents and Students, p. 545

## THE COLLEGE

Nested in the Southern part of the Philippines, within the heart to the municipality of Sindangan, the biggest town in Zamboanga del Norte shines a lay-operated Institution of Higher Learning that offers quality Christian education. Offering ranging courses from basic, technical and Higher Education. Shining as the only Adventist Institution of Higher Learning in Western Mindanao. PAC lives up to her mission for many fruitful years of service to the humanity for the Glory of God as a “School that Prepares Students to Serve.”

PAC makes “A World of difference.” By offering a haven where diversity is celebrated and accepted; a campus, safe and secure, where young people can take refuge from the dangers of drug-addiction, alcoholism and other self-destructive vices. Here is a spirit of united purpose and equal worth. We have various programs that give opportunity to the less fortunate young people to have access to the world-class academic excellence and globally competitive technical education, skills/manpower training by integrating faith and learning in an environment which stresses discovery and investigation without forgetting who is the True Source of Knowledge.

PAC strives to make a difference in the lives of all, regardless of religious affiliations, diverse ethnic and cultural backgrounds, who enters PAC campus as – students, teachers, parents, and community members by enabling them to acquire the foundation of knowledge, skills, values, attitudes, and behavior appropriate for their chosen academic or technical vocation.

Here, our committed and competent Faculty trains the students’ HEARTS to love and serve the Lord; the HANDS for skilled self-sustaining labor, the HEADS for lofty responsibilities in this world and for citizenship in the world to come. We nurture their intellectual curiosity. We facilitate their development into active, independent learners. We provide continuing educational opportunities for our alumni and professional peers. We encourage a personal Christian faith that permeates the lives of those we educate. PAC is committed to continue offering Quality Christian Education at an affordable cost.

## BRIEF HISTORY OF PHILIPPINE ADVENT COLLEGE

In 1975, the Philippine Advent College (PAC), originally known as the Hillside View Elementary School (HVES), became an Academy and later college, was founded by former Mayor Mariano J.S. Macias and Margie C. Macias. Driven by a strong desire to impart knowledge and values to their children—Marquinjo K.C. Macias, Marictibert C. Macias, Mariano J. C. Macias, Jr., Margerald C. Macias, and daughter Maresnena C. Macias—the couple, alongside these children, played a foundational role in the establishment of the institution as founders.

The inception of PAC was strongly supported by the local Seventh-day Adventist (SDA) church community, the Elders from various towns such as Sindangan, Tigbao, Bacungan, Mandih, Ramon Magsaysay, Salug, Balacan and Salug. Mayor Mariano J.S. Macias and Margie C. Macias, together with the Church Elders of the churches in the community, formed the first governing incorporators. This collective effort aimed at creating an educational institution that not only focused on academic excellence but also emphasized the importance of moral and spiritual values, reflecting the SDA faith.

Since its founding, PAC has not only maintained its mission of providing quality education rooted in Christian principles but also grown and developed. The college has become an integral part of the community, nurturing generations of students and preparing them for meaningful contributions to society.



## **PHILIPPINE ADVENT COLLEGE (BASIC EDUCATION)**

### **PHILOSOPHY**

PHILIPPINE ADVENT COLLEGE ACADEMY, which advocates that God is the true source of education, is committed to reflecting Christ in the lifestyle of the faculty and students for useful and fruitful citizenship in this present world and the world to come.

### **VISION**

PHILIPPINE ADVENT COLLEGE ACADEMY envisions being a center of excellence in Secondary Christian Education by promoting academic excellence, competitive technical skills education, strict discipline and training, and moral values development in an environment that develops discovery and investigation without forgetting the source of knowledge.

### **MISSION**

PHILIPPINE ADVENT COLLEGE ACADEMY is committed to providing excellent and distinctive Christian Secondary Education to prepare students for useful service and develop uncompromising personalities in this highly competitive world.

### **GOALS**

1. To equip students with research, business and entrepreneurship, sciences, humanities, mathematics and engineering, and technical-

vocational skills to be prepared for a higher education embedded in the curriculum.

2. To develop students with moral values like love, patience, and humanity as their commitment to reflect Christ's likeness towards community-needed activities as a curriculum.
3. To ensure lifelong learning with self-confidence and trustworthiness in God—the source of knowledge that makes students locally and globally competitive learners in this present world and the world to come.

## **OBJECTIVES**

Senior High School Department of Philippine Advent College aims:

1. To serve with dedication in secondary education and prepare students to be fruitful citizens.
2. To maintain harmonious relationships by showing love and patience towards humankind from diverse ethical beliefs of the community.
3. To offer Christian Education to develop students with uncompromising personalities reflecting Christ's likeness in this highly competitive world.
4. To offer quality education among diverse groups of students without discrimination of their ethical practices.
5. To holistically prepare students for higher education through a curriculum related to research, business and entrepreneurship, sciences, humanities, mathematics and engineering, and technical-vocational skills.
6. To enhance students' higher-order thinking skills in building lifelong careers, problem-solving, and leadership for society's betterment.

## **PHILIPPINE ADVENT COLLEGE (TERTIARY EDUCATION)**

### **PHILOSOPHY:**

Philippine Advent College advocates that God is the source of true education, is committed to reflecting Christ in the total lifestyle of the Faculty and Students for useful and fruitful citizenship in this present world and for fitness in the world to come.

### **VISION:**

Philippine Advent College envisions to be a Center of Excellence in Christian Education by promoting world-class academic excellence, globally competitive technical education, skills and learning in an environment which stresses discovery and investigation without forgetting who is the true Source of Knowledge.

### **MISSION:**

The mission of Philippine Advent College is to offer an excellent and distinctive Christian education designed to prepare its students for productive lives of useful human service and uncompromising personal integrity.

### **SPECIFIC GOALS:**

In harmony with its philosophy, vision and mission, PAC has specific goals. It aims to prepare young people who, by the time they graduate shall have:

1. Adapted a lifestyle characterized by kindness, patience, unselfishness, honesty, humility, love for all men regardless of creed, color, culture and religion.

2. Formed a wholesome spiritual life by habitually engaging in private devotions, voluntarily attending public religious services, and participating actively in the soul-winning endeavor and other religious activities and programs.
3. Possessed a clear understanding of the Scriptures as demonstrated by intelligent participation in the discussion of religious subjects and ability to interpret events in the religious, political, social, scientific, and economic world in the light of Biblical Prophecy.
4. Formed habits of critical and constructive thinking resulting in the ability to express ideas effectively, to make wise choices and sound judgments and apply appropriate theoretical knowledge to the solution of problems of life.
5. Developed appreciation for the best in nature, literature, music, and the other fine arts as evidenced by discrimination in the choices of recreational activities and by the efforts exerted in the development of talents in these areas.
6. Observed and practiced a balanced program of healthful living with emphasis on natural remedies, proper diet, adequate rest and exercise, abundant use of water, air and sunlight, the practice of temperance abstemiousness in all aspects of life and to accept the responsibility of teaching the health truths to others.
7. Exhibited awareness of God given endowments and definite place are for these in the betterment of humility by choosing a life work in harmony with their individual potential.
8. Developed respect for the dignity of labor by voluntarily engaging in productive manual work with healthy self-image and assessment; by demonstrating a sense of responsibility for economic values by practicing economy in the use of materials, time, and other resources; and by striving for excellence in workmanship in the execution of assigned tasks.
9. Learned to uphold the principles and standards of the Seventh-day Adventist Church in all religious and secular activities.
10. Manifested qualities of leadership by leading out and participate in church and community activities.
11. Learned to respect and give wholehearted support to the government without compromising religious convictions.
12. Learned to respond effectively to the changing needs of a developing nation and get actively involved in the government programs designed to achieve national development goals.

## P.A.C. HYMN

(Composed by L.V. Pilon & Lyrics by SL La Sage)

Among the hills and valleys  
Of our dear Zamboanga fair  
Stands the school that trains for service  
P.A.C. thou art great and rare.

### *Chorus*

P.A.C., P.A.C. Alma Mater dear  
We'll pledge and honor thee forever  
And always pledge our loyalty  
To thee we'll be true eternally

Wherever you may be someday  
In this big wide world  
Thy standards we'll uphold through  
Till the coming of the Lord.

## GREATEST WANT OF THE WORLD

“The greatest want of the world is the want of men. Men who will not be bought or sold, Men whose conscience is as true to duty as the needle to the pole. Men who are not afraid to call sin by its right name, Men who will stand for the right though the heavens fall.”

White, Ellen G. *Education*. p. 57

## STUDENT'S BEHAVIORAL CODE

It is the goal of this educational institution to produce graduates with sterling character and excellent behavior. This College aims to provide an education that prepares students to be law-abiding and useful citizens to be prepared for the service in this world and hereafter. This process involves a lot of training and discipline.

Behavior, in relation to development of quality Christian Education, is a perpetual concept in our educational institutions around the world. Philippine Advent College, recognizes this as its special concern. If misbehavior is minimized in this campus, teachers can spend much of their time in promoting students' growth/development instead of settling problems. In view of this, a new behavioral code is introduced to help students improve their behavior and create a school climate that is conducive to learning. Students are expected to observe this behavioral code which is the basis for discipline.

In harmony with the democratic ideals that are practiced in this country, no student is forced to enroll at Philippine Advent College. Students who come and are accepted are those who choose to abide by school rules and regulations and conform to the student standard of conduct and ethical norms of this institution.

Violations of these rules have been divided into three degrees. Because a first degree of violation is less serious than a second or third degree, its consequences are less serious.

A point system is at the heart of the discipline process on a Semestral basis. At the beginning of the semester, each student is given a merit of 30 points. Every violation has corresponding demerit points in portion to its degree. First-degree offense is assigned five demerits; Second-degree, 15 demerits; Third degree, 30 demerits.

However, If physical labor or suspension are not available, applicable or practical, a fine of not more than one thousand five hundred pesos will be imposed, which shall be determined by the committee according to the gravity of the offense.

Specific violation and their corresponding demerits are outlined below.

### **FIRST DEGREE OFFENSE (5 DEMERITS)**

Violation of the following rules is subject to disciplinary action and punishable either by free rendering labor or by paying a fine to be determined by the Students Disciplinary Committee.

1. Excessive going together of sweethearts by themselves in isolated places or restricted areas designated by the school, or showing public display of affection.
2. Holding meeting for any reason, including parties, rehearsals, dramas, and the like without the approval from the office of Vice-President for Student Affairs.
3. Staying away from Midweek Prayer Meeting, Vespers, Sabbath Schools, Adventist Youth Fellowship, Chapel Period, Week of Prayer meetings, Dormitory worship and other Religious meetings.
4. Singing, and playing rock music and indecent songs while inside the campus.
5. Boisterous laughing, talking, yelling, disturbing others, and acting obnoxiously in the classrooms, dormitories, cafeteria, etc.

6. Playing games beyond the following schedule, such as every Saturday from 6:00 to 10:00 PM and Sunday from 6:00 to 9:00 PM is permitted; however, games cannot be played one week prior to the scheduled exam.
7. Loitering - persistently hanging around without any purposes at all.
8. Littering - dropping, leaving or throwing garbage anywhere or improper garbage disposal.
9. Wearing of slippers and inappropriate attire such as short pants, city shorts, backless and crop top, improper haircut, piercing, and nose ring in the campus.
10. All dorm residents are required to be in their respective dorms from 9:30 PM to 4:30 AM during curfew hours.
11. Un-chaperoned hikes, outing and off campus activities are not allowed.
12. Visiting in dormitories or faculty homes is granted only with permission from the dormitory deans and, or faculty member concerned.
13. Slight violations of any of the dormitory rules and regulations.
14. Any other slight misconduct not herein mentioned should be referred to the Student Affairs Office or to the Students Disciplinary Committee for appropriate action.

### **SECOND DEGREE OFFENSE (15 DEMERITS)**

The Student Disciplinary Committee may refer or determine disciplinary action for a violation of the following rules, which could result in labor or fines which does not exceed to 1,500 pesos.



1. Dishonesty includes lying, cheating (which includes using gadgets without the proctor's or instructor's approval or authority, talking and whispering with other students, copying or giving answers to others), making a test for another without permission, reporting altered labor reports, and more.
2. Disrespect: acting or speaking to students or teachers in a way that shows a lack of respect for them as individuals.
3. Swearing or using inappropriate language against or about others is unacceptable.
4. Gambling refers to the act of betting or engaging in any form of gambling.
5. Possessing involves handling pornographic materials, watching obscene scenes, or reading erotic stories and unwholesome magazines like FHM, Maxim, Playboy, and Penthouse, among others.
6. Minor Vandalism: writing on walls, chairs, tables, boards, etc., with pens or other writing materials.
7. Using words or actions to disrupt a class or assembly can lead to an unsatisfactory learning environment.
9. Aiding or abetting: Urging another student to violate the law or covering up for a student who has violated the school rules.
10. Detours and intentional going out of the campus without a campus leave or gate pass due to an unresolved issue in the dormitory.
11. Attending or going to questionable places of amusement such as nightclubs, disco houses, gambling dens, and other risky places.
12. Wiretapping: illegal tapping of wires in the dormitory or anywhere on campus.

13. Unauthorized use of examination passbooks by way of alteration to make it appear that he or she owns them.
14. Food: eating or bringing food into the cafeteria, which is not sanctioned by the S.D.A. church.
15. Cooking within the dormitory premises and anywhere without proper authority from the home dean.
16. Soliciting of any kind from teachers or students that is not approved by the joint Academic and Student's Affairs Council meeting.
17. Irreverence: dropping anything or making unnecessary noise that may disrupt the solemnity of the atmosphere.
18. Any misconduct not herein mentioned shall be referred to the Student Affairs Committee for appropriate action.

### **THIRD DEGREE OFFENSE (30 DEMERITS)**

If students violate the following standards of moral conduct or practice, the school may withdraw or dismiss them for the semester or the remainder of the school year.

1. Immorality: Living together, premarital sex, acts of lasciviousness, fornication, kissing, petting, necking, or engaging in other untactful intimacies, as well as any related cases that degrade the honor and prestige name of the school.
2. Forgery: Forging, altering, or tampering with official records or transfer forms.
3. Possessing and consumption of any alcoholic beverages, strong drinks, tobacco, narcotics, prohibited drugs or any other harmful and addictive substances.

4. Bringing or using hazardous materials, such as firearms, deadly weapons, and explosives shall not be allowed.
5. Fighting/assaulting: Any act inflicting physical injuries or physical harm done intentionally or in any attempt to hurt others by using deadly weapons or by punching.
6. Severe vandalism: Destroying or making permanent damage to school properties, faculty, or student property; as such, restoration or replacement will be required of the offended.
7. Theft: Stealing or using property of another without consent of the owner with intent to gain.
8. Instigating: Leading or participating in any concerted activities leading to a class stoppage or preventing students or school authorities from discharging their duties.
9. Insubordination: A belligerent or abusive act or statement directed at an employee of this school or his representative.
10. Fraternity or sorority shall never be allowed. Participating in orientation not sanctioned by the authority, organizing, recruiting, and hazing as a requirement for membership that inflicts pains both physical and psychological shall never be allowed.
11. Bullying is defined as the repeated or severe use of physical acts or gestures, written, oral, or electronic expression, or a combination of these, directed at another student or employee, which causes physical and emotional distress.
12. Sexual harassment shall never be allowed such as but not limited to, request for sexual favors, or other verbal or physical behavior of a sexual nature made by a person having authority or influence.
13. Persistent violation of any of the established rules of the schools.

## GRIEVANCE COMMITTEE AND PROCEDURE

1. Any form of violation stipulated in the Student Behavioral Code shall be reported to the person in authority immediately.
2. The person in authority shall refer to all teaching personnel and administrators.
3. The person in authority may take cognizance of the said violation when it was committed under his or her class or in the plain view of the same, or she or he shall endorse or report the said violation to the guidance counselor when counseling is necessary and practical; the same may be settled by the person in authority when the offense is a first-degree offense.
4. The preceding section shall not apply when the violation is a second- or third-degree offense, nor shall it give an unfavorable result when not prompted by the Student Disciplinary Committee (SDC) in session to hear or resolve the case.
5. The respondent student is a person allegedly charged with a violation of the Student Behavioral Code or any laws or issuances.
6. The respondent student shall be informed in writing of the nature of the violation charged against him/her to give ample time (ample time is defined or understood as being informed in writing and mandated to appear and justify himself/herself as the case may be at least TWO DAYS) and may be represented by a legal counsel when necessary as the case may be; however, if the student is a minor, her/his parent or legal guardian, to be accompanied by an adviser, shall be duly notified to appear in the Student Disciplinary Committee Meeting. However, verbal notice shall be valid when prolonging the conference with the SDC, which may be disadvantageous to both parties or the school.
7. Written notice may be delivered through a registered email address, another known and registered Messenger or Facebook account, or by personal service.
8. The Student Disciplinary Committee shall consist of five (5) members: a chairperson and a secretary.
9. The members of the SDC are the following: Principal or Dean of the concerned department; Home Dean of the concerned dormitory if the student is a dormitory occupant; Vice President for Academic Affairs as *an ex-officio* member; and the rest shall be the Dean of the other department. The chairperson shall be the Vice President for

Student Affairs, and the secretary shall be the secretary of the Student Affairs Office.

10. In terms of decision-making and imposition of penalties, whether demerit, suspension, manual labor, or dismissal, a majority vote shall be required to implement the same.

### **When is counseling applicable?**

All minor and slight violations of the Student Behavioral Code, such as, but not limited to, the first-degree offense and any forms of violations that are not punitive in nature and do not require restitution of the property lost or damaged, shall be referred to the Guidance and Counseling Office.

### **What are the coverage of grievance proceedings under the Student Disciplinary Committee?**

1. All violations such as but not limited to, as the case may be, expressed in the second and third degree offense that requires penalty through fines, community service, suspension, exclusion, expulsion or dismissal, restitutions of the damaged property or lost, as well as the payment for hospitalization and other indemnities as a result of, and caused by the respondent.
2. The following are the cases but not limited to as the case may be, under grievance proceedings:
  - a. RA 11313 Safe Spaces Act 2018,
  - b. RA 10627 Anti-Bullying Act 2013
  - c. RA 11053 Anti-Hazing Act of 2018
  - d. RA 7877 Anti-Sexual Harassment Act
  - e. Physical injury
  - f. Psychological distress like bullying, moral defamation, discrimination,
  - g. Theft,
  - h. Robbery,
  - i. Immorality,

- j. Malicious mischiefs or the willful destruction of another person's property for vicious, wanton, or mischievous purposes,
- k. Scandal,
- l. Vandalism,
- m. Gambling inside or outside the campus that jeopardized the prestige name of the school,
- n. Forgery,
- o. Possessing and using harmful substances,
- p. Instigating,
- q. Insubordination,
- r. Disrupting classes,
- s. Swearing,
- t. Dishonesty
- u. And some other form of grievances that are not mentioned above.

## DISCIPLINARY MEASURES

The following measures will be imposed upon a student at any time demerits are incurred and sufficient due process has been conducted:

The student will be required to write an explanation of his or her offenses and his or her acceptance. His or her parents will be informed of the violation, and the guidance counselor and his or her faculty adviser will provide a copy for counseling. Community service or a fine that shall not exceed P1,500.00 pesos shall be imposed according to the gravity of the offenses to be determined by the Student Disciplinary Committee.

The student will be put on probation immediately. If 20 points are incurred less than one month before the end of the term. The probationary status will be carried over to the following term. A copy of the violation will be provided to the guidance counselor and his or her faculty adviser for counseling.

A student on probation is not allowed to hold any office, position, or responsibility at midterm or towards the end of the semester. The Student Disciplinary Committee will review all those on probation and, upon recommendation of the home dean and academic chairpersons concerned, either maintain or lift the probationary status of the student. No student will be put on probation beyond one semester. Students whose probationary status is not lifted at the end of the semester are automatically denied admission the following term. When a student is required to withdraw, it is understood that he or she forfeits all academic credits for that semester or academic year.

As the student moves through the semester, his or her mistakes are not viewed as times for teachers to punish. Each time a referral is prepared, the referring teacher talks with the offending student and tries to enlist his or her will on the side of accepted behavior. If his or her demerits reach ten points, the Dean of Student Affairs talks with the student, hoping to win a commitment to an alternate and more appropriate behavior.

If the student does not choose acceptable behavior, he or she cannot evade the consequences of each behavior. Nor can he or she evade the

ultimate consequence of withdrawal from school; each referral is recorded and becomes part of the due process.

The pertinent provisions of the Manual of Regulations for Private Schools, 8th edition, 1992, about school-recorded discipline shall also apply. Hereunder are such pertinent provisions.

## **SCHOOL DISCIPLINE**

Section 74. Authority to Maintain School Discipline. Every private school shall maintain good discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school.

Section 75. Imposition of Disciplinary action. School officials and academic personnel shall have the right to impose appropriate and reasonable disciplinary measures in case of minor offenses or infractions of good discipline committed in their presence. However, no cruel or physically harmful punishment shall be imposed or applied against any pupil or student.

Section 76. Filing of 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 pupil or student. No disciplinary sanction shall be applied upon any pupil or student except for cause as defined in the rules and regulations of the school or this Manual, and after due process shall have been observed. The punishment shall be commensurate with the nature and gravity of the offense.

The following are the minimum standards that must be met to satisfy the demands of the procedural due process in student disciplinary hearings:

1. The student must be informed in writing of the nature of and cause of any accusation against them;
2. They shall have the right to answer the charges against them;



3. They shall be informed of the evidence against them;
4. They shall have the right to adduce evidence in their behalf;
5. The evidence must be considered by the investigating committee or official designated by the school authorities to hear and decide the case.

Section 77. Categories for Administrative Penalties. The three categories of the disciplinary administrative sanctions for serious offenses or violations of the school rules and regulations, which may be applied upon an erring pupil or student, are suspension, exclusion, and expulsion.

**Republic Act No. 7277 Section 1. Magna Carta of Persons with Disabilities (PWD).**

(a) Disabled persons are part of Philippine society; thus, the State shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society....

(b) Disabled persons have the same rights as other people to take their proper place in society. They should be able to live freely and as independently as possible. This must be the concern of everyone – the family, community and all government and nongovernment organizations. Disabled persons' rights must never be perceived as welfare services by the Government.

(c) The rehabilitation of the disabled persons shall be the concern of the Government in order to foster their capacity to attain a more meaningful, productive and satisfying life. To reach out to a greater number of disabled persons, the rehabilitation services and benefits shall be expanded beyond the traditional urban-based center to community-based programs that will ensure full participation of different sectors as supported by national and local government agencies.

(d) The State also recognizes the role of the private sector in promoting the welfare of disabled persons and shall encourage partnership in programs that address their needs and concerns.

(e) To facilitate integration of disabled persons into the mainstream of society, the State shall advocate for and encourage respect for disabled persons. The State shall exert all efforts to remove all social, cultural, economic, environmental and attitudinal barriers that are prejudicial to disabled persons.

**Sec. 4.**

(a) Disabled persons are those suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.

(b) Impairment is any loss, diminution or aberration of psychological, physiological, or anatomical structure or function.

(c) Disability shall mean

1) A physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual.

2) A record of such an impairment.

3) Being regarded as having such an impairment.

(d) Handicap refers to a disadvantage for a given individual, resulting from an impairment or a disability that limits or prevents the function or activity that is considered normal given the age and sex of the individual.

(e) Rehabilitation is an integrated approach to physical, social, cultural, spiritual, educational and vocational measures that create conditions for the individual to attain the highest possible level of functional ability.

(f) Social Barriers refer to the characteristics of institutions, whether legal, economic, cultural, recreational or other, any human group, community, or society which limit the fullest possible participation of disabled persons in the life of the group. Social barriers include negative attitudes which tend to single out and exclude disabled persons and which distort roles and inter-personal relationships.

(g) Auxiliary Aids and Services include:

(1) Qualified interpreters or other effective methods of delivering materials to individuals with hearing impairments.

(2) Qualified readers, taped tests, or other effective methods of delivering materials to individuals with visual impairments.

(3) Acquisition or modification of equipment or devices.

(4) Other similar services and actions or all types of aids and services that facilitate the learning process of people with mental disability.

(h) Reasonable Accommodation includes

1) Improvement of existing facilities used by employees in order to render these readily accessible to and usable by disabled persons; and

2) Modification of work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate

adjustments or modifications of examinations, training materials or company policies, rules and regulations, the provision of auxiliary aids and services, and other similar accommodations for disabled persons.

## RIGHTS AND PRIVILEGES OF DISABLED PERSONS

The Department of Social Welfare and Development shall design and implement training programs that will provide disabled persons with vocational skills to enable them to engage in livelihood activities or obtain gainful employment. The Department of Labor and Employment shall likewise design and conduct training programs geared towards providing disabled persons with skills for livelihood.

Sec. 10. Vocational Guidance and Counselling. — The Department of Social and Welfare and Development, shall implement measures providing and evaluating vocational guidance and counselling to enable disabled persons to secure, retain and advance in employment. It shall ensure the availability and training of counsellors and other suitably qualified staff responsible for the vocational guidance and counselling of disabled persons.

Sec. 12. Access to Quality Education. — The State shall ensure that disabled persons are provided with access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institution to deny a disabled person admission to any course it offers by reason of handicap or disability. The State shall take into consideration the special requirements of disabled persons in the formulation of educational policies and programs. It shall encourage learning institutions to consider the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements, and other pertinent consideration. The State shall also promote the provision by learning institutions, especially higher learning institutions of auxiliary services that will facilitate the learning process for disabled persons.

Sec. 13. Assistance to Disabled Students. — The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post-secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private

Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.

Sec. 14. Special Education. — The State shall establish, maintain and support complete, adequate and integrated system of special education for the visually impaired, hearing impaired, mentally retarded persons and other types of exceptional children in all regions of the country. Toward this end, the Department of Education, Culture and Sports shall establish, special education classes in public schools in cities, or municipalities. It shall also establish, where viable, Braille and Record Libraries in provinces, cities or municipalities. The National Government shall allocate funds necessary for the effective implementation of the special education program nationwide. Local government units may likewise appropriate counterpart funds to supplement national funds.

Sec. 15. Vocational or Technical and Other Training Programs. — The State shall provide disabled persons with training in civics, vocational efficiency, sports and physical fitness, and other skills. The Department of Education, Culture and Sports shall establish in at least one government-owned vocational and technical school in every province a special vocational and technical training program for disabled persons. It shall develop and implement sports and physical fitness programs specifically designed for disabled persons taking into consideration the nature of their handicap.

Sec. 16. Non-Formal Education. — The State shall develop non-formal education programs intended for the total human development of disabled persons. It shall provide adequate resources for non-formal education programs and projects that cater to the special needs of disabled persons.

Sec. 17. State Universities and Colleges. — If viable and needed, the State University or State College in each region or province shall be responsible for (a) the development of material appliances and technical aids for disabled persons; (b) the development of training materials for vocational rehabilitation and special education instructions; (c) the research on special problems, particularly of the visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students, mentally retarded, and multi-handicapped and others, and the elimination of social barriers and discrimination against disabled persons; and (d) inclusion of the Special Education for Disabled (SPED) course in the curriculum. The National

Government shall provide these state universities and colleges with necessary special facilities for visually-impaired, hearing-impaired, speech-impaired, and orthopedically-impaired students. It shall likewise allocate the necessary funds in support of the above.

### **Republic Act No. 9710. Magna Carta of Women**

"Gender and Development (GAD)" refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society's social, economic, and political structures and questions the validity of the gender roles they ascribed to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights.

Section 13. Equal Access and Elimination of Discrimination in Education, Scholarships, and Training.

(a) The State shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. Gender-sensitive language shall be used at all times. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnerships between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.

(b) Enrolment of women in non-traditional skills training in vocational and tertiary levels shall be encouraged.

(c) Expulsion and non-readmission of women faculty due to pregnancy, outside of marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school.

Section 14. Women in Sports. - The State shall develop, establish, and strengthen programs for the participation of women and girl-children in competitive and non-competitive sports as a means to achieve excellence, promote physical and social well-being, eliminate gender-role stereotyping, and provide equal access to the full benefits of development for all persons regardless of sex, gender identity, and other similar factors. For this purpose, all sports-related organizations shall create guidelines that will establish and integrate affirmative action as a strategy and gender equality as a framework in planning and implementing their policies, budgets, programs, and activities relating to the participation of women and girls in sports.

Schools, colleges, universities, or any other learning institution shall consider its total women student population in granting athletic scholarship. There shall be a pro rata representation of women in the athletic scholarship program based on the percentage of women in the whole student population.

## DEGREE OF PENALTY

A. **SUSPENSION.** Suspension is a penalty in which the school is allowed to deprive an erring pupil or student to attend classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year.

1. The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a school year or term shall be forwarded to the Regional Office concerned within ten days from termination of the investigation of each case for its information.
2. Preventing 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 investigation constitutes a distraction to the normal operations of



the school or pages a risk or danger to the life of persons and property in the school.

**B. EXCLUSION.** Exclusion is a penalty in which the school is allowed to drop the name of the erring pupil or student from the school rules for being undesirable and transfer credentials immediately issued. A summary investigation shall be conducted and no prior approval is taken 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 rules, together with all the pertinent papers therefore, shall be filed in the school in the 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.

**C. EXPULSION.** Expulsion is an extreme penalty on an erring pupil or student consisting of his expulsion from admission to any public or private school in the Philippines and which required the prior approval of the penalty may imposed for acts or offenses consisting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and or position of prohibited drugs such as marijuana, drug dependency, drunkenness, hooliganisms, vandalism and other serious school offenses such as assaulting a pupil or student or school personnel investigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening any pupil or student or so 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.

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 counselled with ten days from the termination of the investigation of each case.

**Section 78. Authority to Promulgate Disciplinary Rules.** Every private school shall have the right to promulgate reasonable norms, rules and regulations it may deem necessary and consisted with provisions of this Manual for the maintenance of the school discipline and class attendance. Such rules and regulations shall be effective as of the date of promulgation and notification or publication.

Since the 1987 Constitution mandates all educational institutions to teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, schools are allowed to promulgate reasonable norms and rules of discipline to protect these objectives.

### **Prescription and Appeal**

1. It shall be the responsibility of the Student Disciplinary Committee to hear cases and decide the penalty commensurable to the offense.
2. The following factors shall be taken into considerations in hearing cases and imposition of any disciplinary measures:
  - a) Previous record of the student.
  - b) Inherent lightness or gravity of the offense.
  - c) Known and established precedents.
  - d) Attitude of the offender.
3. The decision of the Committee or Council can only be appealed within 15 days upon receipt of the order.
4. The decision of the Student Disciplinary Committee is final and executory. However, the decision can be appealed in the Administrative Council within 15 days, which shall be chaired by the College President.
5. If the Administrative Council had sustained the decision of the lower committee, it can be appealed in the Board of Trustees within 15 days.

## **STUDENT LIFE AND ACTIVITIES**

### **Student Activities**

Classrooms are to be used for academic purposes only. No group actions like boycott of classes/demonstrations against any issue, person or teacher will be allowed. Co-curricular activities shall be subject to prior approval of the school head. Meetings, assemblies, convocations and

activities shall be held in the presence of and with knowledge of the Principal, Head Teacher or Guidance Counsellor, Teacher or Club Adviser.

## DRESS AND APPEARANCE

### How should I dress?

“A person’s character is judged by his style of dress. A refined taste, a cultivated mind, will be revealed in the choice of simple and appropriate attire. Chaste simplicity in dress, when united with modesty of demeanor, will go far toward surrounding a young woman with that atmosphere of sacred reserve which will be to her a shield from a thousand perils.” EGW, Education p. 248.

Here at PAC you should...

Dress as a Christian and in harmony with the standards and ideals of Seventh-day Adventist Church. Wear simple but neat clothing.

Leave all jewellery such as rings, bracelets, and necklaces at home or in their box as they are not becoming of a Christian.

Ladies, you must...

Remember that wearing jeans and square pants are not allowed during religious and formal services/programs.

Be seen only in dresses that adequately cover the knee when sitting or standing. Slit of dresses must be three (3) inches below the knee.

Dress in good taste by omitting dresses that are transparent, without proper lining, sleeveless, and skirts that are snug fitting.

Avoid using T-shirts with indecent and obscene words/prints and parts which are tight-fitting and with suggestive patches, prints, etc.

Men, you must...

Appear in decently typed trousers, avoiding fads. Avoid using T-shirts with indecent and obscene words/prints and pants, which are tight fitting and with suggestive patches, prints, etc.

Wear a suit, a white or light-coloured shirt and tie, barong tagalong, long sleeves with necktie to religious and formal services or programs.

Men and women must...

Appear in the required school uniform during school days, except Wednesdays on the PAC campus, including activities that are considered unnecessary as in physical education activities, work, laboratory, etc. As may be announced ahead of time officially. The prescribed uniform for men is with polo/polo shirt with logo on the left side pocket and black pants. For women, white blouse and skirt as prescribed.

## SOCIAL ASPECT

In order to issue the safety of students and to assist them in meeting problems that need the help of more mature minds, the PAC administration requires a chaperon or sponsors for all approved group activities.

Student groups who wish to meet on the campus for any reason, whether business or pleasure, should place a written request for such through their sponsor or chaperon with the Vice-president for Student Affairs at least 24 hours before the affair, giving details of time, purpose, personnel, and place.

For banquets, parties of off-campus activities, the request should be made through the VPSA of one month before the affair.

What's in an opposite sex...? "While at school, students should not allow their minds to become confused by thoughts of courtship. They are there to gain a fitness to work for God, and this thought is ever to be uppermost."

- COUNSEL'S TO TEACHERS, p. 100.

We encourage every student to show yourself friendly to your classmates, associates, teachers for he who seeks friends must show him friendly.

...become acquainted with God's great book of nature through values, hikes, or strolls when permission has been granted. ...have strolling in a

group at proper times and places. Avoid unchaperoned hikes and going to isolated places.

You must know how to...Respect the privacy of other homes on the campus. Refrain from going to faculty homes for visits unless invited. A written request by the faculty member has be presented to the deans for dormitorians and to the guard on duty for the outsiders with the names of students involved, purpose of the visit, and giving details of time. A copy should be furnished to the VP-Student -Affairs.

## **A LIFE IN THE DORMITORY**

### **DORMITORY STUDENT'S PLEDGE**

(Please read the items very carefully). Because I have chosen PAC as my school, I promise to uphold her standards and obey the Rules and regulations of the College, especially of the DORMITORY for an ORDERLY Christian life on the campus. I will:

1. Attend morning and evening worships on time and sit in the assigned seat. Observe worship quietly; wear pants (for men) or skirts (for women) only. No pajamas, short pants, or night ties. (Taking a bath and making unnecessary movements and noise during worship are discouraged; the main door will be closed when the worship opening song begins.).
2. I will be on probation if I exceed more than 20 absences; I will be denied admission if I accumulate 30 worship absences during the whole semester. (Two points' demerit per unexcused absence and three tardiness is equivalent to one absence. Every month has three free excused absences.
3. Wear decent dresses and proper attire in all Sabbath programs, midweek, and prayer meetings; do not wear T-shirts on any of these occasions.
4. I cooperate in maintaining a quiet study period and take my studies seriously.
5. Volunteer to go with the missionary outreach on Sabbath only if my name is on the assignment list.

6. Remain in church until the service is over, and do not slip out of or into the church or worship hall while the prayer is being offered.
7. Go out of campus only after the proper filing of a campus leave is done or after a gate pass is signed by the proper person.
8. I am obliged to empty my garbage container into the garbage bin. Be willing to receive punishment if seen throwing garbage or dirt in the CR, sink, or anywhere.
9. Attend religious meetings like Sabbath services and the Week of Prayer, and do not be absent twice without reasonable cause.
10. Observe curfew hours.
11. Never use a rice cooker, a gas stove, a heater, a radio, a tape recorder, a sing-a-long, a television set, a headphone, or any electrical equipment in the dormitory without permission from the Home Dean for appropriate charges.
12. Submit my personal belongings to any surprise or routine inspection done by authorized faculty representatives whenever it is needed.
13. Never screw or fasten a nail on the wall, locker, or door shutters without proper permission.
14. Never hang anything by the window. Avoid hanging anywhere.
15. I do not urinate or brush my teeth on any of the cement floors within the dorm premises.
16. Never yell, shout, or disturb dormitory occupants or the community.
17. Never display pornographic pictures or magazines in the room.
18. Use only proper dresses when attending social programs like banquets and parties.
19. Refrain from neighboring in other quarters.
20. Avoid sleeping together with a dorm mate in one bed.
21. Not sleep in the workplace unless allowed on a special arrangement with the administration. (working/guards)
22. Never allow non-dorm resident to enter, stay, sleep, or sell in the dormitories without the permission of the home dean.
23. Present a note to the home dean if invited by a faculty member to sleep in his or her home. Also, log out before going and log in when coming home to the dormitory.
24. Inform the home dean or authorized student assistant dean by presenting a written note if my parents, uncle, or aunt invited me

to go off campus. Further, I will get a gate pass and fill it out, sign it, and submit it to the guard.

25. Cooperate with the dormitory policy of turning off the lights at 10 p.m.

## RECREATIONAL ACTIVITIES

“There are amusements, such as dancing, card playing, chess, checkers, etc., which the school do not approve, because heaven condemns them. These amusements open to the door of great evil. They are not beneficial in their tendency, but have an exciting influence, producing in some minds a passion for those plays, which lead to gambling and dissipation. Something perfectly harmless should be substituted in their place”

-- MESSAGES TO YOUNG PEOPLE, p. 392.

The main purpose of your coming to PAC is to study always rather than to play, but for you to be socially equipped, so aside from the regular PE classes, the college or school provides daily and weekly play schedules.

1. There are volleyball courts, one basketball and tennis court, a soccer field, a table for table tennis, and a wide field for some other field games.
2. The hallways and sidewalks are not for biking, scooting, or seating, but these should be done in the gym.
3. Your time can be enjoyed by anyone on campus if you remember...
4. To take good care of play equipment, which you can borrow and use from the school, All losses and damages will be charged to the concerned student or students.
5. To return the equipment after the play period in good condition.
6. To only play according to the assigned schedule by the school.
7. To play in appropriate attire.
8. To play in the most favorable behavior that is within the standards of the school.

## CHURCH ACTIVITIES AND MISSIONARY OUTREACH

“Because of the irreverence in attitude, dress and deportment, and lack of a worshipped frame of mind, God had often turned his face away from those assembled for his worship.” TESTIMONIES, vol. 5, p. 499.

Therefore, you have all the reasons to be...Punctual in meeting the King of Kings, the Lord of the universe.

Always aware to drink the water of life.

Relevant- avoid talking, whispering, laughing, making foolishness, etc.

Always develop a good spirit by...Bringing your Bible and songbook and an offering during religious services.

Joining in the song service and other church activities with spirit and understanding.

You must take note...

That it is required by the school that if you are an Adventist student whether dorm occupants or outsider, you are going to attend religious services here at PAC, such as midweek meeting, vesper's meeting, ASMO program, Sabbath school program, divine worship, AY program and Sundown worship.

Would you like to...Sing a song, give a Bible study, tell a story, and distribute literature, build chapel and win/bring precious souls to the feet of Christ? Then join in the Adventist Students Missionary Outreach (ASMO) activities inside and outside the campus.

## LOVE YOUR CAFETERIA

“Let's take good care of our eating place by doing the following:

1. Be on time for your meals.
2. Be orderly while waiting to be served.
3. Be like a Christian lady or gentleman at the table while eating.



4. Remember that table manners are very important. They give other people a pretty good idea of how you have been trained and reared. Always remember the Golden Rule: "Don't do anything at the table that you don't like to see people do."

Always be aware of the following:

1. Avoid inserting in the line.
2. Come in appropriate attire. Dirty work clothing, hats, slippers, sleeveless clothes, short pants, pajamas, and other rugged looking attire are not allowed in the cafeteria.
3. Do not bring food trays from the cafeteria to the dormitories, faculty homes, etc. unless you have a note signed by the matron.
4. No cooking of private food in the cafeteria or asking to be served outside of serving time except for valid reason/s in such cases you will need to see the matron personally.
5. You must bring your own spoon, fork and glass.

## **MAKE USE OF YOUR TIME IN THE LIBRARY**

The school's heart is the library. It is a depository of research material, as well as a service, reading, study, and instructional agency. In order to benefit from its resources and utilize it judiciously, please be aware of the following:

1. Familiarize yourself with the card catalog, periodical index, vertical file, and the procedures for borrowing and returning books and periodicals. Ignorance may result in embarrassment or a waste of effort.
2. Demonstrate courtesy, diligence, and silence while on the library's premises.
3. Demonstrate respect for the librarian and the library assistants.
4. Handle library books, periodicals, and publications with the utmost care.
5. Before removing library materials from the premises, ensure that they have been inspected.
6. Plundering library materials and property, including books, is a severe offense.

7. Avoid removing images, poems, materials, and pages from books, magazines, and periodicals.
8. Do not enter the library without a library card. Students are obligated to wear suitable clothing.

## **STUDENT CLUBS AND ORGANIZATION**

1. Every student club or organization must comply with the social school regulations.
2. The club or organization and the school administration must approve its constitution and by-laws. Every club member, the club or organization, and the Student Affairs Office should receive a copy.
3. Before the officers can function, the VPSA should receive a list of club officers for approval.
4. The club must approve programs and a plan of activities for the whole term, and the student affairs committee must approve any club activities that take place.
5. The sponsor(s) should always be present during meetings, rehearsals, and practices. If there is an incident that occurs during the activity without the knowledge or presence of the sponsor, a faculty member shall be jointly and solely liable.
6. For safety reasons, the sponsor and the school treasurer must properly monitor the collections of contributions, fees, and dues, as well as the disbursements of funds.
7. The college or school cashier must receive all club funds for safekeeping.
8. The student affairs office shall serve as the coordinating agent for any club or organization.

9. If a club or organization violates school policies, the school may declare it "suspended," "non-functioning," or "completely dissolved."
10. Any action against the school authority should be the responsibility of the club or organization and the sponsor.

### **A CARE FOR P.A.C.**

#### Properties and belongings:

1. Although you are part of the PAC family, that does not mean that what belongs to you also belongs to the college, or vice versa. You are welcome to use the facilities provided by the school, but you are not allowed to use them for private purposes.
2. Your fellow students are considered your brothers and sisters, but each has the right to individual property. Always remember the golden rule.
3. The danger of fire is ever present in an institution like PAC. PAC primarily constructs its buildings from combustible materials. To safeguard life and property at PAC, everyone must:
4. Avoid keeping kerosene, other inflammable liquids, or chemicals in the dormitories. Use lighters, matches, and candles only with your dean's permission, such as during an electrical outage.
5. Only use the designated area for ironing.
6. Avoid tampering with electrical fixtures, wiring, and fuses unless the school electrician has authorized it.
7. Ensure you adhere faithfully and seriously to all safety advice and suggestions.

## **ACADEMIC POLICIES, STANDARDS, REQUIREMENTS AND GUIDELINES FOR ACADEMIC AWARDS**

In line with the school's vision, mission, and philosophy semestral Recognition will be held specifically to grant certificates of recognition to deserving students with exemplary performance.

### **ACADEMIC REQUIREMENTS**

- ☞ Graduation from an accredited high school and satisfactory NSAT.
- ☞ Presentation of transcripts from the school previously attended.
- ☞ Approval of Application for Admission.
- ☞ Certificate of Good Moral standing from the school principal or Dean for Student Affairs

### **A. POLICY OF ENROLLMENT**

1. No student shall be admitted to whatever course without proper credentials and passing through the approved steps of enrollment.
2. Every student who is enrolled at Philippine Advent College (PAC) shall be made to sign his or her adherence, compliance, and faithful observance to the academic standards and programs as well as the behavioral code of conduct of PAC.
3. No student shall be admitted to the class without a validated class pass. The class pass should contain the signatures of the registrar, Director for Student Finance (DSF)/Accounting Office, and Dean/Chairperson/Department Head.
4. No student shall be admitted to the class by any teachers, professors, or instructors without a validated class card. If there's any agreement of set-in, it shall be void or not be honored for whatever reason thereof.

### **B. SIT-IN OR DIFFERED ENROLLMENT**

1. No sit-in or differencing enrollment shall be honored. Any teachers, instructors, and professors who accept a sit-in arrangement or differ in enrollment shall be penalized with the equivalent amount of time. Ten (10) of the tuition fees involved per student. Any willful violation by the teachers is grounds for termination.

2. All cases of differing enrollment shall be approved by the Academic and Finance Committee for emergency and special cases only.

### **C. SCHEDULE OF CLASSES**

1. Teachers and instructors must adhere to the schedule specified in the notice of subject loads.
2. The teacher or instructor must inform the deans, chairpersons, program heads, and VPAA if they change their schedules or rooms.
3. Only legitimate reasons will allow changes to the schedule and rooms.

### **D. REPORTING OF GRADES**

1. Teachers must inform their students' class performance in prelims, midterms, semifinals, and finals.
2. Teachers, professors, and instructors must submit the grades in soft copy to the deans, chairpersons, and department heads, accompanied by the individual class cards of the students.
3. Deans, chairpersons, and department heads shall also consolidate the students' grades and submit them to the registrar in soft and hard copies in accordance with the format provided by the registrar.
4. The final grades must be submitted within 15 days for the teacher, dean, chairperson, and department head, 10 days for the deans, chairpersons, and department heads to the registrar, and twenty (20) days for the registrar to CHED.
5. Teachers who fail to submit their grades by the last day of fifteen (15) days will receive a penalty of fifty (50) pesos per day per subject, which doubles after five (5) days. The department will allocate twenty percent (20%) of the penalty to the teacher's award. Failure to submit the grade after ten (10) days will result in a daily penalty of one hundred (100) pesos per subject for deans, chairpersons, and department heads.

### **E. GRADING SYSTEM**

1. Only after following due process are the deans, chairpersons, department heads, or any academic supervisors authorized to change, edit, supply, give, or nullify any grades given to instructors, teachers, or professors. The instructors, teachers, or professors' grades result from a gross error, negligence, malpractice such as favoritism, or any other reason that could tarnish PAC's image or reputation. In such a case, we obtain the consent of the concerned teacher, professor, or instructor, as well as the student.
2. No one, including deans, chairpersons, department heads, academic supervisors, registrars, or any other personnel, has the authority to alter any grades submitted by the instructors. It is a gross violation of academic freedom, gross malpractice, and grounds for suspension and termination.
3. Every teacher, instructor, and professor must use the cumulative grading system.

**Grades Computation: Use the parameters in computing grades for prelim, midterm, semifinal and final grades**

| Parameters                                    | Percentage |
|---|------------|
| Attendance / Participation                    | 10%        |
| Quizzes/ Assignment                           | 25%        |
| Reports/Performance Task/Return Demonstration | 30%        |
| Major Examination/ Evaluation                 | 35%        |
|   | 100%       |

Formula: (Carreon Method) Student's Score ÷ Total Perfect Score x 50 +50= student grades. This is a cumulative computation. Ex: SS40/PS50\*50+50= 90%

- A.**
- |                     |      |
|---------------------|------|
| (PT) Prelim term    | 30%  |
| (MT) Middle term    | 70%  |
| (MG) Midterm Grade: | 100% |

**B.**

|                        |            |
|------------------------|------------|
| (SF) Semi-final term   | 40%        |
| (FT) Final term        | <u>60%</u> |
| (FG) Final Term Grade: | 100%       |

**C.**

|                        |            |
|------------------------|------------|
| (MG) Midterm Grade     | 40%        |
| (FG) Final Term Grade  | <u>60%</u> |
| Final Cumulative Grade | 100%       |

Ex:

A. Prelim Grade is 90 and Middle Term Grade is 85.

$(PT\ 90*30\%) + (MT\ 85*70\%) = 86.5$  is the Midterm Grade

B. Semi Final Grade is 95 and Final Term Grade is 97.

$(SF\ 95*40\%) + (FT\ 97*60\%) = 96.2$  is the Final Term Grade

C. Midterm Grade is 86.5 and Final Grade is 96.2.

$(MG\ 86.5*40\%) + (FG\ 96.2*60\%) = 92.3$  is the CUMULATIVE FINAL GRADE

The grading system uses Carreon Method as shown below:

Student Score divided by the Perfect Score multiplied by 50 plus 50.

For example:

Student Score / Perfect Score x 50+50

$$58/60 \times 50+50=98.3$$

Grades Equivalent:

|          |          |                      |
|----------|----------|----------------------|
| 100 = 1  | 91 = 1.9 | 82 = 2.8             |
| 99 = 1.1 | 90 = 2   | 81 = 2.9             |
| 98 = 1.2 | 89 = 2.1 | 80 = 3               |
| 97 = 1.3 | 88 = 2.2 | 79 = 3.1             |
| 96 = 1.4 | 87 = 2.3 | 78 = 3.2             |
| 95 = 1.5 | 86 = 2.4 | 77 = 3.3             |
| 94 = 1.6 | 85 = 2.5 | 76 = 3.4             |
| 93 = 1.7 | 84 = 2.6 | 75 = 3.5             |
| 92 = 1.8 | 83 = 2.7 | 3.5 & BELOW = FAILED |

## F. ATTENDANCE POLICY

1. We expect each student to arrive promptly for both regular and makeup class discussions.
2. Absences should not exceed 20% of the total class discussion. If students accumulate absences exceeding 20% which is 8 absences for 3-unit course who meet twice a week and 4 absences for 3-unit course who meet only once a week, they will be dropped.
3. Excused absences include illness, natural disasters, death in the immediate family, and approved field trips. An excuse slip signed by the parent or guardian and/or a medical certificate from the physician (if absence is due to illness) must be presented when the student returns to class.
4. If the instructor or professor fails to show up on time (unannounced), the student must wait 15 minutes on the said class schedule. If the instructor or professor did not arrive unannounced, the students must study their lessons, visit the library, or fulfill their requirements.

As per Manual of Regulations for Private Schools, "a student who has incurred absences of more than 20% of the required number of class and laboratory periods in a given time will not be given credit." (1992, Sec. IX, Par. 151). For a Semestral term, covering 18 weeks of classes, the computation is as follows;

| UNITS | MAXIMUM ABSENCES |
|-------|------------------|
| 1     | 3 Absences       |
| 2     | 5 Absences       |
| 3     | 8 Absences       |

A student who has exceeded the minimum number of absences (excused or not, will be given a grade of FA, which means, "Failure for lack of Attendance."

Three tardiness is counted as one absence.

In case of excused absences, the student may earn a grade by making up for the work missed.

## G. CLASSROOM BEHAVIOR



1. We expect students to behave and dress like a refined lady or gentleman. The school uniform is required on designated days.
2. Any class activity, whether indoor or outdoor, requires participation.
3. Expression of opinions shall be duly respected regardless of the position taken, which will not affect a student's grade. However, it is the teacher's responsibility to guide the discussion towards an acceptable position.
4. We will not tolerate distracting behaviors like shouting, jeering, bullying, boisterous laughter, moving around or leaving the room unnecessarily, using a cell phone or other electronic gadgets not related to the class activity, or other disruptive acts.

## H. COMPLETION OF GRADES

1. The following are the privileges of students:
  - a. Special examination for those who were not able to take the major exam on given schedule due to medical issue.
  - b. Removal or remedial exam may be availed when the final grades is below the cut-off.
2. Teachers, instructors, and professors may permit students to complete the final grade within one semester from the start of the grading system, but only for the following purposes:
  - a. A medical issue may lead to non-compliance. A medical certificate must provide support in this case.
  - b. Failure to comply due to an accident is unacceptable. A police report must provide support in this case.
  - c. The immediate family's death has resulted in noncompliance. A death certificate must provide support in this case.
3. No completion will be allowed after the lapse of one (1) semester from the period of occurrence where the final examination was taken.
4. No teachers, instructors, or professors are allowed to give grades beyond the regular periods. The teacher may receive a penalty of ten (10) times the amount of tuition involved per student subject enrolled. Any willful violation will be tantamount to ground suspension and dismissal.

5. The completion takes the following form:
  - a. Name of the student
  - b. Course and Year Level
  - c. Year and semester taken
  - d. Date complied
  - e. Official Receipt Number

**Note: Compiling a certificate of completion after six (6) months is not valid.**

1. This policy cannot be revoked by the registrar, deans, chairpersons, department heads and any academic supervisors or personnel.
2. Letter of request must be approved by the dean, chairperson, and department head for certificate of completion form to be taken from the registrar.

## **I. GUIDELINES FOR THE EXAMINATION**

1. One week prior to the scheduled examination, teachers must submit a Table of Specifications (Failure to submit the Table of Specifications (TOS) one week prior to the examination week will prevent teachers from conducting examinations according to their own schedules. *Please refer to the TOS format.*
2. The VPAA should approve all examinations. Upon approval of the test questionnaires, the VPAA will collaborate with the business office to facilitate their reproduction. Teachers cannot independently reproduce test questionnaires. Students purchase test papers, and they are not available for sale or reimbursement.
3. Teachers and instructors who fail to administer the examination on the specified schedule will face penalties.
  - a. 1<sup>st</sup> offense                      Warning for penalty
  - b. 2<sup>nd</sup> offense                      Mark Absent
  - c. 3<sup>rd</sup> offense                      Ground for termination

**Note:** *Teachers who fail to submit the TOS one week before the scheduled examination shall submit the TOS during the schedule of the examination and conduct the examination the following week.*

1. Teachers and instructors must encourage the students to secure a validated passbook. Only the DSF can approve a promissory note. Students without a validated passbook will not have their test papers recorded until they obtain one.
2. During the examination week, there will be no classes.
3. Teachers and instructors who handle the same course or subject must have a unified examination.
4. Students who were not able to take the examinations during the schedule shall pay 200 pesos at the cashier for the special examination fee. Note: The teacher must present and surrender the official receipt as proof of payment. The teacher is eligible to receive 50% of the special examination and remedial fee. The teacher shall request the 50% share. The teacher only administers a remedial exam once if the student meets all course requirements but still receives grades below passing.
5. Projects and outing activities shall replace no pen and paper exam, oral revalidation, or demonstration.

## J. INTERNSHIP

1. It is a matter of standard, policy and practice according to the culture of excellence that before any student is allowed to have internship program, he/she must pass the following steps:

**Step 1:** He/she must be academically and financially cleared.

**Step 2:** He/she must pass the interview.

**Step 3:** He/she must be deployed officially by the dean, chairperson, or department head and whosoever is concerned.

2. The procedure above shall be applicable to all schools and departments in Internship, On-the-Job Training (OJT), and Related Learning Experience (RLE).
3. The procedure must be followed for Internship, On-the-Job Training (OJT), and Related Learning Experience (RLE) is as follows:

- a. The student should secure an academic and financial clearance on or before the deadline set by the deans, chairpersons and department heads. The deadline must be 2 weeks before the Internship, On-the-Job Training (OJT), and Related Learning Experience (RLE) starts.
  - b. The interview schedule shall be set by the deans, chairpersons and department heads.
  - c. The interview proper must be done on or before Seven (7) days before the commencement of the Internship, On-the-Job Training (OJT), and Related Learning Experience (RLE).
  - d. The interview panel should consist of the following:
    1. Deans
    2. Chairpersons/Department Heads
    3. Faculty who is considered an expert of the field.
    4. VP-Academic Affairs/Representative
    5. College President/Representative
  - e. The interview should strictly follow on the following criteria:
    1. Academic competence of the student
    2. Personal and professional traits of the students
    3. Attitude and aptitude of the students in relative to representation of the school academic standards, disciplines and training
    4. Excellent communication skills
4. Such Criteria of the interview must be designed by the deans, chairpersons, and department heads according to the letter e. of E. internship.

All standing academic policies, orders, standards or memorandum that are found to be in consistent or in contravention to the above stated (Amended Academic Rules and Policies) are considered modified, amended and or repealed by these polices.

## K. GUIDELINES FOR ACADEMIC AWARDS

In line with the school's vision, mission, and philosophy semestral Recognition will be held specifically to grant certificates of recognition to deserving students with exemplary performance.

## J. GRADUATION HONORS

1. The following rules shall apply relative to graduation honors for every CHED program.
2. A candidate for graduation honors should complete a minimum of 75% of the required courses to the program in PAC which will award the degree or diploma.
3. The appropriate graduation honors and prescribed minimum final rating in any course for the entire duration of the program.

### **Academic Awards:**

Requisites for academic awards

1. The evaluation of grades shall include both the semestral and summer from first year to fourth year.
2. Any candidate for honors must not have undergone character probation and committed any major infraction of school rules and regulations during the entire collegiate residency.

### **Requirements for graduation honors:**

#### ***Summa Cum Laude***

1. Consistent full-time PAC student since first year college.
2. General rating of 100% or better with no grade below 97% in any area.

#### ***Magna Cum Laude***

1. Consistent full-time PAC student since first year college.
2. General rating of 96% or better with no grade below 94% in any area.

### ***Cum Laude***

1. Residency of at least 3 years.
2. General rating of 93% or better with no grade below 90% in any area.

### ***Departmental Honor***

1. Residency of at least 3 years
2. General rating of 90% or better with no grade below 88% in any area.

### **Dean's Honor List**

The Dean's Honors List recognizes superior scholastic achievement. To qualify for the Dean's Honors List, students should:

- a. carry a minimum course load of 21 academic units, unless less than 21 units are indicated in the curriculum for that specific term.
- b. not have a grade below 2.0 in any academic course;
- c. not have a failure in any course, including, NSTP, SDP and other courses with failing (F) grades. Also, all Incomplete (INC) grades must be made up before the honor is bestowed.
- d. not have undergone character probation and committed any major infraction of school rules and regulations as defined on Student Handbook within the term.

## **I. AWARDS**

### **1. Clinical / Practicum Efficiency Award/Internship Award**

This is a distinction given to a student who excels in areas for Related Learning Experience, Practicum/ Clinical or Internship. To qualify for the award:

- a. A student must have an average grade of 88% or better in all practicum/internship areas, or rotations and a proof of outstanding performance in Internship, RLE, Practicum or Clinical Internship.
- a. A student must have no grade below 88% in any area.

- b. Student must also be recommended by the Department coordinator and at least two Practicum/ Clinical Instructors as approved by the department head.

### 1. Special Awards

The determination for the recipients of special awards is the function of the Committee on Students Awards. The committee operates under the Office of the President or VPAA Selection Committee.

- a. A special award refers to the recognition given to students with outstanding accomplishments in co- curricular and extracurricular activities.

- 1. Campus Journalism Award
- 2. Institutional Service Award
- 3. Departmental Service Award
- 4. Church Service Award
- 5. Distinction Award in Inter-School Competitions
  - i. Research Category
  - ii. Academic Category
- 6. Outstanding Involvement in Extra and Co-Curricular Activities Award
  - i. Community Service Award

- b. Requisites

- 1. The student must have manifested his/her full understanding and acceptance of the Vision, Mission and Philosophy of the college.
- 2. Student must not have undergone character probation.
- 3. Student must have a WPA of at least 85% with no failing grade in any area.

- c. Criteria for Awards

#### 1. Campus Journalism Award

- a. The student must be a staff member of the school publication, the Zenith, for at least two years.
- b. Student must have consistently written articles, which have a strong positive impact on the school and the local community.

- c. Student must not have breached the Journalism Code of Ethics.
  - d. Student must be recommended by the technical adviser of the school publication.
2. **Institutional Service Award**
- a. This honor is given to individuals or groups who have rendered service to the college beyond the call of duty.
  - b. The student/s must manifest acceptance of the college mission and he/they must have proven himself/ themselves outstanding in school service.
  - c. Concurrence of the majority of the Department Heads and the approval of the President is necessary.
3. **Departmental Service Award**
- a. The student must have two (2) years of residency in the college.
  - b. Student must have served in the departmental organization for at least two (2) years as an officer.
  - c. Student is responsive to student needs especially during student-related activities.
  - d. Student has the reputation for outstanding leadership performance.
  - e. Student has innovative ideas, solutions, and implementations that impact access and effectiveness to the department.
  - f. Student has continuous commitment to life-long learning process through collaboration and mutual respect as a team player.
  - g. Student must be recommended by at least two (2) faculty members and department coordinator, and approved by the Department Head/Chairperson/Dean.
4. **Church Service Award**
- a. Student must have two (2) years residency at PAC.



- b. Student must be involved in church activities, and duly recommended in writing by the church pastor where Student regularly works.
- c. Student must be regularly involved in the activities of the PAC Church.

## 5. Outstanding Award in Inter-School Activities

### I. Research Category

- a. This award will also be given to the student(s) for graduation who has the highest rating in research presentation.
- b. Student is recommended by the Research Advisers as endorsed by the Department Head/Chairperson/Dean.

### II. Community Service Award

- a. Student must be a bonafide student who has organized any outreach activities either school-based or community-based projects.
- b. Student has been a volunteer in any Community engagement activities for at least two (2) consecutive semesters.
- c. Student must be recommended by the Organization and/or Community Service Director.

## III. CENTRALIZED CERTIFICATE FOR STUDENT AWARDS

Deans, chairperson, department heads and program coordinators are required to submit their list of student awardees to the VP-Academic Affairs' office 1 week before the scheduled recognition day.

**Note:** *The Administration reserves the right to give awards to deserving students.*

## I. GUIDELINES FOR FACULTY PERFORMANCE EVALUATION

### i. Objectives of the Evaluation

*The activity has the following objectives:*

1. to guide the improvement of teaching skills, knowledge and attitudes.
2. to recognize teaching excellence that could be used for “*Bench Marking*” to teaching faculty.
3. to enhance teacher’s accountability for students’ learning outcomes.
4. to plan service education training and enhancement for learning activities.
5. to find out teacher’s weaknesses that need reinforcement positive corrective measures for teaching-learning improvement.
6. to help promote a better learning experience to the students.
7. to foster professional quality to every student.

**ii. Process of Conducting Evaluation**

2. VPAA Office will give notice to the faculty and students that will take part of the evaluation.
3. Evaluation will take place anytime from December and May in every existing School Year inside the classroom.
4. Each faculty member will be evaluated by a group of students from the class they handled.
5. Each evaluation's rating will be analyzed to determine the outcome by the Department Heads, Deans, Chairpersons and VP-Academic Affairs.
6. The Department Heads, Deans, Chairpersons and VP-Academic Affairs will give feedback to each faculty member on their performance based on the evaluation’s result.

**iii. Mechanics of Conducting the Evaluation**

1. The evaluation is in the form of a questionnaire.
2. The evaluation will be participated by the students from Senior High School to College department.

3. In every class of students will evaluate one faculty member according to the name of faculty they picked.
4. Each group of students will evaluate the faculty in one setting during the scheduled date.
5. After the evaluation, students will compute the score to determine the rating.
6. The Department Heads, Deans, Chairpersons and VPAA Office will analyze each ratings using the Rating Scale to determine the outcome.

**iv. Who Will Conduct the Evaluation**

1. The Faculty Performance Evaluation will be conducted by the Department heads, Deans, Chairpersons and VP-Academic Affairs Staff under the supervision of the VP-Academic Affairs.

**v. Rating**

Faculty Performance Evaluation will use the following formula:

$$\frac{\text{TOTAL SCORE}}{\text{PERFECT SCORE}} = (\text{Performance Rating})$$

| <b>Rating</b> | <b>Equivalent</b> |
|---------------|-------------------|
| 5             | Outstanding       |
| 4             | Commendable       |
| 3             | Satisfactory      |
| 2             | Marginal          |
| 1             | Unsatisfactory    |

**vi. Results**

**Outstanding Rating**

- The faculty's teaching performance is consistently excellent when compared to the standards required of the CMO.
- The faculty's teaching performance, skills, knowledge and attitudes in the learning environment is consistently excellent.

- The faculty's teaching excellence could be used for "Bench Marking" other teaching faculty.
- The faculty consistently promotes a better learning experience to the students.
- The faculty consistently fostered professional quality to every student.

### **Commendable Rating**

- The faculty's teaching performance is frequently above the level of a satisfactory performance, but has not reach an overall level of outstanding performance.
- The faculty's teaching performance, skills, knowledge, and attitudes within the learning environment are admirable, but they could be improved.
- The faculty has insignificant weakness that referable for teaching-learning improvement.

### **Satisfactory Rating**

- The faculty teaching performance is within the standards of performance required for teaching-learning environment.
- The faculty's teaching performance, skills, knowledge, and attitudes within the learning environment are sufficient and referable for improvement.
- The faculty has insignificant weakness that referable for teaching-learning improvement.
- The faculty is referable for more improvement to promote a better learning experience to the students.

### **Marginal Rating**

- The faculty teaching performance is sometimes adequate but often performance is at a much lower
- The faculty's teaching performance, skills, knowledge, and attitudes within the learning environment are inadequate and must have room for improvement.
- The faculty has significant weaknesses that needs reinforcement for teaching-learning improvement.
- The faculty is needs improvement to promote a better learning experience to the students.
- The faculty is needs to enhance his/her accountability for students' learning outcomes.
- The faculty needs to foster professional quality to every student.

### **Unsatisfactory Rating**

- The faculty teaching performance is sometime adequate but often performance is at much lower level, approaching ineptitude.
- The faculty's teaching performance, skills, knowledge, and attitudes within the learning environment are approaching ineptitude and must have room for improvement.
- The faculty has significant weaknesses that needs reinforcement for teaching-learning improvement.
- The faculty is indispensable for improvement to promote a better learning experience to the students.
- The faculty is indispensable to enhance his/her accountability for students' learning outcomes.

- The faculty needs to foster professional quality to every student.

**vii. Giving Feedback**

Any performance evaluation that falls to *needs improvement* result or unsatisfactory rating will be under probation and requires assessment. Therefore, the need for further improvement is hereby required to meet the standards set by the institutions.

**J. GUIDELINES FOR SYLLABUS**

- Teachers/Instructors are required to submit the syllabus in every subject before the classes start.
- Teachers/Instructors must follow the general format of the syllabus given, unless there's another format required by the CHED for a certain program. *Please refer to the template*
- Teachers/Instructors who have the same subject/course handled must have a centralized syllabus.

**K. STUDENT STUDY LOAD POLICY**

The number of units a student is allowed to carry should be based upon his scholastic record of achievement and his work load. The following scale provides for the allowable load based upon the student's GPA from the previous semester.

For Board Courses

- No grade below 2.5 (85%) for major subjects.
- No grade below 2.7 (83%) for minor subjects.

For Non-board Courses

- No grade below 3.0 (80%) for major courses.
- No grade below 3.5 (75%) for minor subjects.

No load should exceed more than what is allowed in the curriculum.

## **L. SCHOLASTIC STANDING**

Every student is expected to maintain a satisfactory record while attending at Philippine Advent College. A grade of point average of least 2.5 which is 85% is considered a minimum standing. Students who perform below this level will be placed on Academic Probation.

A student who is on Academic Probation for two consecutive semesters will be subjected to Academic Affairs Committee's review and he may be asked to stop studying at PAC for scholastic reasons.

## **M. EXAMINATION POLICY**

Every student should take examinations on scheduled dates except for some exceptional circumstances as sickness or death within the family. Special Examination Fee will be P200.00 per/course if the student will not take within the scheduled major examinations, including the remedial exams. The student must pay at the cashier and present the receipt to the instructor. Otherwise the student cannot take the special examination.

## HIGH SCHOOL AND COLLEGE STUDENTS

Individuals who possess a strong passion for education or those who are driven by a significant purpose in life are cordially encouraged to pursue enrollment at Philippine Advent College. Elementary graduates are eligible to enroll in the College and High School Department.

### ADMISSION AND RETENTION POLICY

#### I. ADMISSION POLICIES

##### A. First Year Applicants Requirement

1. All applicants for admission allow and adheres that all personal information whether it is printed or digital will be collected and be kept by Philippine Advent College in concurrence to the Data Privacy Act of 2012.
2. The applicants are required to submit the following:
  - a. certificate of Good Moral Character,
  - b. original copy of the Report Card from the Senior High School where they graduated,
  - c. three (3) pieces of long brown envelop,
  - d. four (4) pieces unretouched 2x2 ID in white background taken within six months upon the application,
  - e. photocopy of the PSA Birth Certificate (bring the original for verification)
  - f. photocopy of the PSA Marriage Certificate for all married (bring the original for verification)
3. He/she must undergo and pass the interview in the Student Affairs office.
4. He/she must be physically, mentally and morally fit.



5. All first-year students will be required to undergo a drug test. This program is not punitive, and the school will assist the student who tests positive in their withdrawal process. Should they test positive for the same substance again in the next semester, they will not be eligible for admission.
6. All fourth-year students at their OJT or internship shall also be required to undergo a drug test and a pregnancy test for women students, and if a married woman is pregnant, she shall secure a medical certificate proving that she is physically fit for the pre-service teaching program. Provided that she has a notarized waiver for any untoward incident that may take place, the school shall not be liable.
7. All applicants who have experienced using harmful substances such as, but not limited to, tobacco, alcohol, any prohibited drugs, etc. in the previous two years shall, upon admission, be required to undergo a counseling program for the purpose of facilitating their withdrawal from the said substance abused.

## B. Residency Requirements

1. The college only admits applicants whose credentials and personal qualifications demonstrate their ability to meet academic standards and benefit from the various opportunities it offers.
2. No student denied admission to the college for disciplinary reasons may reapply at a later date.
3. A student has a maximum of 5 years to complete the program or earn a degree.
4. For valid reasons, the college may permit a student to stay longer than the required number of years.

5. The Academic Committee will administer a refresher course to the student in question if they fail to comply with the residency requirements.
6. If the curriculum change affects the student, they must adhere to the new curriculum. However, we will credit courses taken under the old curriculum appropriately.

### C. Transferee Applicants Requirement

1. Applicants for transfer from other Universities or colleges must the following requirements:
  - a. Certificate of Good Moral Character
  - b. Honorable Dismissal from the previous higher institution,
  - c. Transcript of Record when possible,
  - d. three (3) pieces of long brown envelop,
  - e. four (4) pieces unretouched 2x2 ID in white background taken within six months upon the application,
  - f. photocopy of the PSA Birth Certificate (bring the original for verification)
  - g. photocopy of the PSA Marriage Certificate for all married (bring the original for verification)
2. The college will not admit a student who dropped out due to scholastic delinquency unless the dean or the program chairperson evaluates him or her and determines that the student's aptitude and interest qualify him or her for another major, where they may admit the student on probation for one semester.
3. If a transfer student from a previous higher education institution has multiple failed marks in a major subject, they may opt for a non-board course instead of enrolling in the same course they are applying for. However, after one year of residence, when the student shows competence in all his

or her subjects taken, he or she may proceed to the board course the applicant applies for.

4. The registrar may credit a subject from a previous higher education institution if its description differs from the required subject.
5. Those who fabricate or manufacture data in their application for transfer and who submit fake documents are subject to dismissal and may suffer for the perjury or falsification of documents committed.

#### D. Foreign Students

1. The college may admit foreign students to any academic program, subject to the same requirements as Filipino nationals.
2. They must qualify for the language medium of instruction.
3. Their admission is contingent upon reciprocal management between the foreigner's country and the Philippines.

#### E. Non- residence Students

1. Cross- enrollees must present a permit from their resident school duly approved by the registrar allowing them to enroll specified subject/s at a specified term.
2. Cross- enrollee shall not be allowed when the subject he/she is enrolling is being offered by his/her resident higher education institution.

## II. RETENTION POLICIES

1. The school will notify and issue a warning to the student on the academic delinquency list.
2. Students will have the privilege of taking remedial exams after complying with all requirements but failing to pass the subject. We will issue remedial exam permits once per subject, charging a reasonable fee at the cashier.
3. A delinquency list is a list in which the student does not meet the course's minimum requirements and receives grades below the cutoff on major subjects and failing grades on minor subjects.
4. The following semester's subject load will decrease by three (3) units if the student receives failing grades.
5. The following semester, if the student covered in the preceding section still has a failing grade, the same retention policy shall apply, and his or her subject load will be lessened by another three (3) units.
6. If the student experiences the aforementioned academic issue for three (3) consecutive semesters, we will advise them to switch to a different course.
7. Upon shifting to another course, the student experiences the same failures, and upon the recommendation of the guidance counselor in concurrence with the academic committee, the student may not be admitted to the college anymore.
8. If a student receives three failures, the college dismisses them, but they can transfer to another program at the university.
9. There must have been no blacklisting or class suspension for the students.

10. Graduating students may cross-enroll in subjects not offered during the semester, according to the department dean's recommendation.

### **STEPS FOR ENROLMENT**

1. Office of Student Affairs: For Application for Admission.
2. Department Head: For subject load assessment/schedule.
3. Registrar's Office: for subject approval.
4. Business Office: for charges assessment and payments.
5. HEMIS Section: for the issuance of identification cards.

### **SCHEDULE OF EXAMINATIONS**

1. The school calendar schedules the administration of the preliminary, midterm, and semi-final exams.
2. Each semester ends with final examinations; students must obtain clearance the week before the final exam in order to receive an examination permit.
3. Students who do not take the exams on schedule receive special examinations.
4. Extreme emergencies, like death or illness, often involve immediate family members, whether they are parents or other immediate family members.
5. Valid reasons include sickness with a medical certificate or bereavement of the immediate family. They are exempt from the special examination fee, which is P200 per course.
6. The non-compliance with the examination schedule results in a penalty of P200.00 per course.
7. Students who obtain a failing grade have the opportunity to request for a remedial exam, which is considered a privilege.

### **STUDENT LIFE AND SECURITIES**

Based on the philosophy mission and vision, the college provides an industrial processor and Academic standards to profit from the various opportunities afforded to them by the school in achieving the goals and objectives thereby producing graduates also can meet the dynamic challenges of their chosen fields.

Residence: Note that the students who are coming outside of the Municipality of Sindangan are required to stay at the dormitory.

Requirements:

Home - (for those who are staying with parents only)

Dorm -Acceptance Note (to be given by the Home Dean)

Faculty's Home -Note to be signed by the Sponsoring Faculty/Guardian

Relative's Home -Photocopy of Marriage Certificate of the Guardian  
-Waiver to be filled up by Parents/Guardian personally at the DSA office.

The school has dormitory to house the students both male and female.

College Cafeteria:

The College operates a cafeteria that caters food to the students at reasonable prices.

College Canteen:

The college has a store and a cash food counters where processes and office and school supplies are made available.

Library:

The college has a library and a library for the challenge of laws of their own functioning as learning resource center for the undergraduates and the law students.

Outreach Program:

P.A.C. students participate in the ASMO (Adventist Student Missionary Outreach) programs during Sabbath afternoon around Sindangan proper in leading afternoon Branch Sabbath School programs and other missionary endeavor. A number of students are sent out to other SDA neighbouring churches to inspire our fellow believers.

## **STUDENT ORGANIZATION:**

The college sponsors several organizations that aim to foster and enrich the cultural, religious, intellectual, and social backgrounds of students. Here are the following authorized organizations:

1. "Peer Group" is a club under the Guidance and Counseling Department's program to help students successfully move on from previous substance abuse or the like.
2. Both high school and college students participate in the SGO (Student Government Organization). This organization is responsible for the students' activities, especially the yearly SGO Days, the Week of Prayer, and other related activities.
3. The acronym ASMO stands for Adventist Students Missionary Outreach, and its primary function is to reach out to the community through the Word of God.
4. Advent Voices, the college's official singing group, assists the school in all of its outreach and entertains visitors through its music ministry.
5. The high school choir serves as the musical representation of the high school department in various religious programs at the school.
6. Friendship Club is an association of student leaders representing each department as volunteers in community extension services and some other school-related activities.

## **RECREATIONAL FACILITIES:**

The wide playground serves the students in their outdoor games, such as soccer, volleyball, softball, sepak takraw, etc. The Doña Felomina Singuillo Memorial Gymnasium serves as a P.E. room, Pathfinder rehearsal area, and basketball court. It also serves as the social hall, catering to wedding ceremonies and the school's social banquets.

## **STANDARD OF CONDUCT:**

The PAC behavior code is the basis of all students' behavior.

## **INTERNET POLICIES**

Use of Computer Stations

Entrance to the Internet Room:

1. The number of users who will be allowed to enter the Internet Room will be determined by the seating capacity of the room and the number of computer units available.

For Students and Teachers:

1. The “No logbook/No card Policy – No use” shall be strictly observed unless the user agrees to pay in cash, in which case only the Logbook is required.

For Outsiders:

2. The “No Logbook – No use” policy shall be observed. “ONE ON ONE POLICY”
3. To observe privacy and respect of the rights of others, the “One on One” policy must be strictly observed. Only one user is allowed for one computer unit except when the other one side from the user agrees to be charged with the regular rate.

Procedures

- Step 1. The user will inform the student assistant of his intention to use the Internet facilities.
- Step 2. The student assistant will courteously ask the user to sign in the logbook. The Internet Card is a requirement for the student /teacher-user. Those who have no cards will be politely denied to enter the Internet Room, unless they will opt to pay in cash.
- Step 3. The registered user will be assisted by the student assistant to operate the computer. He shall be promptly attended to, if during the time of his usage, he needs an assistance.
- Step 4. After the usage, the user will be courteously asked to log out. The assistant will enter the other data required in the Logbook, such as the time in and time out, total of hours of consumption, etc. except for the signature of the user.
- Step 5. Receipt will be issued for every user and for every payment (for outsider and those who opted to pay cash). The usage records will be entered into the Entered Card and the student ledgers of the user.

Prohibited Web sites:



1. Opening of Nude, Obscene and pornographic web sites is strictly prohibited.
2. Downloading and viewing of nude, pornographic and obscene pictures are also prohibited.

#### General Provisions:

1. The Internet Room is a research area. Thus, silence must be observed.
2. Through the session. The rights of the users to have privacy and undisturbed concentration should be respected.
3. The air-conditioning unit shall not be used when there are only five or less users.

#### **STUDENT PUBLICATION:**

1. The Zenith is the official school paper of the college. This publication is handled by students who have the skills and potential expertise in journalism, printing and investigating. It is supervised by the Dean of Student affairs.
2. Student Publication includes Yearbooks and Souvenir Programs.
3. The Editor-in-Chief of Zenith shall be chosen mainly by the Student Affairs Committee, subject to the approval of the Admin.
4. Only bona fide students having the average grade of 2.0 are allowed to be members of the Zenith Publication.

#### **JOB OPPORTUNITIES INFORMATION**

The Guidance and Counseling Department would like to offer an attainable service to students, especially those who are striving for academic achievement but do not have enough financial assistance. The Guidance and Counseling Department assists students in finding job opportunities that allow them to pursue their studies with perseverance. Thus, it fosters good entrepreneurship and sets an example of hard work.

Indeed, the Board of Trustees appoints the scholarship coordinator to offer and accept students whose applications meet the requirements for

the financial assistance scholarship program. The applicants must meet the following qualifications: they must be at least 18 years old, maintain good standing in both academic and religious affairs, possess a pleasing personality, experience financial difficulties to ensure equal opportunities for those who are financially capable, and have a recommendation from the department dean or chairperson.

The following are the Scholarship Programs:

1. Campus Security department  
Part Time Student Guard
2. Dormitories  
Assistant to the Home Dean both to Boys and Girls Dormitory
3. Church Scholar  
Assistant to the Church Pastor
4. Business Office
  1. Assistant to the DSF
  2. Assistant to the Treasurer
  3. Assistant to the VP Finance
5. President's Office  
Assistant to the Secretary of the President
6. Cafeteria
  1. Table attendant
  2. Cook
  3. Sanitary Maintenance
7. Janitorial Services
8. Electric & Plumbing Maintenance
9. Departmental Offices
  1. Assistant to the Registrar' Personnel
  2. Assistant to the DSA
  3. Assistant to the School of Computer

4. Studies
5. Assistant to the School of Business
6. Assistant to the School of Nursing
7. Assistant to the School of Education
8. Assistant to the HRM Department
  
10. Advent Voices  
Official Choir
  
11. Computer Laboratory Assistant
12. Library Student Assistant
13. DepEd Scholarship
14. Governor's Scholarship
15. Congressman Scholarship
16. SPEES
17. Educational Production

All janitorial services are entitled for 21 units credit and 18 units for the office services.

For more inquiries please see the office of the Scholarship Director.

## **GUIDANCE AND COUNSELLING SERVICES**

The College has a guidance service through the Office of the Student Affairs Services.

### **ORIENTATION AND INFORMATION**

New students to PAC find their ways through orientation programs handled by the following offices:

- Office of the Student Affairs
- Office of the Religious Affairs
- Office of the Academic Affairs
- Library series
- Record series
- Departmental series
- Office of the Director of Student Finance

## ORIENTATION AGENDA:

- Selecting Materials
- Organizing Materials
- Staffing the Information and Orientation Service
- Faculty Planned Groups
- Children Fostering
- A guidance course
- A work - experienced seminar

- College Days
- The Homeroom
- Classroom guidance activities
- Voluntary Discussion Group

- For Occupational information
- For Educational Information
- For School information

- Film discussions/viewing
- Students Forum
- Leadership training
- Human Potentials
- The Orientation Services

## **TRUST AND PROGRAMS OF THE OFFICE OF THE STUDENT AFFAIRS/GUIDANCE OFFICE**

The overarching objective of the Christian institution, and specifically the Student Affairs Department, is to foster the holistic growth and development of each student. An individual with a compassionate disposition towards loving and worshipping the Lord, proficient manual dexterity for productive and self-supporting work, and intellectual capacity for significant duties in both the present life and the afterlife.

As a student, you are a part of the Academic Community of the Philippine Advent College and it is required that you are knowledgeable with the campus - its amenities, its organizational structure, regulations,

and the conduct expected of someone involved in rigorous academic endeavors.

As members of the Faculty and Staff, it is anticipated that you deliver high-quality and exceptional services to the students and serve as agents of change for every student in this Christian Institution. Providing these services to students requires focus, dedication, allegiance, vigor, time, and devotion. Consequently, the well-being of each Faculty and Staff member will result in enhanced, high-quality, and exceptional service to both students and the rest of the school.

The Department of Student Affairs is optimistic that professors and students would willingly collaborate for the success of everyone's experience in the Academic Community, which we consider as our second home.

Philippine Advent College  
Sindangan, Zamboanga del Norte

### STUDENT'S PLEDGE

I, \_\_\_\_\_, a bona fide student of Philippine Advent College, do hereby agree after reading fully the policies, rules, and regulations contained in this student handbook. I pledge to embrace, adhere to, and uphold the policies and standards outlined in this handbook, understanding and trusting that they serve my personal safety.

I also agree that these regulations, policies, and standards will help me grow and develop into a total person, fully prepared to meet the world of employment and productivity in the future community to which I belong.

I hereby affix my signature below, both voluntarily and willingly.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature Over printed Name

## ANNEXES

### **REPUBLIC ACT NO. 10627**

#### Anti-Bullying Act of 2013 in the Philippines

##### Section 2: Acts of Bullying

- Bullying refers to any severe or repeated use of a written, verbal, or electronic expression, or a physical act or gesture, directed at another student.
- Bullying can cause physical or emotional harm, create a hostile environment, infringe on the rights of another student, or disrupt the education process.
- Examples include unwanted physical contact, damage to a victim's psyche and emotional well-being, slanderous statements, and cyber-bullying.

##### Section 3: Adoption of Anti-Bullying Policies

- Schools are directed to adopt policies to address bullying in their institutions.
- Policies should prohibit bullying on school grounds, property adjacent to school grounds, at school-sponsored activities, functions, or programs, at school bus stops, on school buses or other vehicles, or through the use of technology or an electronic device.
- Policies should also prohibit retaliation against a person who reports bullying, provides information during an investigation, or is a witness to or has reliable information about bullying.
- The Act outlines disciplinary administrative actions against perpetrators for bullying or retaliation, including a rehabilitation program.
- Clear procedures and strategies for reporting acts of bullying or retaliation, responding promptly to and investigating reports, restoring a sense of safety for a victim, protecting from bullying or retaliation, providing counseling or referral to appropriate services, enabling anonymous reporting, and subjecting a student who

knowingly makes a false accusation of bullying to disciplinary administrative action.

## Bullying Prevention and Response in Schools

### Education on Bullying Dynamics

- Educate students on bullying dynamics and school anti-bullying policies.
- Educate parents and guardians on bullying dynamics and how to support and reinforce these policies at home.

### Public Record of Bullying Acts

- Maintain a public record of bullying or retaliation acts.
- Keep names of bullying or retaliation victims confidential.

### Anti-Bullying Policies

- Schools must provide students and parents/guardians with anti-bullying policies.
- Policies should be included in the school's handbook and posted on school walls and websites.

### Measures to Address Bullying

- School principals or similar roles should implement and oversee bullying policies.
- Any incident of bullying or retaliation should be reported to the school principal or designated person.
- If a bullying incident involves multiple schools, the school first informed must notify the appropriate administrator of the other school.

### Reporting Requirements

- Schools must inform their division superintendents about anti-bullying policies within six months of the Act's effectivity.
- Schools must submit a report on bullying or retaliation acts to their division superintendents.

### Sanctions for Noncompliance

- School administrators failing to comply with the Act's requirements will face administrative sanctions.
- Erring private schools will also face suspension of their permits to operate.

## **PUBLIC ACT NO. 11313: DEFINING GENDER-BASED SEXUAL HARASSMENT IN PUBLIC SPACES AND SCHOOLS**

### **SAFE SPACES ACT**

#### Definition of Terms:

- Catcalling refers to unwanted remarks directed towards a person.
- Employee refers to a person who agrees to perform specified services for another person in exchange for remuneration.
- Employer refers to a person who exercises control over an employee, with the status or conditions of the latter's employment or engagement disregarded.
- Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values, and expectations identifying the social behavior of men and women.

#### Gender-Based Streets and Public Spaces Sexual Harassment:

- Crimes of gender-based sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person, regardless of the motive for committing such actions or remarks.

### Understanding Gender-Based Online Sexual Harassment in the Philippines



## Understanding Gender-Based Online Sexual Harassment

- Involves acts using technology to intimidate victims.
- Includes physical, psychological, and emotional threats, unwanted sexual comments, invasion of privacy, and unauthorized sharing of victim's information.

## Qualified Gender-Based Streets, Public Spaces, and Online Sexual Harassment

- Penalties apply in certain cases, such as in common carriers, public spaces, and government agencies.

## Gender-Based Sexual Harassment in the Workplace

- Crime includes unwelcome sexual advances, requests for sexual favors, unwelcome conduct affecting a person's dignity, and creating an intimidating environment.

## Duties of Employers

- Employers have the duty to prevent, deter, or punish acts of gender-based sexual harassment in the workplace.

## Duties of Employees and Co-Workers

- Refrain from committing acts of gender-based sexual harassment.
- Provide emotional or social support to victims of gender-based sexual harassment.

## Liability of Employers

- Employers may be held responsible for non-implementation of their duties under Section 17 of the Act.

## Liability of Students

- Minor students who commit acts of gender-based sexual harassment are only held liable for administrative sanctions by the school.

**REPUBLIC ACT NO. 11053**  
**ANTI-HAZING ACT OF 2018**

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 x x x. (Sec. 2, R.A. No. 8049)

The officers and members of the fraternity, sorority, or organization who actually participated in the infliction of physical harm shall be liable as principals. (Sec. 4. R.A. No. 8049)

Anti-Hazing Act is a democratic response to the uproar against hazing. It demonstrates that there must, and should, be another way of fostering brotherhood, other than through the culture of violence and suffering. (DUNGO V. PEOPLE, G.R. NO. 209464, JULY 01, 2015)

Hazing as defined in R.A. No. 11053:

1. Any act that results in physical or psychological suffering, harm, or injury xxx
2. Inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made;
3. As a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization

Hazing as defined in R.A. No. 8049 as 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.

Initiation or Initiation Rites refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. (Sec. 2, R.A. No. 11053)

All forms of hazing shall be PROHIBITED in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations. xxx

The responsibility of schools to exercise reasonable supervision in loco parentis over the conduct of its students xxx. (Sec. 8, R.A. No. 11053)

The responsibility given to an academic institution for the welfare of its students has been characterized by law and judicial doctrine as a form of special parental authority and responsibility. (People v. Bayabos, G.R. No. 171222, February 18, 2015)

Schools shall implement an information dissemination campaign at the start of every semester or trimester. (Sec. 8, R.A. No. 11053)

"An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester. Sec. 8, R.A. No. 11053

### Messages:

1. Safety protocol for student activities reminding the students that hazing activities are not allowed
2. Promotion of culture of respect and inclusivity in the campus, emphasizing that hazing has no place in the university community.
3. Focusing on its ill effects and consequent course of actions by the school

### INCLUSION IN THE STUDENT MANUAL

Stating that hazing is a grave offense.

### POSTING IN SCHOOL PREMISES AND IN THE WEB

1. Bulletin boards
2. Social media campaign (a one-week social media posts as to information or anti- hazing, create infographics, or other engaging visuals to provide examples of hazing.

### ALL STUDENT ACTIVITIES ARE SUPERVISED BY THE ORGANIZATION'S ADVISER

1. A directory where students can report any hazing activities seen/observed.
2. Embedded in the Discipline Program
3. Included in the Guidelines for Student Organization Policy of the Student Affairs Office
4. Establishment of a hazing prevention committee.
5. Leadership training for all officers, includes reminders on R.A. 11053
6. The SAS conducts Campus-wide pre-enrolment orientation to all aspiring learners of the institution.

## Promulgation of Guidelines by Appropriate School Authorities for the Approval or Denial of Applications to Conduct Initiation Rites (Sec. 4, R.A. No. 11053) Regulation of School-Based Initiation Rites)

Discipline in education is specifically mandated by the 1987 Constitution which provides that all educational institutions shall “teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline”. (Jenosa v. Delariarte, G.R. No. 172138, September 8, 2010)

### Penalty

Reclusion Perpetua + Php3M - who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom

1. All persons who actually planned or participated in the conduct of the hazing;
2. All officers of the fraternity, sorority, or organization who are actually present during the hazing;
3. The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or advisers can do so without peril to their person or their family;
4. All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: reclusion temporal in its maximum + One million pesos (P1,000,000.00) - upon all persons who are present in the conduct of the hazing.
5. Reclusion temporal in its maximum + Php1M-One million pesos - shall be imposed upon former officers, nonresident members, or alumni of the fraternity, sorority, or

organization who, after the commission of any of the prohibited acts proscribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter.

*Prision correccional* in its minimum period - upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization.

The persistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purposes of this section.

Fine of One million pesos (P1,000,000.00) - shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation

Punishment for cover-ups

Former officers, nonresident members, or alumni of the fraternity, sorority, or organization who will do any act to hide, conceal, or otherwise hamper or obstruct any investigation into the hazing activity will also face penalties of 12 to 20 years' imprisonment and a P1 million fine.

In the case of school authorities and faculty members who have had no direct participation in the act, they may nonetheless be

charged as accomplices if it is shown that they consented to or failed to take preventive action against hazing in spite of actual knowledge thereof. (Bayabos v. People, G.R. No. 171222, Feb. 18, 2015)

That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent upon school officials to investigate *motu proprio* and take an active role to ascertain factual events and identify witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities.

Is R.A. No. 11053 a sufficient deterrent against hazing?

It is unthinkable that admissions to such organizations are marred by ceremonies of psychological and physical trauma, all shrouded in the name of fraternity. This practice of violence, regardless of its gravity and context, can never be justified. This culture of impunity must come to an end. (Villarba v. Court of Appeals, G.R. No. 227777, [June 15, 2020])